

**ROYAL WOOTTON BASSETT TOWN COUNCIL**

Minutes of a Meeting of the Revenue & Resources Committee held on Thursday 23<sup>rd</sup> March 2017 at 7.30pm in Manor House, Lime Kiln, Royal Wootton Bassett.

**PRESENT: Councillors:** Mike Farrow, Stephan Jarvis, Paul Heaphy, Mike Leighfield, Marion Sweet and John Wilks.

**Officers in Attendance:** Johnathan Bourne, Town Clerk, Michelle Temple, Administrative Services Manager, David Williams, CCTV Supervisor, Emily Maiden, Committee Clerk and Administrative Assistant.

**Question Time**

Mrs Barbara Sealey, Chairman of the Carnival Committee was in attendance at the meeting to show Members examples of the Carnival cloaks that had been purchased with the Grant Aid awarded by the Committee at a previous meeting. The Chairman thanked Mrs Sealey for her attendance and for sharing the cloaks with the Committee.

**49. APOLOGIES**

Apologies for absence were received from Councillor Steve Bucknell.

**50. DECLARATIONS OF INTEREST**

To receive Declarations of Interest in accordance with sections 10 and 12 of Wiltshire Council's Members Code of Conduct, as adopted by Royal Wootton Bassett Town Council at a meeting held on 12<sup>th</sup> July 2012.

There were no Declarations of Interest.

## **51. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman advised the Committee of the following: -

- The Neighbourhood Plan has now been submitted to Wiltshire Council.
- The Chairman has been working with Councillor Marion Sweet and the Town Clerk on the library refurbishment project. Wiltshire Council have permitted the Town Council to have partnership status as opposed to becoming a tenant. It has been possible to create a large function room size space within the existing footprint of the library, which allows for flexible use of the building.

Councillor Stephan Jarvis thanked those involved with the library project for all their hard work thus far.

## **52. CONFIRMATION OF MINUTES**

RESOLVED to confirm and sign minutes of the meeting of the Committee held on Thursday 26<sup>th</sup> January 2017 [R&R/5/16-17]. Copies previously circulated.

## **53. ROYAL WOOTTON BASSETT CCTV SUITE**

The Committee received a report from the Town Council's CCTV supervisor, David Williams, regarding the issues surrounding the operational capacity of the CCTV Suite, copy previously circulated.

### **a) Server and Recording Equipment**

The first part of the report detailed the use of the server and recording equipment, which is approximately 18 years' old. The age of the technology has meant that it is difficult to source parts whenever an item of equipment needs to be replaced; some of the items are no longer being manufactured. A quotation has been sought for the upgrading of the server and recording equipment, which David Williams presented to the Committee.

It was explained that, in line with the Town Council's Financial Regulations on proprietary goods, one quotation has been sought from the company who fulfill the CCTV maintenance contract, which the CCTV Supervisor believes is reasonable. It was noted that the current CCTV maintenance contract expires in November 2017.

It was suggested that a second quotation could be obtained in order to test the price of the original quote. Should the original quotation be shown to be inflated in relation to the second, the expiration of the maintenance contract in November 2017 could be used to negotiate a reasonable price for the upgrade of the server and recording equipment.

RESOLVED to accept the original quotation for the upgrade of the server and recording equipment, subject to the results of comparative testing by obtaining a second quote, and possible negotiations against the expiry of the maintenance contract. The Committee to be notified of the results of the second quotation via email.

**b) Furniture**

The CCTV Supervisor explained that the growth of the CCTV Suite has meant that the current furniture is no longer ergonomically correct for volunteers who are seated for long periods of time. The angle at which the screens are viewed from the operators' desk no longer corresponds to that which is recommended within the industry, due to the increase in the number of screens that are being viewed on the bank of TVs. Furthermore, the existing furniture is heavy and overbearing, and does not represent an efficient use of space. Updating the furniture would not only create a more pleasant working environment, but would ensure the comfort of the volunteers by being ergonomically correct.

Two quotations were sought for CCTV suite-specific furniture as follows: -

Quotation A	£9,097
Quotation B	£15,550

Quotation B includes £980 for two new chairs which the CCTV Suite does not require, therefore the cost would be £14,570 if the quote were to be accepted without the inclusion of the two chairs.

The CCTV Supervisor has tested the equipment supplied within both quotations, and has recommended the approval of Quotation B, as the furniture is made from better quality materials, manufactured to a high standard, and is ergonomically correct. Quotation B also comes with a 10-year warranty, whereas Quotation A does not.

RESOLVED to accept Quotation B without the optional two chairs, priced at £980 for a pair, bringing the total to £14,570.

#### **54. INTERNAL AUDIT REPORT**

Report from the Council's Internal Auditor, in respect of internal audit work carried out on Wednesday 8<sup>th</sup> March 2017.

A copy of the report was previously circulated.

RESOLVED to note the report.

#### **55. COMMUNICATIONS**

The Committee was asked whether it wished to issue any Press Releases or other Communications in respect of the Committee Agenda items.

RESOLVED not to issue any communications in respect of the agenda items.

*The meeting closed at 8.20pm*