



# Brixham Town Council

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**Town Clerk: Mrs Tracy Hallett**

|                        |                 |                  |                |
|------------------------|-----------------|------------------|----------------|
| <b>Report Number</b>   | 26-2022         | <b>Date</b>      | 15.06.22       |
| <b>Report Type</b>     | Public          | <b>Meeting</b>   | F&GP Committee |
| <b>Contact Officer</b> | Tracy Hallett   | <b>Job Title</b> | Town Clerk     |
| <b>Report Title</b>    | Town Hall Works |                  |                |

## Electric and Gas Comparison

At the last F&GP meeting, a member requested a percentage comparison for the gas and electric consumption between 2021/22 and 2022/23. Below is an indication.

| Utility  | April – May 2021 | April – May 2022 | Percentage Increase |
|----------|------------------|------------------|---------------------|
| Gas      | £1,340.04        | £2,661.12        | 98.58%              |
| Electric | £108.38*         | £858.55          | 692%                |

*\* please note that this is not a true reflection due to two credits being received totally £1,150.46 for non-use of electric in the year 2020-2021.*

## CCTV

At the May meeting, the F&GP Members were asked to consider replacing six cameras and reposition one camera in the Council offices. At the meeting it was resolved that a survey should be carried out on the CCTV infrastructure across the Town Hall, to include a review of all cameras, placement and recording system.

The current contractors were asked to carry out this work and they have advised that an update is required. Below are details of their quote:

- Supply and install 1 x 32 way Dahua Full High Definition 1080p/4k Hybrid Digital Video Recorder with 4TB Hard Drive to replace existing DVR
- Supply and install 16 x Dahua 4mp 1080p HDVCI Cameras to replace the existing Analogue Cameras using existing cabling
- \* Supply and install 3 x Dahua Starlight 4mp 1080p HDVCI Cameras in the following locations:
  - 2 x Scala Hall
  - 1 x external facing Scala Doors
- Supply and install 1 x 26" LCD Monitor to replace existing Monitor

*\* please note these are additional cameras*

**Cost to supply and install the above: £3,074 plus vat**  
**Recommendation: To accept the quote.**

## **Electrical Works**

### **Ventilation**

Following a service of the ventilation units, the following recommendations have been made:

#### **Male and Female toilets**

Currently both toilet facilities have a static ventilation system installed rather than an extractor ventilation. A local electrical has recommended that the lighting circuit is altered to allow for the installation of two 4 inch continuous running trickle vent extractor fan with automatic boost complete with ceiling mounted triple pole isolator, in each toilet facility.

**Cost to supply and install the above in each toilet facility: £1,407.96**

**Recommendation: To accept the quote.**

### **Lighting**

#### **Basement**

During a recent inspection, it was found that the basement lights have corroded and stopped working. A local electrical has quoted to investigate the cause and replace the three lights, metal clad switch and repair the circuit.

**Cost to supply and install the above: £439.66**

**Recommendation: To accept the quote.**

*Please note:*

- 1. The quote is based on no re-wiring required.*
- 2. Until such time that the lighting is repaired, the basement cannot be accessed due to health and safety.*

#### **Main Foyer**

It has been noted that the foyer lights are being left on and despite every effort to turn them off, there is more often than not, someone following behind turning them back on. This means that the lights are being left on overnight / over the weekend.

Following discussions with a local electrician, it is recommended that the ground floor lighting is altered to:

- Fit 2 x PIR sensors replacing the existing light switch for a key switch
- Replace existing light with 3 x LED bulkhead which has a corridor dimming function

**Cost to supply and install the above: £1,053.66**

**Recommendation: To accept the quote.**

### **Additional circuit in Function Room**

In order to install a display screen in the front window on the ground floor of the Town Hall, a local electrician has quoted to extend the existing ring final circuit in the function room to allow for an additional switch fused connection unit which will control a single unswitched socket.

**Cost to supply and install the above: £391.21**

**Recommendation: To accept the quote.**

## **TV Licence**

The purchase of a TV Licence will enable the Council, its tenants and hirers to:

- **watch or record programmes as they're being shown on TV, on any channel**
- **watch or stream programmes live on an online TV service**  
(such as ITV Hub, All 4, YouTube, Amazon Prime Video, Now TV, Sky Go, etc.)
- **download or watch any BBC programmes on BBC iPlayer.**  
This applies to any device, including a TV, desktop computer, laptop, mobile phone, tablet, games console, digital box or DVD/VHS recorder.

**The cost of the TV Licence is £159** and it is considered that the licence will open up opportunities for the Council, including the ability to live stream popular events.

**Recommendation: To approve the application for a TV Licence.**

## **Financial Regulations**

Please note the following extract from the Council's adopted Financial Regulations:

- 10.3 All members and employees are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 11.1(h) When it is to enter into a contract of less than £25,000 in value for the supply of goods and / or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £1,000 the RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

*It should be noted that every effort has been made to obtain three quotes, but only one electrician visited site and provided a quote. All electrical quotes have been received from the same local electrician, Genus Electrical and Wireless Systems.*