

MEETING REPORT

Meeting: Assets Committee, 7th October 2024
Agenda Item: AS24/021
Report subject: Town Hall Security
Report author: L Lane, Administration Officer

PROPOSAL

To consider a quote from Unique Fire & Security to increase entrance security at the Town Hall

Background

Members of the public are currently able to access the top floor and meeting rooms at the Town Hall whenever the front door is open. This has led to several incidents where individuals have accessed rooms and facilities which they should not have and staff are not aware that people are in the building. This has raised concerns for staff security.

Initial action has been taken, and doors to the St Pierre Room and Mayor's Room are now locked when not in use. The Committee Room door has to remain unlocked as it is one of our fire escape routes. However, locking some of the doors has reduced the opportunity for unauthorised use or access by unknown persons during the day.

To better protect the staff and others hiring our rooms, a proposal has been put together to provide a door security system at the top of the stairs.

Unique Fire & Security are contracted to maintain the intruder and CCTV systems at the Town Hall, and have provided a quote to install a video entry system with a keypad for the door at the top of the stairs and a key fob access for the door to the Town Hall office. This would allow staff to control who is able to access the top floor.

Staff would be able to change the code on the door at the top of the stairs and to override the code if there was a public event in one of the rooms.

Quotations

A quote has been obtained from Unique Fire & Security – please see attached document.

The total cost of the quote is £3,186.50 plus VAT

There is an additional optional annual maintenance for the new system at a cost of £80 plus VAT per year

The Administration Officer has investigated the cost of the parts within the quote. Online prices are in the region of £2,400 plus vat, but would require a contractor to install. The work is likely to take 2 days.

Resources

Finance

Funds to come from EMR Town Hall Maintenance/Equipment.