



Crediton Town Council

8a North Street
Crediton
Devon
EX17 2BT
Telephone: 01363 773717
Email: townclerk@crediton.gov.uk

To All Crediton Town Councillors,

You are hereby summoned to attend a **Meeting of Crediton Town Council**, which will be held on **Tuesday, 19th January 2021, at 7.00 pm.**

This will be a virtual meeting using the Zoom meeting platform. The details for accessing the meeting are:

Join Zoom Meeting

<https://zoom.us/j/94305640878?pwd=OUkrd0k2eDVCWGwzdExXaFdEOE91QT09>

Dial by your location

+44 330 088 5830 United Kingdom
+44 203 481 5237 United Kingdom
+44 203 901 7895 United Kingdom
+44 208 080 6592 United Kingdom

+44 131 460 1196 United Kingdom
+44 203 481 5240 United Kingdom
+44 208 080 6591 United Kingdom

Meeting ID: 943 0564 0878

Passcode: 230119

The purpose of the meeting is to transact the following business.

Rachel Avery (Mrs)
Town Clerk

14th January 2021

Please note that:

- Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960.
- Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.
- Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Council are unable to make any decision on matters not listed within the agenda.
- This meeting is being held remotely under the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020
- This meeting will be recorded and may be livestreamed to Crediton Town Council' social media platforms.

AGENDA

1. **To receive and accept apologies** (Please make any apologies known to the Town Clerk)
2. **Declarations of Interest** - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda.
3. **To note the Virtual Meeting Policy.**
4. **Public Question Time** - To receive questions from members of the public relevant to the work of the Council. *(A maximum of 30 minutes is allowed for this item; verbal questions should not exceed 3 minutes)*
5. **Order of Business** - At the discretion of the Chairman, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public.
6. **Chairman's and Clerk's Announcements** - To receive any announcements which the Chairman and Clerk may wish to make. For information only.
7. **Town Council Minutes** - To approve and sign the minutes of the Crediton Town Council Meeting held on Tuesday, 8th December 2020, as a correct record.
8. **To receive the Police report.**
9. **To adopt the minutes of the following meetings:**
 - **Assets and Amenities Committee held on 10th November 2020**
 - **Town Strategy Committee held on 1st December 2020**
10. **Due for Payment and Receipts** - **To examine and agree the accounts due for payment, receipts, and bank transfers for the period 10th December 2020 – 20th January 2021 inclusive and to receive the bank reconciliation.** (The schedule of payments and receipts will be issued prior to the meeting.)
11. **Budget 2021/22:**
 - **To consider and agree/amend Crediton Town Council's budgets for the financial year 2020-2021.** (A copy of the budget will be issued prior to the meeting)
 - **To consider and agree/amend Crediton Town Council's level of reserves for the financial year 2021/22**
 - **To consider and agree Crediton Town Council's precept for the financial year 2021/22.**
12. **To receive an update regarding The Bungalow, 8 North Street, Crediton.**
13. **To consider and approve a contractor, to implement the new CCTV system.** (A copy of the CCTV report will be issued prior to the meeting).
14. **To consider and agree the initial investigation of CCTV on the Industrial Estate, and to undertake initial consultation with business owners.** (Requested by Cllr Ross).

15. **Climate Change and Sustainability Sub-Committee:**
 - **To receive a report on the two informal meetings held regarding current membership of the sub-committee** (A copy of the meeting notes will be issued prior to the meeting)
 - **To consider and agree/amend the proposed Terms of Reference** (A copy of the proposed Terms of Reference will be issued prior to the meeting)
 - **To consider and agree how this information will be circulated to the existing members of the Sub-Committee.**
16. **Town Square Tables:**
 - **To consider purchasing the tables from the Town Team, and to administer their use**
 - **To note the removal of the tables as a matter of emergency.**
17. **To note and discuss the recent Section 106 reports provided by Mid Devon District Council.**
18. **To consider arrangements for the 2021 Annual Town Meeting.**
19. **Councillor Reports** - At the discretion of the Chairman, to receive reports from Councillors (Town, District, and County) and representatives of the Council - strictly for information only.
20. **To note Council Correspondence and Matters to Note.** (List to be issued with agenda).
21. **To note the date of the next meeting – Tuesday 16th March 2021 at 7.00 pm.**

PART TWO

22. **It is recommended that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information.**
23. **To consider the report regarding Old Lanscore School, and to agree any recommendations therein.** (A copy of the OLS report will be issued prior to the meeting).

Crediton Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/01/2021		
	Cash in Hand 01/04/2020		362,639.43
	ADD Receipts 01/04/2020 - 31/01/2021		290,304.89
			652,944.32
	SUBTRACT Payments 01/04/2020 - 31/01/2021		208,104.03
A	Cash in Hand 31/01/2021 (per Cash Book)		444,840.29
	Cash in hand per Bank Statements		
	Cash 21/04/2020	0.00	
	United Trust Bank a/c 10026692 31/10/2020	87,066.68	
	Hampshire Trust Bank a/c 1025442 20/04/2020	48,714.81	
	Nationwide a/c 90097276 01/04/2020	61,213.59	
	Co-operative current a/c 65809217 19/01/2021	179,913.32	
	Cambridge & Counties 01/04/2020	86,123.05	
	Petty Cash 14/01/2021	4.01	
			463,035.46
	Less unrepresented payments		18,195.71
			444,839.75
	Plus unrepresented receipts		0.54
B	Adjusted Bank Balance		444,840.29
	A = B Checks out OK		

Last 30 days transactions

Balance

Available balance: **£179913.32**
Includes pending transactions and any overdraft limit.

Overdraft limit: **£ 0.00**

Last 30 days transactions

Your running balance can be viewed in transaction history.

Date	Bank reference Customer reference	Transaction description Additional information	Amount (£)
18/01/2021	000000 CREDIT 4421302222880000	Own Account Credit 308037	150.00
14/01/2021	OCTOPUS ENERGY A-25F03EB7-001	Direct Debit 505645	-130.76
06/01/2021	MID DEVON DISTRICT 21-00008-FULL	Standing Order 60212772621192	-231.00
04/01/2021	PENNON WATER SRVCS 1673586201	Direct Debit 509408	-119.03
04/01/2021	PENNON WATER SRVCS 1673589001	Direct Debit 509408	-90.87

31/12/2020	GBC RE CONCORDE I CIL22182	Direct Debit 167778	-180.47
23/12/2020	R J Brooks & Son L 5476	Standing Order 52300613482726	-80.40
23/12/2020	OCTOPUS ENERGY OCTOPUS ENERGY	BACS Credit 40032843807509	915.80
23/12/2020	GLENDALE GC089-01-3797	Standing Order 09072001574191	-907.20
23/12/2020	CREDITON ARTS CENT INV-1029	Standing Order 40524000012553	-670.00
23/12/2020	DEVON TREE SERVICE 3195	Standing Order 52412744149875	-480.00
23/12/2020	SLCC MEM233523	Standing Order 60830120314459	-336.00
23/12/2020	Alan Stewart BAA Membership	Standing Order 52300624532797	-110.00
23/12/2020	SLCC ENTERPRISES QL199318	Standing Order 60830120290997	-118.80
23/12/2020	0752 MSFT * E0100D 4988243002020752 CARD	Purchase	-11.22
23/12/2020	EMMA ANDERSON Expenses	Standing Order 30803737902262	-5.99
23/12/2020	Adams Home Hardwar Inv 7971	Standing Order 52300624516163	-10.24
23/12/2020	South West Water B 1072 5173 06	Standing Order 30000000220418	-60.98

22/12/2020	DEVON COUNTY COUNC 00158	Standing Order 20305460079626	-1,612.34
22/12/2020	HMRC 120PG01414685	Standing Order 08321012001039	-1,353.22
22/12/2020	LISA BLAKE SALARY	Standing Order 30677221902060	-748.47
22/12/2020	EMILY ARMITAGE SALARY	Standing Order 20304720803669	-878.02
22/12/2020	EMMA ANDERSON SALARY	Standing Order 30803737902262	-1,234.58
22/12/2020	MISS LEANNE ENGLAN HOLIDAY	Standing Order 04000405649717	-108.83
22/12/2020	RACHEL AVERY SALARY	Standing Order 30846724984768	-1,964.40

Crediton Town Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
358	Bandstand Electricity	09/12/2020		Co-operative current a	direct debit	Bandstand Electricity	Octopus Energy	L	42.50	2.12	44.62
359	Old Landscore School Electric	09/12/2020		Co-operative current a	direct debit	Old Landscore School Electricit	Octopus Energy	L	7.38	0.37	7.75
360	Old Landscore School Electric	09/12/2020		Co-operative current a	direct debit	Old Landscore School Electricit	Octopus Energy	S	167.92	33.58	201.50
361	Office Electricity	10/12/2020		Co-operative current a	direct debit	Office Electricity	Octopus Energy	L	106.25	5.31	111.56
362	Councillor/Clerk Expenses	23/12/2020		Co-operative current a	bacs	Staff expenses	Mrs Emma Anderson (Tesco)	E	5.99	0.00	5.99
363	Telephone Charges	31/12/2020		Co-operative current a	direct debit	Telephone Charges	Concorde	S	150.39	30.08	180.47
364	Boniface Allot Ass. Membersh	23/12/2020		Co-operative current a	bacs	Boniface Allot Ass - Membersh	Mr Alan Stewart	E	110.00	0.00	110.00
365	Grass Verge Cutting	23/12/2020		Co-operative current a	bacs	Grass Verge Cutting	Glendale	S	756.00	151.20	907.20
366	Exhibition Road - Maintenanc	23/12/2020		Co-operative current a	bacs	Exhibition Road - Hedge maint	Devon Tree Services	S	400.00	80.00	480.00
367	Staff Salaries	22/12/2020		Co-operative current a	bacs	Salaries - December	Mrs Rachel Avery	E	1,964.40	0.00	1,964.40
368	Staff Salaries	22/12/2020		Co-operative current a	bacs	Salaries - December	Mrs Emma Anderson	E	1,234.58	0.00	1,234.58
369	Staff Salaries	22/12/2020		Co-operative current a	bacs	Salaries - December	Mrs Emily Armitage	E	878.02	0.00	878.02
370	Staff Salaries	22/12/2020		Co-operative current a	bacs	Salaries - December	Mrs Lisa Blake	E	748.47	0.00	748.47
371	Staff Salaries	22/12/2020		Co-operative current a	bacs	Salaries - December	Miss Leanne England	E	108.83	0.00	108.83
372	PAYE/National Insurance	22/12/2020		Co-operative current a	bacs	PAYE/National Insurance	HMRC	E	1,353.22	0.00	1,353.22
373	Pension Contributions	22/12/2020		Co-operative current a	bacs	Pension Contributions	Peninsula Pensions	E	1,612.34	0.00	1,612.34
374	Small works/Various	23/12/2020		Co-operative current a	bacs	Salt bin collection and filling	R J Brooks & Son Ltd	S	67.00	13.40	80.40
375	Old Landscore School Water	23/12/2020		Co-operative current a	bacs	Old Landscore School - Water	South West Water	S	29.56	5.91	35.47
376	Old Landscore School Water	23/12/2020		Co-operative current a	bacs	Old Landscore School - Sewer	South West Water	E	25.51	0.00	25.51
377	Subscriptions	16/12/2020		Co-operative current a	card payment	Data Protection Registration	Information Commissioner	E	40.00	0.00	40.00
378	Exhibition Road - Water	04/01/2021		Co-operative current a	direct debit	Exhibition Road - Water	South West Water	E	119.03	0.00	119.03
379	Office Supplies	23/12/2020		Co-operative current a	bacs	Office Supplies - Various	Adams Home Hardware	S	8.53	1.71	10.24
380	Subscriptions	23/12/2020		Co-operative current a	bacs	SLCC Membership - R Avery	SLCC Enterprises Ltd	E	336.00	0.00	336.00
381	Staff/Councillor Training	23/12/2020		Co-operative current a	bacs	Training Course - Emily Armita	SLCC Enterprises Ltd	S	99.00	19.80	118.80
382	Barnfield Allotment - Water	23/12/2020		Co-operative current a	direct debit	Barnfield Allotment Water	South West Water	E	90.87	0.00	90.87
383	Christmas in Cred - Commu	23/12/2020		Co-operative current a	bacs	Christmas in Crediton - Entert	Crediton Arts Centre	E	670.00	0.00	670.00
384	Council Office Building Fund	18/12/2020		Co-operative current a	card payment	Bungalow Plans	BuyAPlan.co.uk	E	26.98	0.00	26.98
385	General Fund	23/12/2020		Co-operative current a	card payment	Councillor E-mail addresses	Microsoft	S	9.35	1.87	11.22
386	Council Office Building Fund	06/01/2021		Co-operative current a	bacs	Planning Fees - North St Bung	Mid Devon District Council	E	231.00	0.00	231.00
387	Office Electricity	14/01/2021		Co-operative current a	DIRECT DEBIT	Office Electricity	Octopus Energy	L	124.53	6.23	130.76
388	IT Support	20/01/2021		Co-operative current a	bacs	IT Support	Project Cosmic	S	30.00	6.00	36.00
389	Other floral costs	20/01/2021		Co-operative current a	bacs	Holly tree planting supplies	Edwin Tucker & Sons Ltd	S	3.87	0.78	4.65
390	Auto Door Locking System	20/01/2021		Co-operative current a	bacs	Automatic Door Locking Syster	Guardian Security (SW) Ltd	S	1,595.00	319.00	1,914.00
391	Office Supplies	20/01/2021		Co-operative current a	bacs	Office Supplies - Various	Adams Home Hardware	S	9.97	1.99	11.96
392	Christmas in Cred - Repeat C	20/01/2021		Co-operative current a	bacs	Christmas in Crediton - Electric	J D Ward (Electrical Services)	S	3,468.94	693.79	4,162.73
393	Bus Shelter Cleaning	20/01/2021		Co-operative current a	bacs	Bus Shelter Cleaning (July 202	MidD Clean	E	80.00	0.00	80.00

Crediton Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
394	20/01/2021		Co-operative current a	bacs	Bus Shelter Cleaning (Sept 202	MidD Clean	E	80.00	0.00	80.00
395	20/01/2021		Co-operative current a	bacs	Bus Shelter Cleaning (Nov 202	MidD Clean	E	80.00	0.00	80.00
396	22/01/2021		Co-operative current a	bacs	Salaries - January	Mrs Rachel Avery	E	2,185.06	0.00	2,185.06
397	22/01/2021		Co-operative current a	bacs	Salaries - January	Mrs Emma Anderson	E	1,416.28	0.00	1,416.28
398	22/01/2021		Co-operative current a	bacs	Salaries - January	Mrs Emily Armitage	E	978.43	0.00	978.43
399	22/01/2021		Co-operative current a	bacs	Salaries - January	Mrs Lisa Blake	E	762.76	0.00	762.76
400	22/01/2021		Co-operative current a	bacs	PAYE/National Insurance	HMRC	E	1,769.72	0.00	1,769.72
401	22/01/2021		Co-operative current a	bacs	Pension Contributions	Peninsula Pensions	E	1,796.25	0.00	1,796.25
402	29/01/2021		Co-operative current a	direct debit	Telephone Charges	Concorde	S	148.13	29.63	177.76
403	20/01/2021		Co-operative current a	bacs	Spinning Path gardens - grass	Hooper Services	S	50.00	10.00	60.00
404	20/01/2021		Co-operative current a	bacs	Peoples Park - Grass Cutting	Hooper Services	S	190.00	38.00	228.00
405	20/01/2021		Co-operative current a	bacs	Peoples Park - Step clearance	Hooper Services	S	15.00	3.00	18.00
406	20/01/2021		Co-operative current a	bacs	Peoples Park - Tree Planting	Hooper Services	S	198.95	39.79	238.74
407	20/01/2021		Co-operative current a	bacs	IT Support	Project Cosmic	S	30.00	6.00	36.00
408	20/01/2021		Co-operative current a	bacs	IT Support	Project Cosmic	S	30.00	6.00	36.00
409	20/01/2021		Co-operative current a	bacs	Councillor E-mail addresses	Project Cosmic	S	27.50	5.50	33.00
410	20/01/2021		Co-operative current a	bacs	IT Support	Project Cosmic	S	21.00	4.20	25.20
411	20/01/2021		Co-operative current a	bacs	Peoples Park - Tree Works	Hooper Services	S	950.00	190.00	1,140.00
412	20/01/2021		Co-operative current a	bacs	Stonypark - Tree Works	Hooper Services	S	480.00	96.00	576.00
413	20/01/2021		Co-operative current a	bacs	Town Square - Bench Remova	Rose Removals	S	240.00	48.00	288.00
Total								28,160.51	1,849.26	30,009.77

Crediton Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
280	08/12/2020		Co-operative current a	bacs	Exhibition Road - Allotment Re	Mr D Rowles	E	22.08	0.00	22.08
281	08/12/2020		Co-operative current a	bacs	Boniface Allot Ass - Membersh	Mr D Rowles	E	2.72	0.00	2.72
282	23/12/2020		Co-operative current a	bacs	Refund - OLS Electricity	Octopus Energy	L	672.91	33.64	706.55
283	23/12/2020		Co-operative current a	bacs	Refund - OLS Electricity	Octopus Energy	S	167.92	33.58	201.50
284	23/12/2020		Co-operative current a	bacs	Refund - OLS Electricity	Octopus Energy	L	7.38	0.37	7.75
285	04/01/2021		Co-operative current a	cash	Barnfield Allotment Rent	Mr D J Robbins	E	0.54	0.00	0.54
286	06/01/2021		Co-operative current a	cheque	War Memorial maintenance co	Crediton Hamlets Parish Cou	E	150.00	0.00	150.00
Total								1,023.55	67.59	1,091.14

ASAP Security

Quoted 21st December 2020

12 Cameras

1. Town Council Office - Control Location

1 x Panoramic Camera (360-degree view)

2. Post Office

1 x PTZ Camera

3. Cox Butchers

1 x Bullet Camera

1 x PTZ Camera

4. Helmores

1 x PTZ Camera

5. 90 High Street

1 x PTZ Camera

1 x Panoramic Camera (360-degree view looking up to Red House)

6. European Dental Lab

2 x Bullet Camera (viewing bus shelter/toilet block)

7. Newcombes Meadow Toilet Block

2 x Dome Camera (viewing outside toilet block)

1 x PTZ Camera (viewing bandstand and surrounding)

12-month warranty

Network compatible for adding ANPR & viewing on mobile device

Total £24,763 + VAT (*Economic Option £23,158 + VAT*)

Maintenance visits - £585 + VAT after first year

OPTIONAL EXTRAS

Optional UPS System for individual CCTV Camera & Wireless Link Locations

Total Cost: £3,681 + VAT

Optional UPS System for Network Video Recorder and Network Switch

Total Cost: £507 + VAT

Castle CCTV

Quoted 23rd December 2020

14 cameras

1. Town Council Office - Control Location

- 1 x Bullet Camera to view Square
- 1 x Bullet Camera to look up North Street

2. Post Office

- 1 x Bullet Camera

3. Cox Butchers

- 2 x Bullet Cameras (left and right)

4. Helmores

- 1 x PTZ Camera viewing up to Red House
- 2 x Bullet Cameras (left and right)

5. Museum (if possible)

- 1 x PTZ Camera

6. European Dental Lab

- Using WiFi for toilet cameras

7. Newcombes Meadow Toilet Block

- 1 x PTZ Camera to view Bandstand
- 4 x Vandal Domes to view around toilet block

12-month warranty

Network compatible for adding ANPR & viewing on mobile device

Total £37,850 + VAT (discount confirmed in email following original quote of £39,850)

Service visit - £350 pa plus vat plus access equipment hire

8 Cameras

1. Town Council Office - Control Location

1 x Panovu Camera (180-degree view)

2. Post Office

1 x Panovu Camera (180-degree view)

3. Cox Butchers

1 x Panovu Camera (180-degree view)

4. Helmores

1 x Panovu Camera (180-degree view)

5. 90 High Street

1 x Panovu Camera (180-degree view)

1 x Static Camera (to view up to Red House)

6. European Dental Lab

1 x Panovu Camera (180-degree view)

7. Newcombes Meadow Toilet Block

1 x Panovu Camera on pole looking over Bandstand (180-degree view)

12-month warranty

Network compatible for adding ANPR & viewing on mobile device

Total £16,508 + VAT

Maintenance visits - £939 after first year

Tamar Security

Quoted 25th November 2020
(updated 15th January 2021)

7 Cameras

1. Town Council Office - Control Location

1 x Bullet Camera

2. Post Office

1 x Bullet Camera

3. Cox Butchers

2 x Bullet Camera (left and right)

4. Helmores

1 x Bullet Camera

5. 90 High Street

1 x Bullet Camera

6. European Dental Lab

1 x Bullet Camera

7. Bowling Club

1 x Bullet Camera

12-month warranty

Network compatible for viewing on mobile device

Total £25,000 + VAT

(quote updated by email 15th January but formal document not received)

Maintenance visits - £3,995 + VAT after first year



CCTV Report

Report by: Assistant Clerk
To: Full Council
Date: For consideration on 19th January 2021

Recommendation

Full Council is recommended to consider and agree a proposal for the Town Council to install a new CCTV system in Crediton including the associated costs.

1. Purpose

- 1.1 This report sets out four proposals for the installation of a CCTV system that provides coverage of the High Street from St Lawrence Green to Union Road, as well as covering the Town Square and the Bandstand in Newcombes Meadow.
- 1.2 To choose a preferred supplier in order that a bid for funding can be submitted to the Police and Crime Commissioners Office.

2. Background

- 2.1. At the Town Strategy Committee meeting it was agreed for further information to be obtained with regards to the installation of a CCTV system in the town as well as the Town Council acting as data controllers and managing the network from the council office.
- 2.2. The quotations provided include the CCTV recorder and monitor being located in the Council Offices on North Street with the Town Council as data controllers.
- 2.3. As the decision on Old Landscore School is yet to be made, this system includes coverage up to St Lawrence Green, with the last camera being located on 90 High Street therefore does not require the use of OLS or the Red House. These locations can be added into the system at a later date.
- 2.4. Permission has been sought from 7 locations in the town for the installation of equipment. One location is still outstanding; therefore the quotations are based on the assumption that permission will be granted at this location.

3. Proposals

- 3.1. To instruct contractor 1 (ASAP Security) to install a system of 12 cameras covering the locations included in Appendix 1. This includes full installation of the system as well as the first year's maintenance visit (2 per year), however quotations will need to be obtained for wiring in the system once permission has been granted from all locations. It is the Town Council's responsibility to arrange suitable traffic management to allow for installation. Optional extras are detailed in the breakdown of the quote.
- 3.2. To instruct contractor 2 (Castle CCTV) to install a system of 14 cameras covering the locations included in Appendix 1. This includes full installation of the system however quotations will need to be obtained for wiring in the system once permission has been granted from all locations. It is the Town Council's responsibility to arrange suitable traffic management to allow for installation.

- 3.3. To instruct contractor 3 (RJS Systems) to install a system of 8 cameras covering the locations included in Appendix 1. This includes full installation of the system however quotations will need to be obtained for wiring in the system once permission has been granted from all locations. It is the Town Council's responsibility to arrange suitable traffic management to allow for installation.
- 3.4. To instruct contractor 4 (Tamar Security) to install a system of 7 cameras covering the locations included in Appendix 1. This includes full installation of the system however quotations will need to be obtained for wiring in the system once permission has been granted from all locations. It is the Town Council's responsibility to arrange suitable traffic management to allow for installation.

Breakdowns of the quotations will be available in meeting papers.

4. **Financial Implications**

- 4.1 The quotations to install a CCTV system, as described above, as well as the annual maintenance costs are detailed below:

Firm	Initial Cost	Yearly Maintenance
ASAP Security	£24,736 + VAT	£585 + VAT (2 visits per year)
ASAP Security (Economic System)	£23,158 + VAT	£585 + VAT (2 visits per year)
Castle CCTV	£37,850 + VAT	£385 + VAT (plus access equipment hire)
RJS Systems	£16,508 + VAT	£939 + VAT
Tamar Security	£25,000 + VAT	£3,995 + VAT (4 visits per year)

- 4.2 The Town Council has an Ear Marked Reserve of £8,000 for CCTV however the remainder of the system cost has not been budgeted for in 2020-2021.
- 4.3 On approval of a contractor, an application can be submitted to the Police and Crime Commissioners Office for funding. It is anticipated this would cover 1/3 of the system cost.
- 4.4 All businesses on the High Street and Town Square have been approached regarding the system. At the time of writing, 12 traders have expressed willingness to contribute between £50-100 towards the project. The project has received a very positive response. A letter has also been sent to the Chamber of Commerce, requesting £500 towards the project.

4.5 Funding applications have been submitted to DCC's Locality Fund as well as the East & Mid Devon Community Safety Partnership, both for £2,000. Still awaiting outcome.

5. Conclusion

With the need for CCTV in the town increasing, the installation of the system suggested will provide coverage over the main hotspots in the Town for anti-social behaviour and crime. The system can be controlled from the Town Council offices safely but can also be connected to a CCTV hub in the future should the Council wish to pursue this.

Emma Anderson
Assistant Clerk



Distances for reference:

- Location 5 - Location 4 (158m)
- Location 4 - Location 3 (167.74m)
- Location 3 - Location 6 (220m)



ASAP
ADVANCED SECURITY
ALARM PROTECTION
EST. 1979

**CCTV System Design Proposal
& Quotation
Prepared for:**

Crediton Town Council



www.asaprotection.co.uk



Introduction to ASAP

Established in 1979, Advanced Security Alarm Protection (ASAP) has developed into one of the South West's leading electronic security and fire system providers. With over four decades of experience in the security industry, we have built our company on long-term relationships with a wide range of well-established clients.

ASAP is National Security Inspectorate (NSI) Gold accredited, which ensures all systems are designed, installed and commissioned to meet the latest standards in the security industry. Our fully integrated electronic security and fire systems are designed to meet your individual requirements and merge seamlessly with your daily operations.

ASAP are involved in all aspects of system integration, from design and specification of systems, through to the supply, installation, commissioning, project management and training services. We specialise in the following sectors:

- ✓ Commercial & Industrial
- ✓ Residential
- ✓ Retail
- ✓ Health & Education
- ✓ Transport
- ✓ Hospitality
- ✓ Local Authorities & Public Offices

We establish strong working relationships with our customers and pride ourselves on our exceptional customer service standards. For over four decades, thousands of national brands and organisations have put their trust in ASAP to protect their staff, customers, facilities and data.

Our scope and offering of open protocol systems allows us the freedom to specify the most effective equipment to meet your requirements and ensure your system is future-proofed, optimising your return on investment.

Our System Proposal

Included in this proposal is a technical overview based on our discussions, plus an estimate for a fully installed and maintained system, including all hardware, software with the option for ongoing maintenance and training services. Should you be satisfied with the quotation please sign and complete the enclosed acceptance forms. On receipt, we can organise a suitable time and date for an engineer to complete the installation.

We look forward to discussing any further details that you may require at your earliest convenience.

Yours Sincerely,

Tom Erdbrink
Sales Manager
07950 843757



CUSTOMER	Crediton Town Council
SITE/ADDRESS	Crediton Town Council, 8a North Street, Crediton, EX17 2BT
PRIMARY CONTACT	Emma Anderson, Assistant Clerk
CONTACT DETAILS	E: assistant@crediton.gov.uk T: 01363 773717
SECONDARY CONTACT	Clare Dalley
CONTACT DETAILS	E: townclerk@crediton.gov.uk T: 01363 773717
PROPOSAL DETAILS	CCTV System Proposal
QUOTATION NO.	QASAPCC1523
DATE	21/12/2020

Purpose of the System

The purpose of our CCTV system is to help achieve the prevention and detection of crime by providing Police with a powerful tool to apprehend offenders. The system should also enhance safety and security for public & employees. The proposed CCTV system is based on the current layout of your site and the requirements we noted from our recent consultation.

Standards Compliance

The solution we have offered in this proposal is for a CCTV System that is in strict compliance with National Security Inspectorate Code of Practice NCP 104: Issue 3 (Design, Installation and Maintenance of CCTV Systems) including the requirements of BS EN ISO 9001:2015, NSI SSQS 101, NSI NCP 109, PD 6662:2010/IA 1501:2015 and BS 7858:2012. This is important, as it ensures local Police that the video recordings obtained from the system is in accordance with the relevant UK Home Office standards and is 100% authenticated for use as evidence in a court of law.

Experience and Competency

ASAP work with a wide range of well-established clients, including The University of Exeter, National Health Service, Watches of Switzerland, Teignmouth Town Council, Mercedes-Benz and Exeter College. We maintain strong working relationships with many public and private sector clients, some of which we have supported for over 30 years, providing a comprehensive preventative and reactive maintenance service to ensure optimal system reliability and efficiency.

With our extensive knowledge and understanding of IP networks and Video Surveillance Systems, we are one of largest security integrators in the South of England. Our systems engineers are certified in IP networks, demonstrating many years of experience in the installation and commissioning of large-scale Video Surveillance Systems.

Working in public spaces exposes many potential safety risks. All ASAP staff are trained and experienced with Occupation Health and Safety requirements and we maintain an impeccable safety record. In collaboration with our contracted specialist, our appointed health and safety officer constantly monitors our activities to ensure they meet both legislative standards and our clients' procedures. Through implementing a Health & Safety Management System we ensure best practice for all our business activities.

We ensure the highest standard of quality and best practices in our industry by rigorously checking all processes and procedures for continuous improvement. Our 3rd party accreditations with NSI and UKAS ensures regular audits to endorse our dedication to exceptional quality. ASAP maintain a comprehensive Quality Management System which is reviewed regularly.

In addition to the integration of the CCTV system, we will provide ongoing system support, to include system health checks, system updates and user training tailored to your specific requirements. A relationship between our engineers and your facilities management staff will be formed in which we can provide ongoing support for technical telephone queries, emergency call outs and defect rectification

works. ASAP will also include regular workshops to discuss ways to optimise the system including additional user training and software upgrade implementation.

Our fully trained engineers will respond to emergency callouts within the required response period. We pride ourselves on meeting and often exceeding Service Level Agreement (SLA) response times and providing an efficient, hassle free resolution of faults. We also have our own portable scissor lift and boom lift which will enable us to travel to site in the shortest possible time, without relying on third party providers. Our boom lift has a 50ft working height with fully proportional hydraulic controls and enhanced safety features. All ASAP engineers have passed their International Powered Access Federation (IPAF) training. The lift will be transported to site whenever maintaining/cleaning/servicing external CCTV equipment.

Our services will be available to Crediton Town Council 365 days a year, 24-hours a day with two service visits organised per year from our engineers. Our service contract will include annual checks of wireless network materials, including antenna alignment, corrosion on connectors and clear line of site checks. When available from the manufacturer, ASAP will also carry out software upgrades. Of course, the impact/benefits of each upgrade will be fully discussed with Crediton Town Council facilities management staff prior to implementation. ASAP have a fully functional CCTV control room, with the latest technology in IP CCTV equipment, enabling our engineers to bench test the latest firmware before it is setup for the end user. The same applies to future system enhancements where ASAP will keep Crediton Town Council informed of any features that could provide an improvement to the current system operation. We believe these could be openly discussed during training workshops. For further details on our preventative and reactive maintenance services please refer to page 34.

Description of Work

The following proposal is for the design, installation, commissioning, handover and training of a fully integrated IP CCTV system for Crediton Town Council.

The aim of the CCTV system is to effectively discourage anti-social behaviour, deter threat to personal safety and the well-being of the public within CCTV covered areas in Crediton Town Square, High Street and Park. The system will provide coverage of high-risk areas and specific points of interest, which are highlighted in *Design Plan 1.0* in this document.

7 PTZ (pan, tilt, zoom) cameras will be installed and programmed to actively follow pre-set tours of the town, which will be assessed with the local Police, to ensure high-risk areas are covered. These PTZs will be backed up by the balance of 2 Panoramic cameras recording a continuous ultra-wide view at the other strategic locations through the town. An additional 5 static cameras (3 bullet and 2 dome) with varifocal lenses will be installed to allow optimal coverage of specific points of interest and cover PTZ camera blind spots.

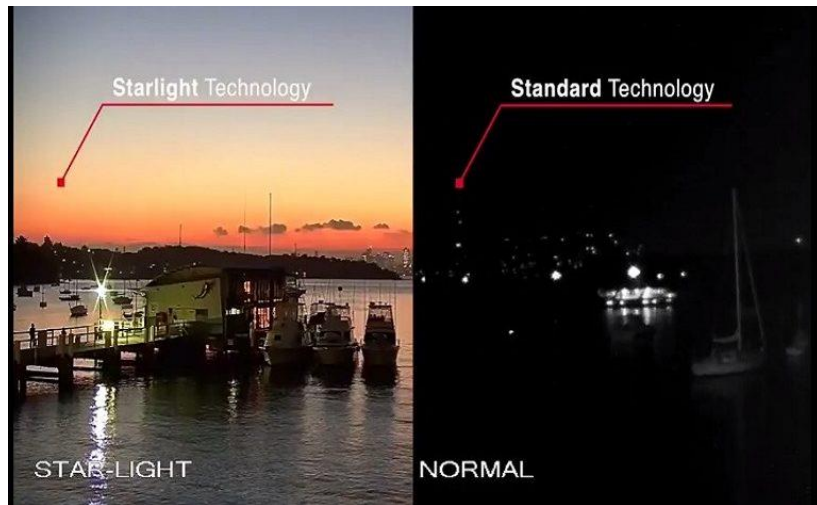
The PTZ cameras are capable of streaming video at Full-High-Definition resolution, coupled with an industry leading 45 times, true optical (not digital) zoom lens. What this means is that (assuming there is a clear line of site) an unknown person can be clearly identified at up to 200M/700feet from the camera. More information about compliance with the UK CCTV standards can be found on page 33 of this document. Each camera also benefits from a built-in powerful Infra-Red illuminator which is invisible to the human eye but will provide sufficient illumination for the camera to achieve crystal clear imagery even in complete darkness. The cameras built-in dual head camera, with minimal moving parts, ensures high durability in demanding outdoor environments. The day night mode is fully programmable for any type of outdoor application and ASAP's highly trained installation engineers are specialists when it comes to optimising the cameras settings for the environment. Heated glass and a built-in wiper mechanism (on the recommended system PTZ camera) ensures visibility is maintained during icy or misty conditions.



The cameras patented Starlight technology also achieves colour images with a high level of detail. It copes with adverse lighting conditions from bright sunlight, reflections off glass, extremely dim street

lighting, accurately reproducing high quality images in full colour. The image below demonstrates the new Starlight Technology. This is one of the only cameras to provide a full colour image in almost complete darkness with minimal image blur. We believe this level of camera is an important choice for Crediton Town Centre, as the lighting is extremely poor and uneven, which will cause image quality issues for other PTZ cameras.

This technology can assist in the detection and apprehension of offenders, providing a highly reliable colour image for identification purposes (colour of clothing, vehicle, etc). With Auto-Tracking features the cameras can zoom in and auto-track a defined target, this feature can be triggered automatically when not in use by the monitoring station personnel (in Police Commissioners Office).



A wireless network will be installed, following the design and layout of Design Plan 1.0 to transmit/receive video feed of proposed CCTV cameras throughout the town to the NVR (Network Video Recorder) in Crediton Town Council building. The CCTV system will be linked to the Police Commissioners Office in Exeter, through Crediton Town Council's network using a secured VPN (Virtual Private Network) connection. The Police Commissioners Office will be responsible for the integration and software licencing of the proposed CCTV camera channels on their Video Management System. ASAP offer widely recognised industry standard IP video interfaces for such purposes.

The CCTV system is expandable for the future, optimising your return on investment. All the proposed CCTV equipment conform to the industry standard ONVIF (Open Network Video Interface Forum) and PSIA (Physical Security Interoperability Alliance) specifications, ensuring interoperability between network video products regardless of manufacturer.

The proposed NVR (Network Video Recorder) uses built-in intelligent video analytics, with features such as heat map, trip wire detection, intrusion and people counting. This enables the system to detect and analyse moving objects for improved video surveillance. The NVR in our proposal has a powerful processor that will manage streams from Ultra High-Definition resolution (4K). This will allow the council to keep abreast of the latest technology by economically upgrading to even higher resolution cameras, as they become available in the future. The system's open architecture supports multi-user/multi-level access and is compatible with the very latest ONVIF 2.4 protocol, which provides the council with complete flexibility to choose cameras from any compliant vendor. All images will stream back to the NVR where recordings are retained for 31 days, before the automatically overwrite the oldest recordings. Video will be configured to record at a minimum of 15 Frames Per Second (FPS) per camera, with the option to increase the frame rate (at the cost of recording duration). We also set our NVRs to record at constant bitrate (CBR) to eliminate image blur in high motion scenes, using the very latest high efficiency H.265 compression codecs, in Full 1080p High-Definition or greater resolution.

Design Plan 1.0

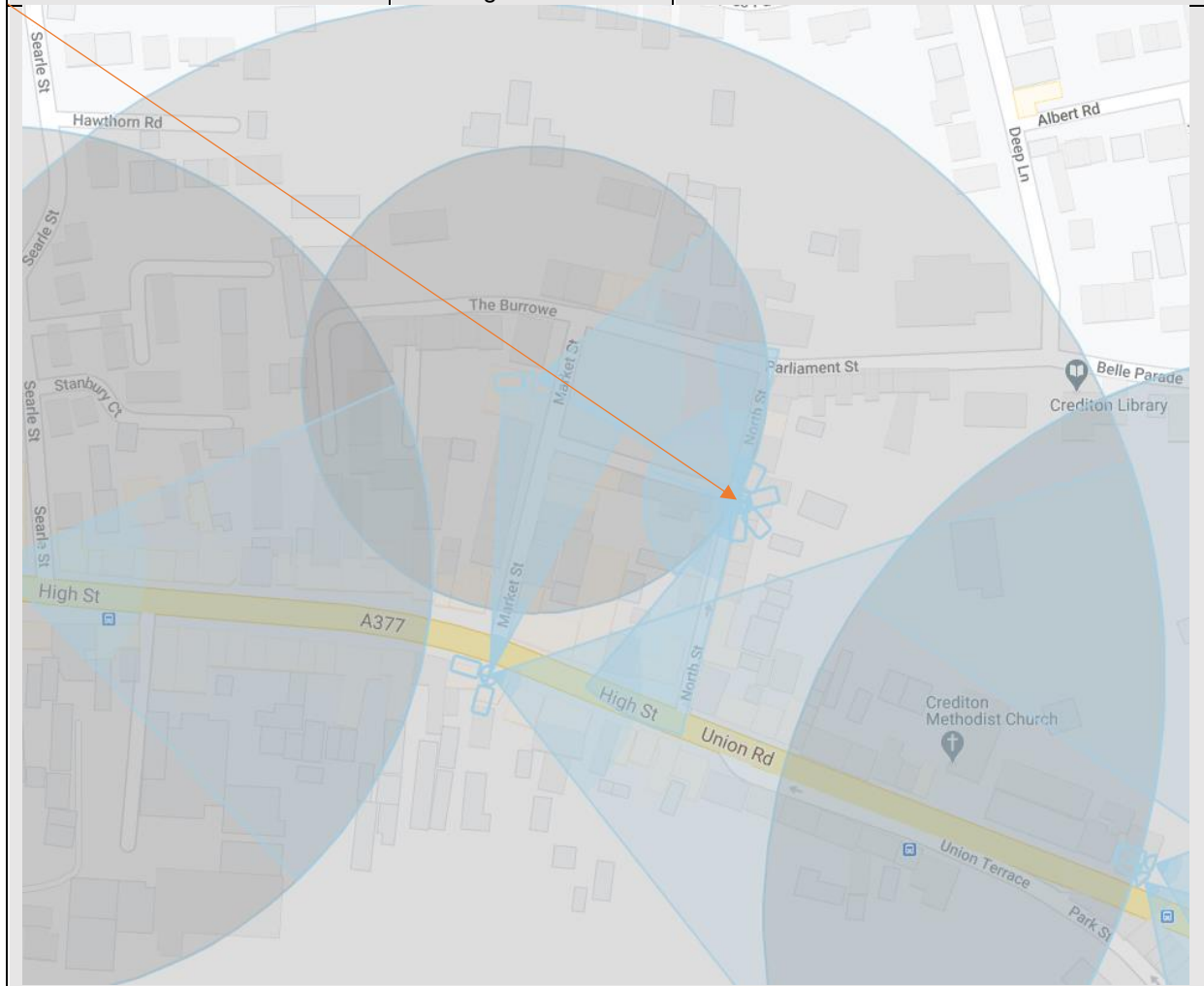
Crediton Town Square, High Street & Newcombe's Meadow



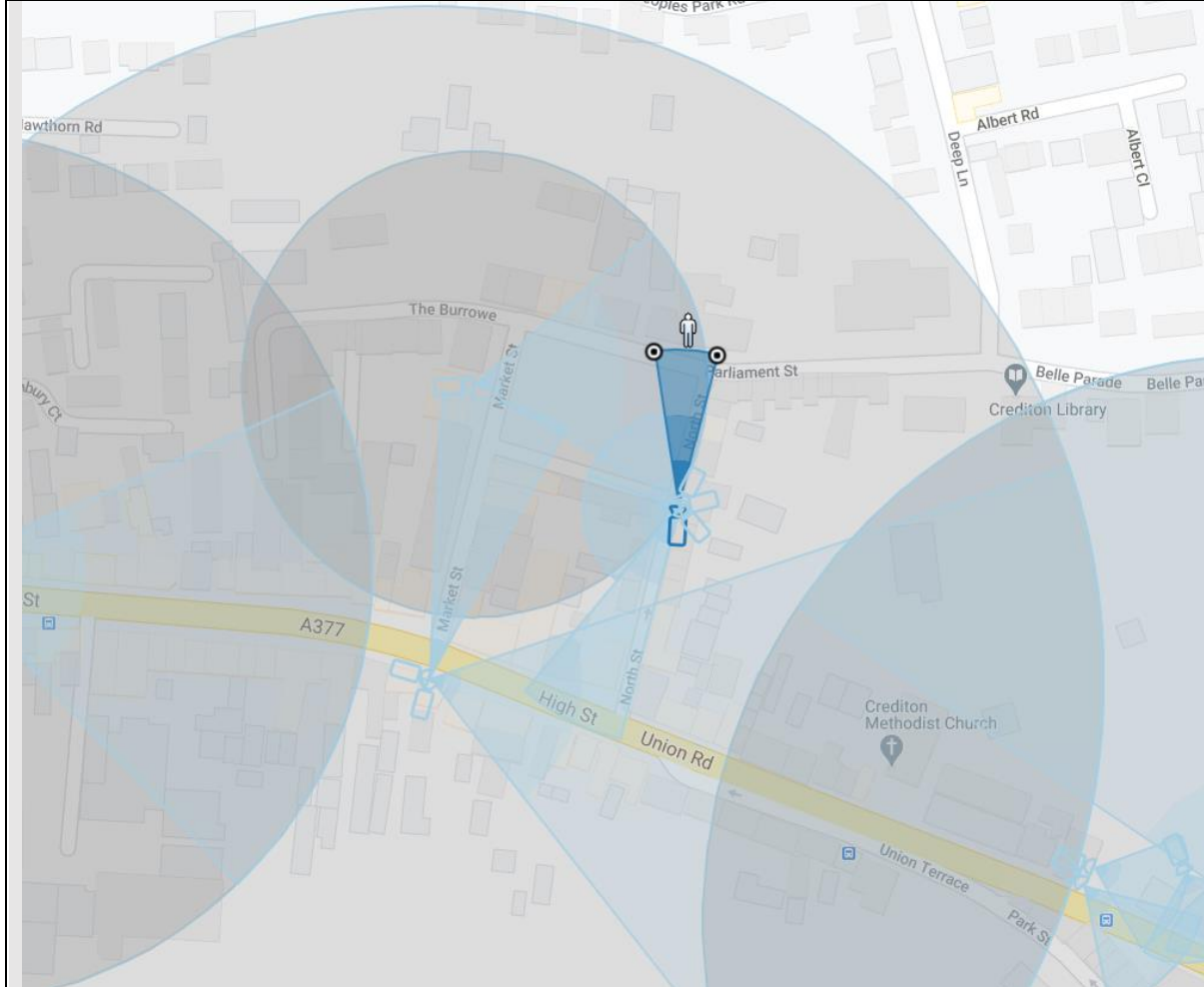
Equipment List

The following list covers the core components that will be installed with proposed equipment locations. Proposed CCTV cameras/Network Devices are to be positioned strategically by installation engineer to provide optimal coverage of highlighted areas and to be out of reach from public to prevent obstruction and tampering of cameras.

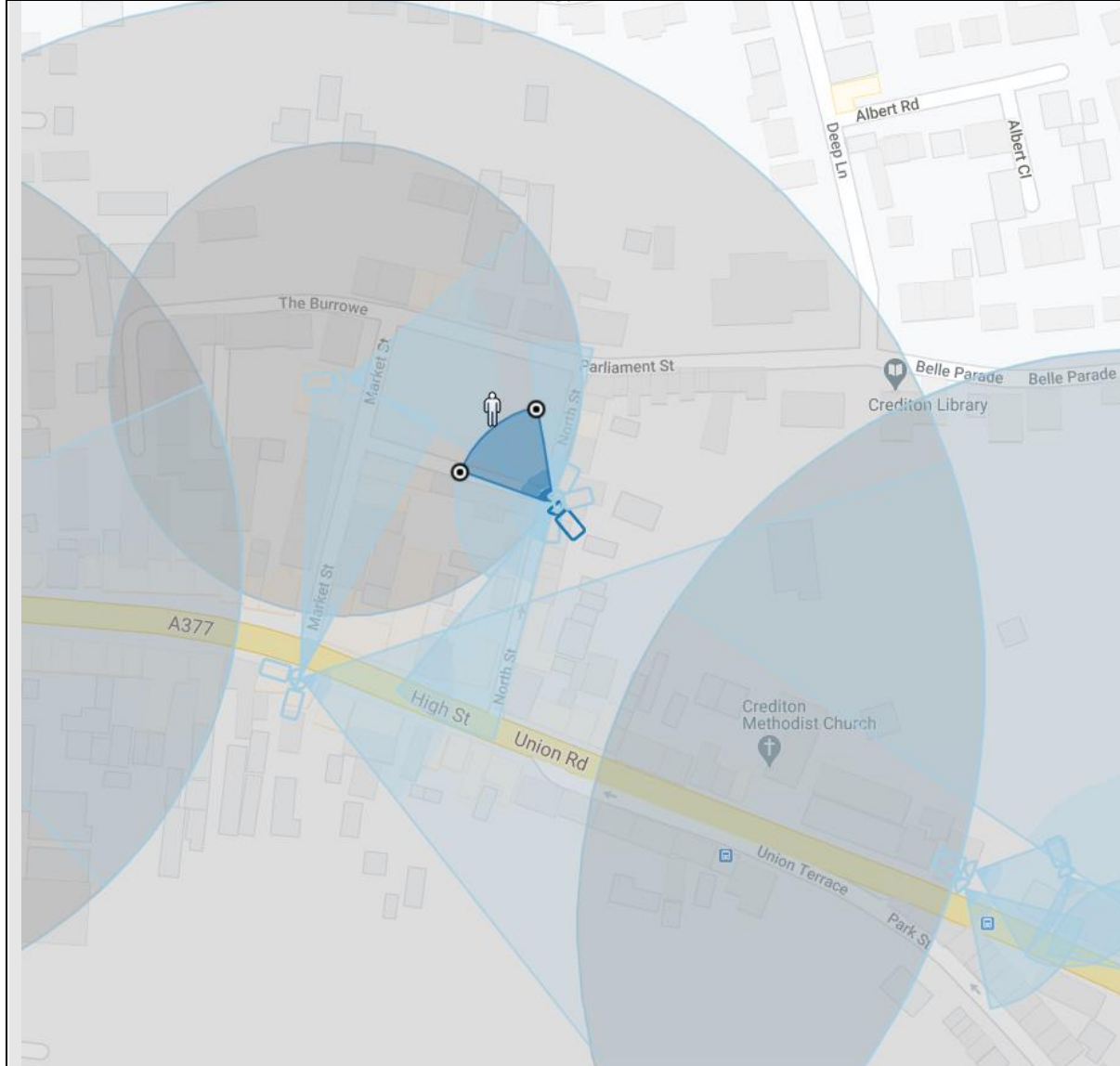
Wireless Transmitter/Receiver No.	Location	Purpose
1	Crediton Town Council Office Building.	To transmit/receive data over IP CCTV system network.



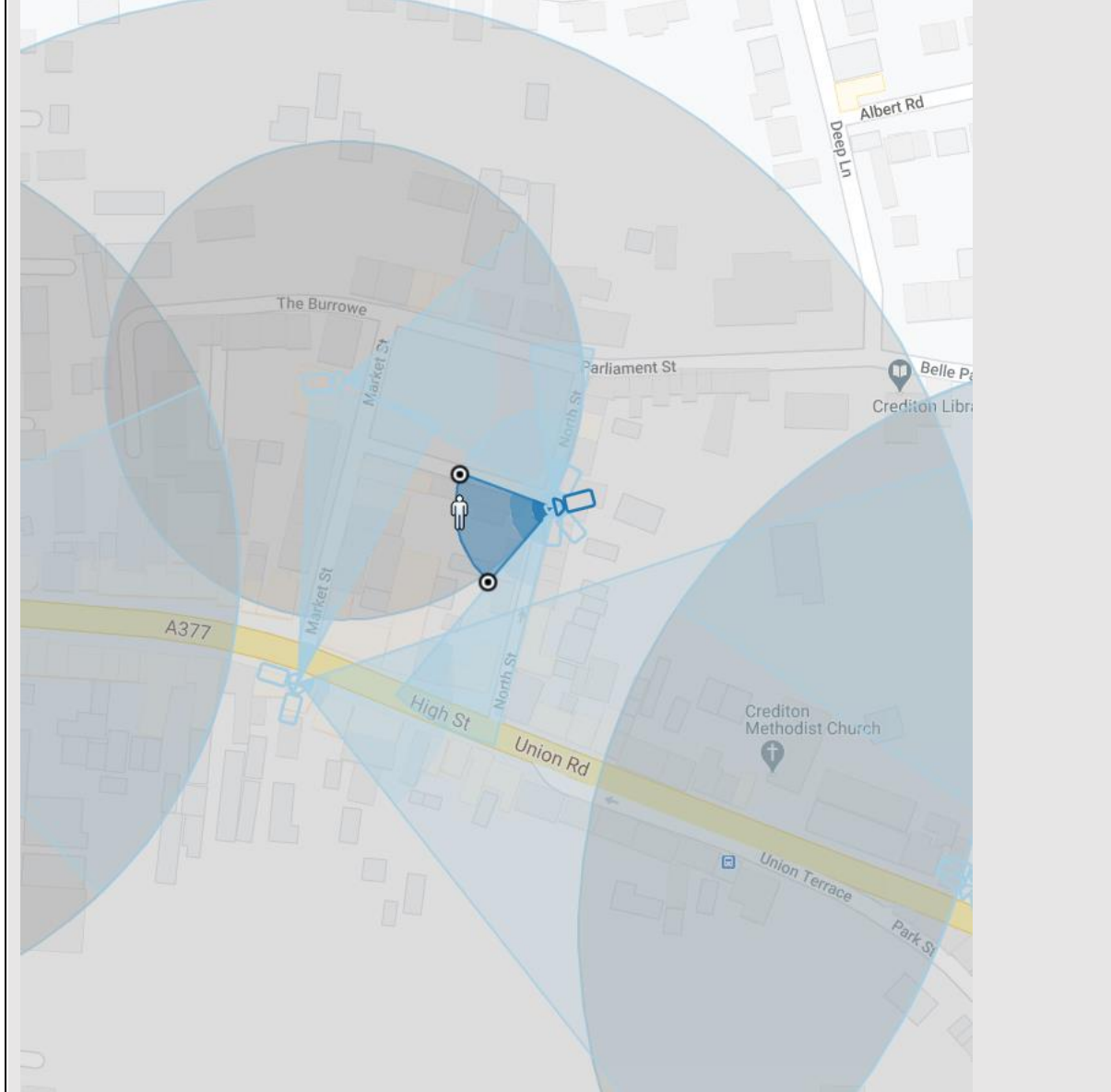
Camera No.	Camera Type	Field of View (FoV)	Location	Purpose
1 (Channel 1)	C	24°	Crediton Town Council Office Building.	Monitoring of activity within the highlighted area to deter threat to personal safety or well-being of public; to deter anti-social behaviour.



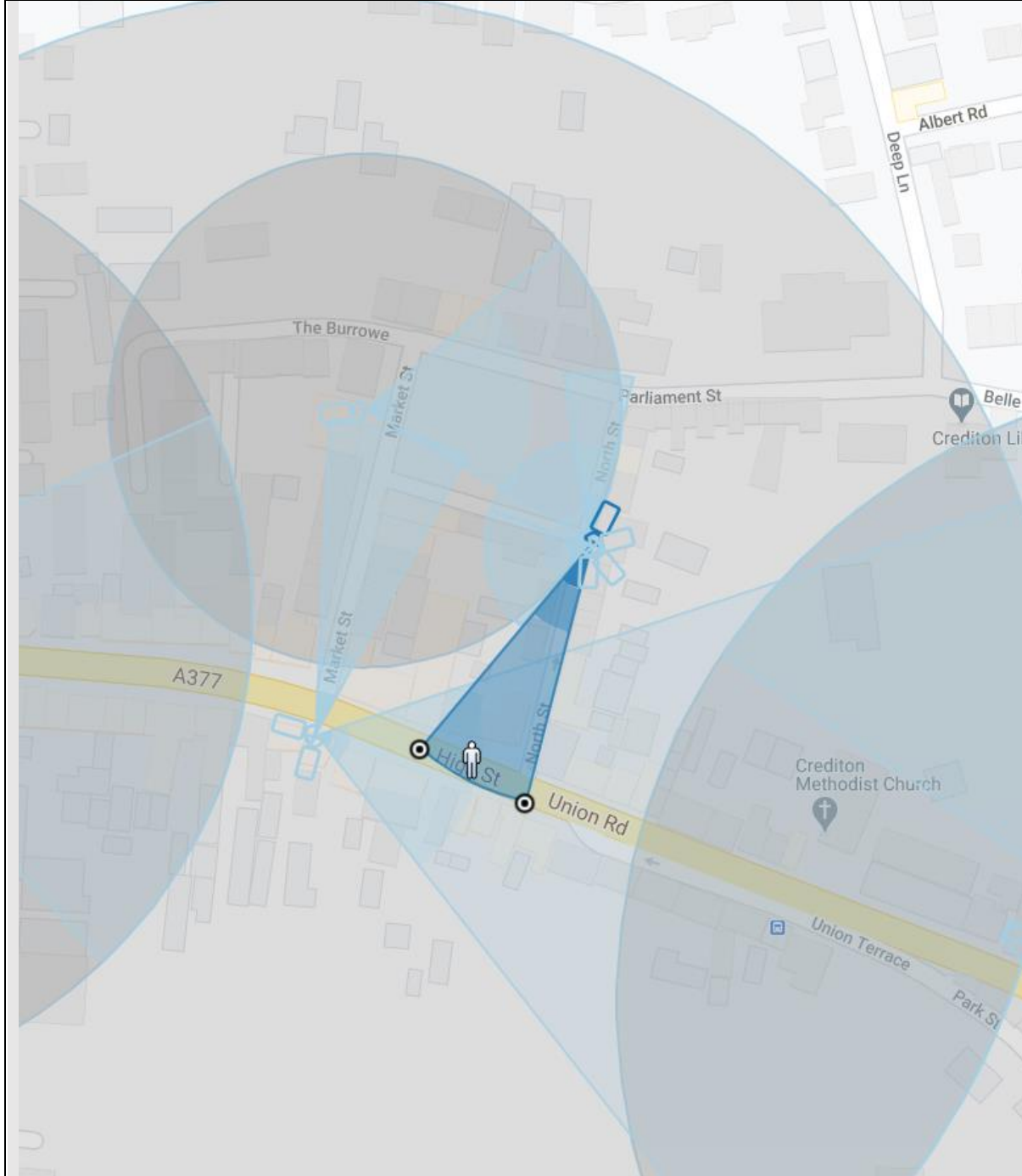
Camera No.	Camera Type	Field of View (FoV)	Location	Purpose
1 (Channel 2)	C	61°	Crediton Town Council Office Building.	Monitoring of activity within the highlighted area to deter threat to personal safety or well-being of public; to deter anti-social behaviour.



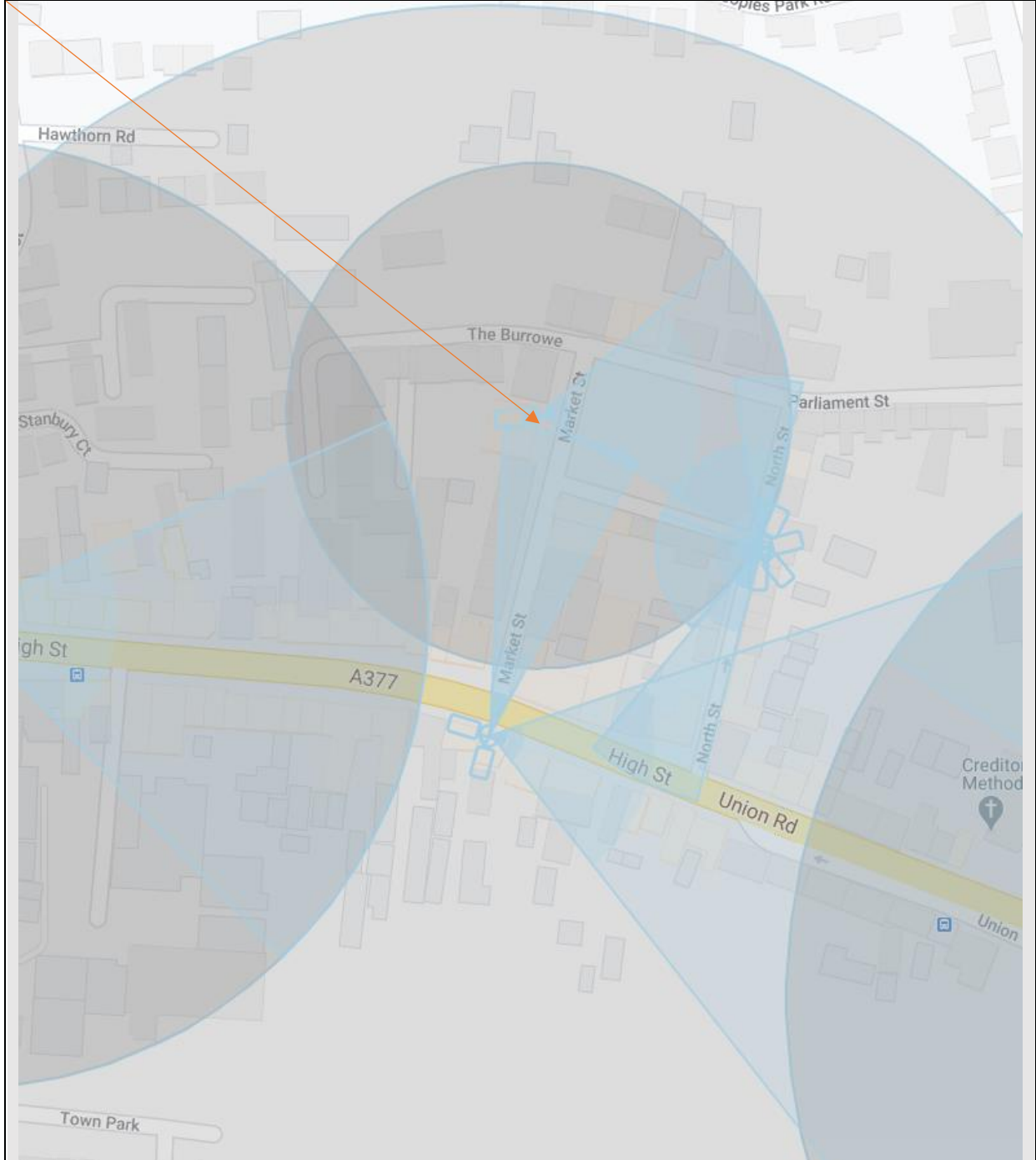
Camera No.	Camera Type	Field of View (FoV)	Location	Purpose
1 (Channel 3)	C	69°	Crediton Town Council Office Building.	Monitoring of activity within the highlighted area to deter threat to personal safety or well-being of public; to deter anti-social behaviour.



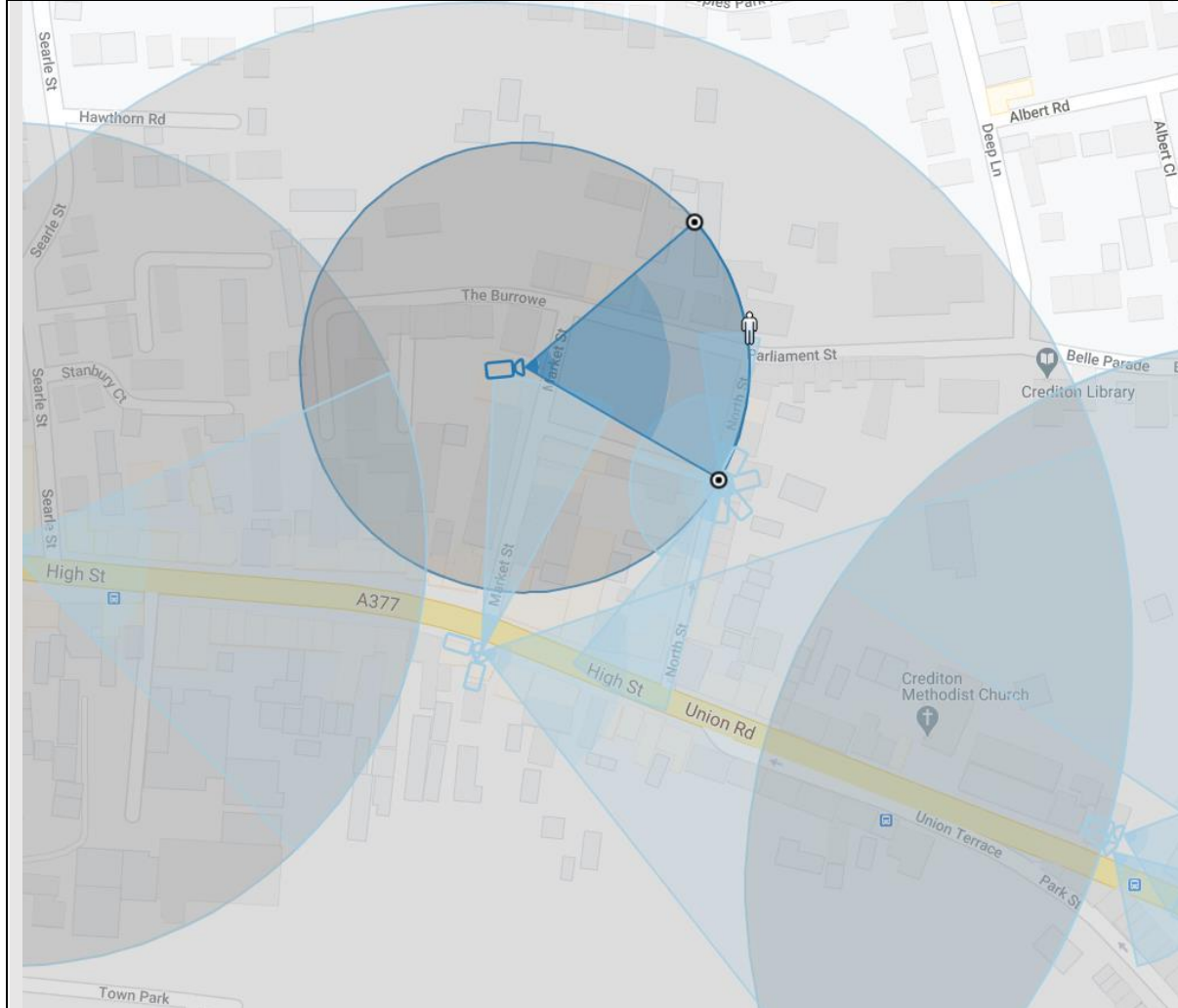
Camera No.	Camera Type	Field of View (FoV)	Location	Purpose
1 (Channel 4)	C	26°	Crediton Town Council Office Building.	Monitoring of activity within the highlighted area to deter threat to personal safety or well-being of public; to deter anti-social behaviour.



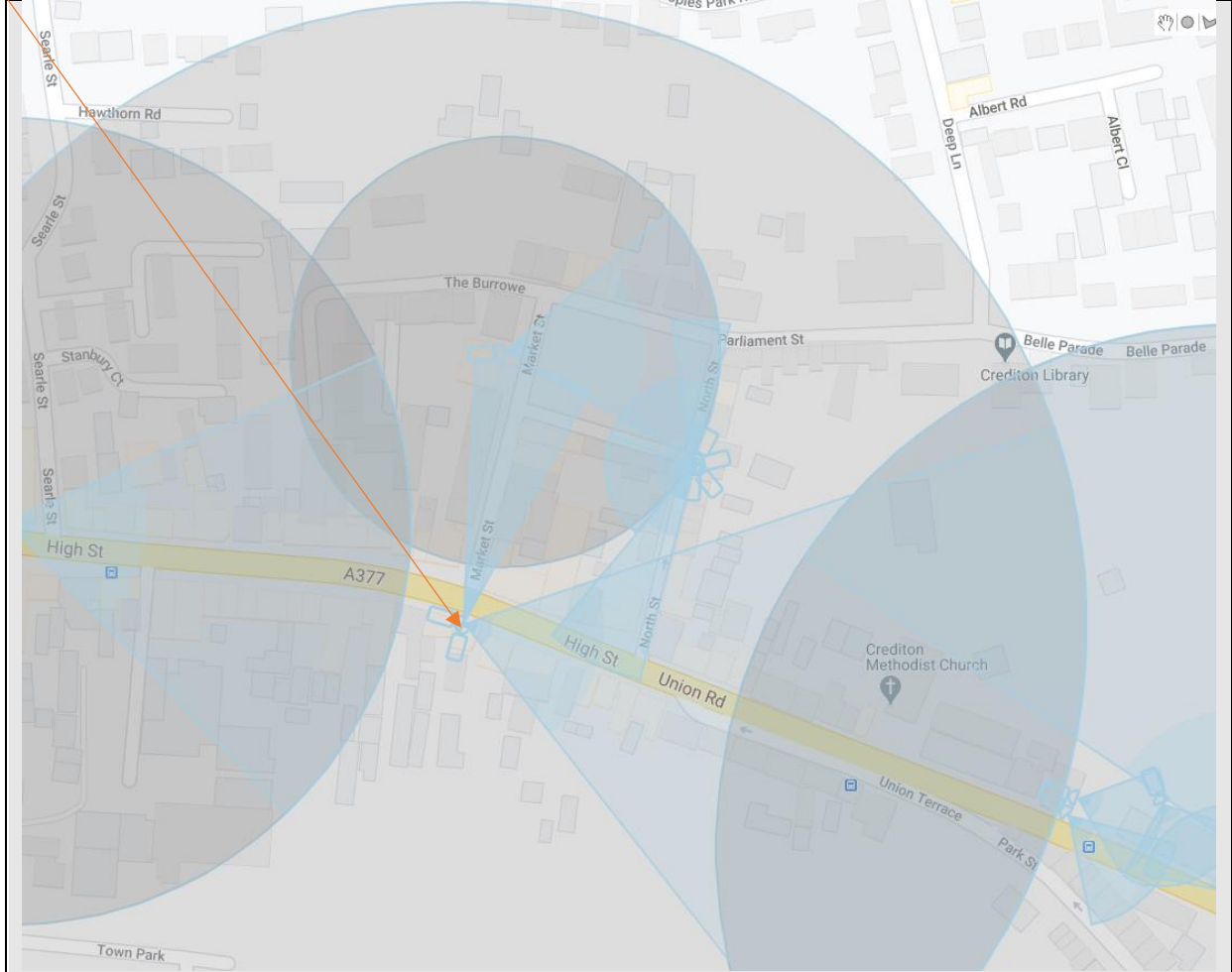
Wireless Transmitter/Receiver No.	Location	Purpose
2 & 3	Post Office, fixed to building.	To transmit/receive data over IP CCTV system network.



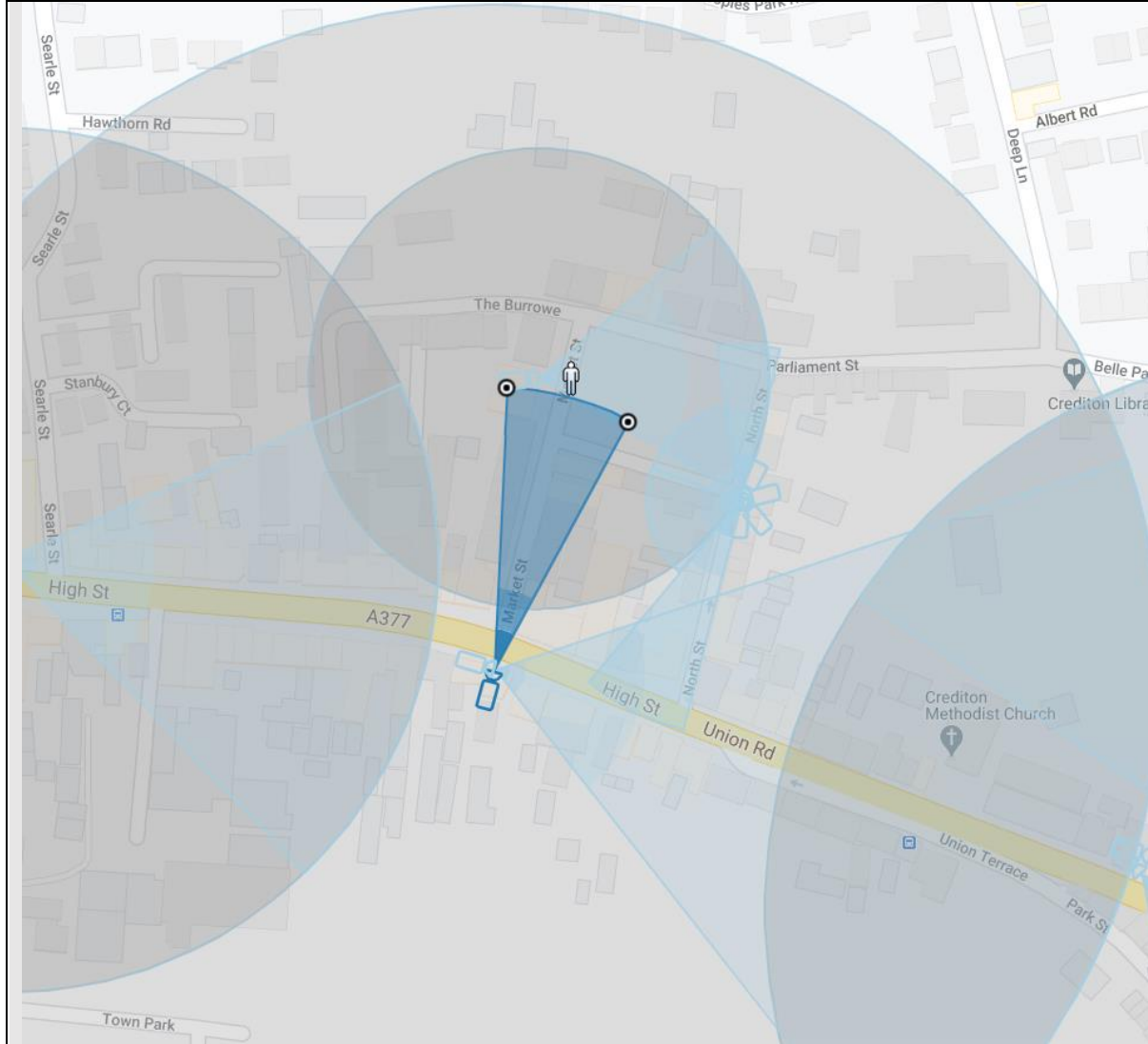
Camera No.	Camera Type	Field of View (FoV)	Location	Purpose
2	A	70°	Post Office Building.	Monitoring of activity within the highlighted area to deter threat to personal safety or well-being of public; to deter anti-social behaviour.



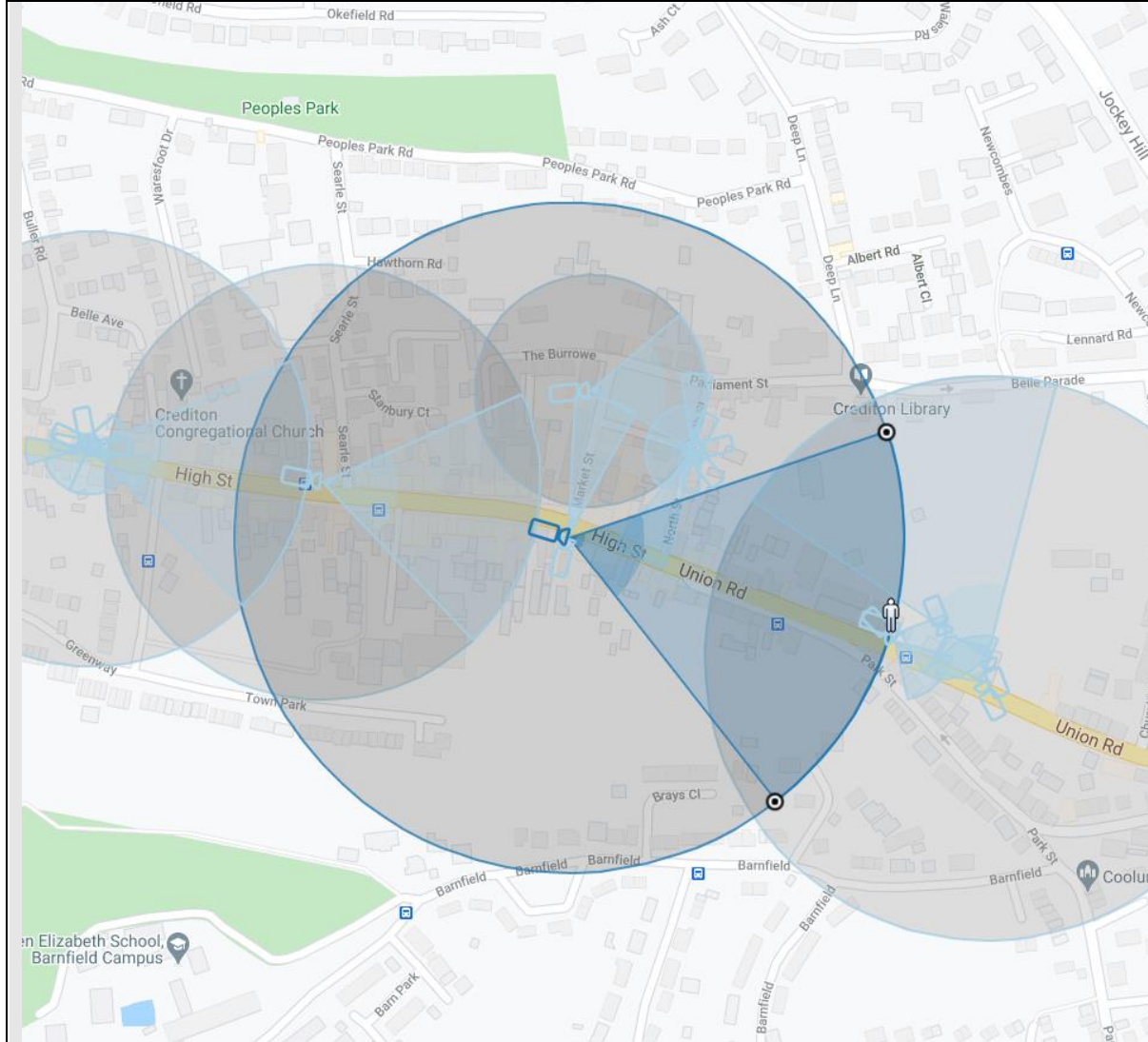
Wireless Transmitter/Receiver No.	Location	Purpose
4, 5 & 6	Cox Quality Butcher on High Street fixed to top of building.	To transmit/receive data over IP CCTV system network.



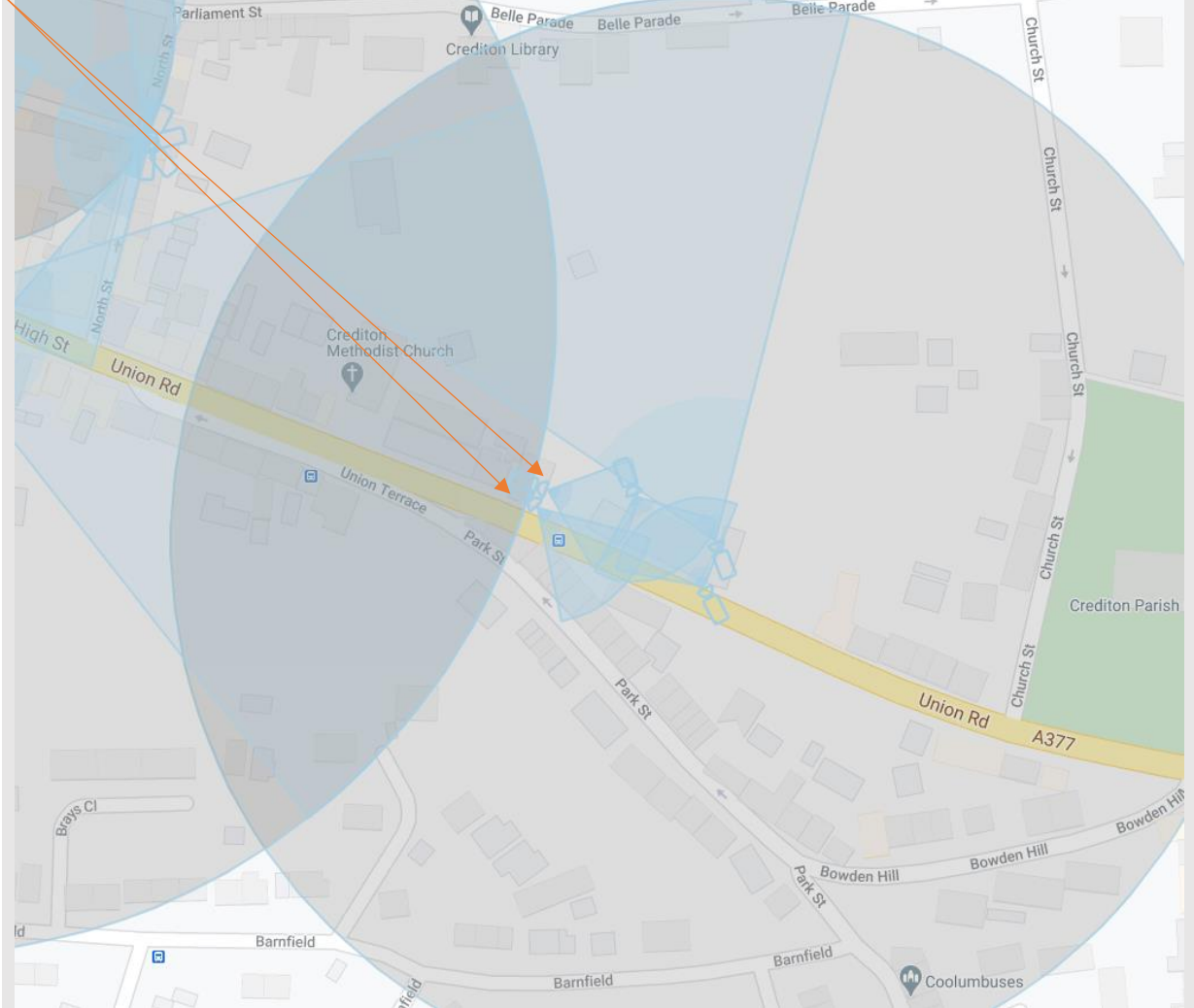
Camera No.	Camera Type	Field of View (FoV)	Location	Purpose
3	B	26°	Cox Quality Butcher on High Street, fixed to top of building.	Monitoring of activity within the highlighted area to deter threat to personal safety or well-being of public; to deter anti-social behaviour.



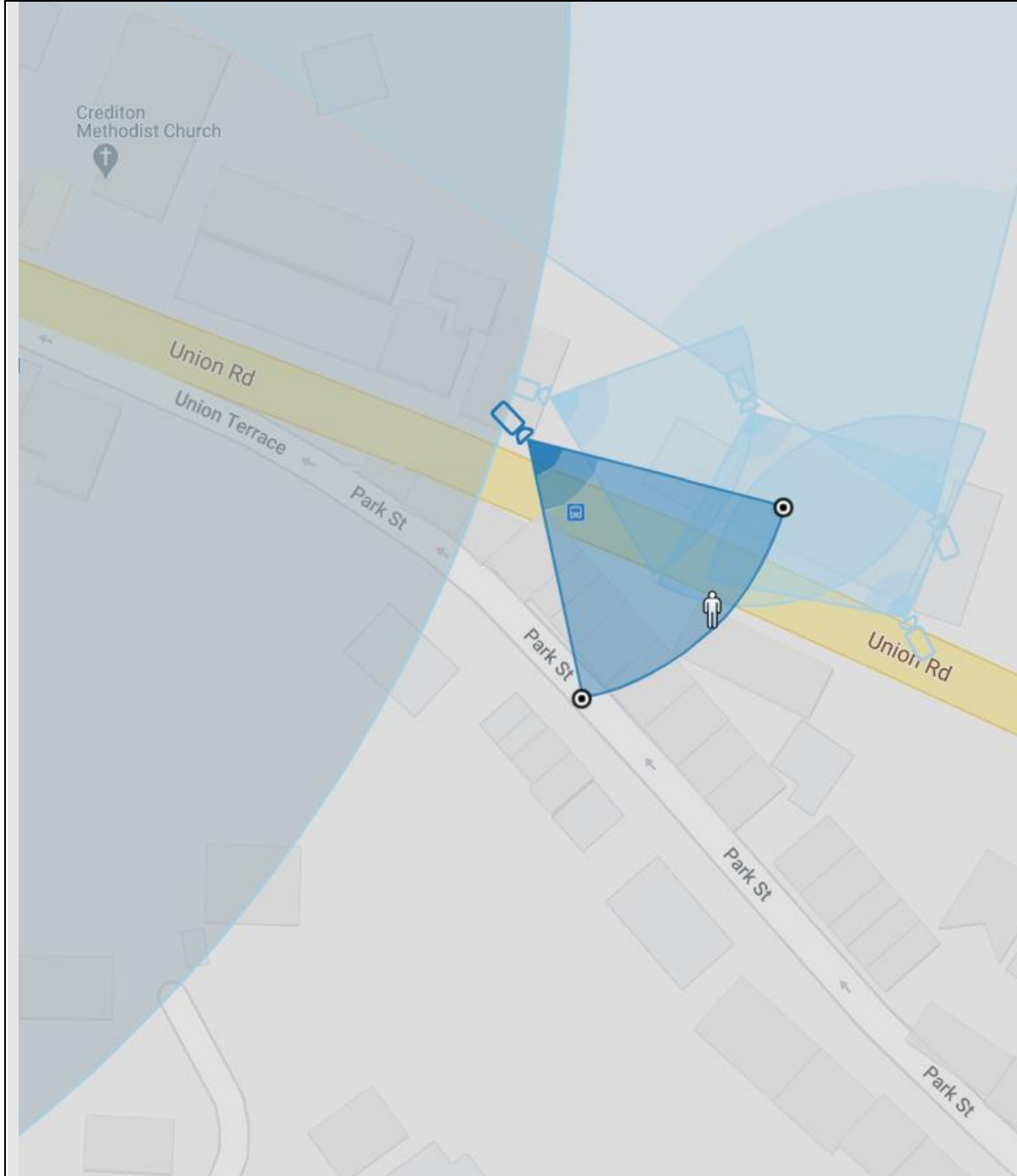
Camera No.	Camera Type	Field of View (FoV)	Location	Purpose
4	A	70°	Cox Quality Butcher on High Street, fixed to top of building.	Monitoring of activity within the highlighted area to deter threat to personal safety or well-being of public; to deter anti-social behaviour.



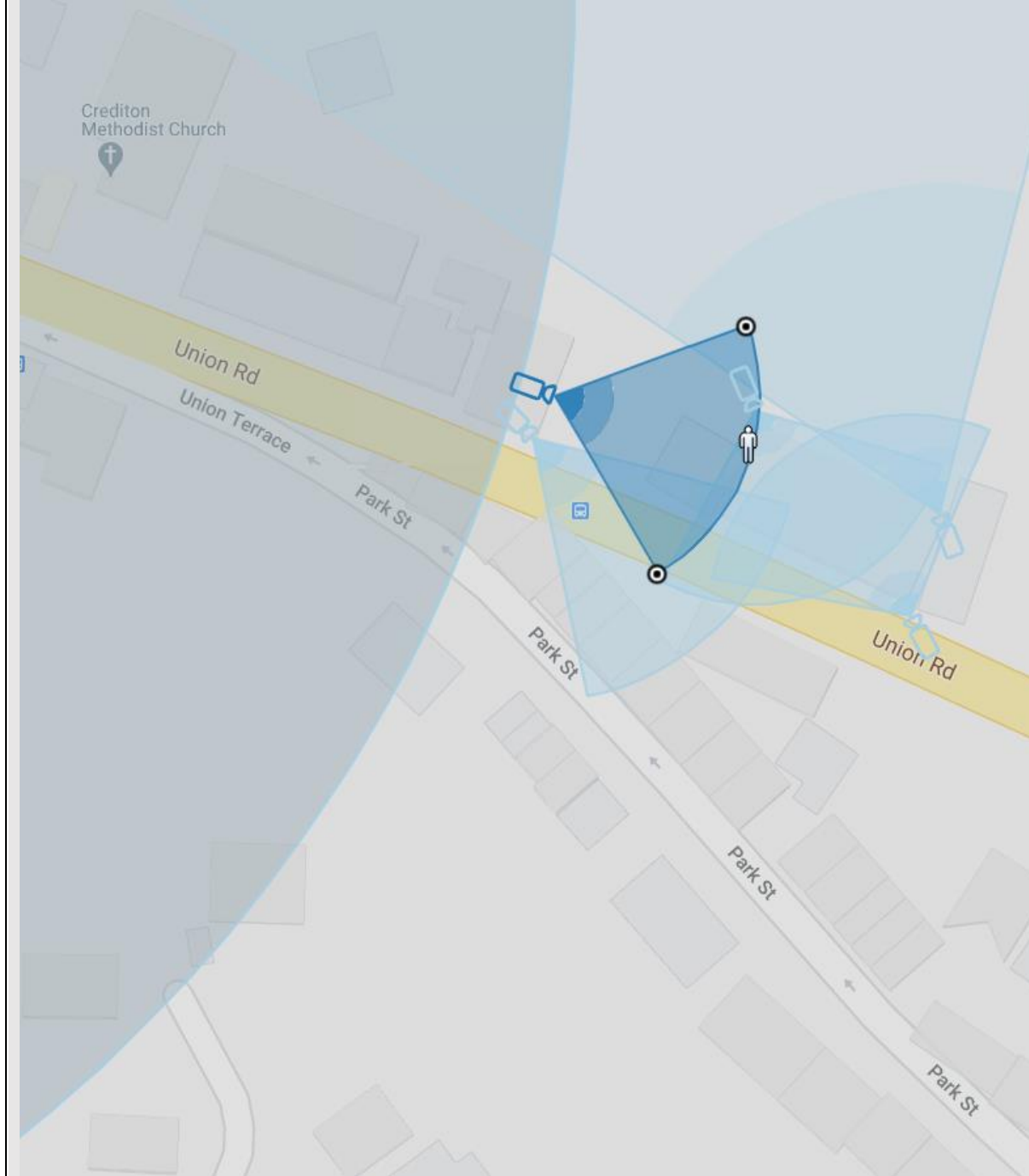
Wireless Transmitter/Receiver No.	Location	Purpose
7 & 8	Credton Denture Clinic, fitted to chimney of building and left side of building adjacent Bus Shelter.	To transmit/receive data over IP CCTV system network.



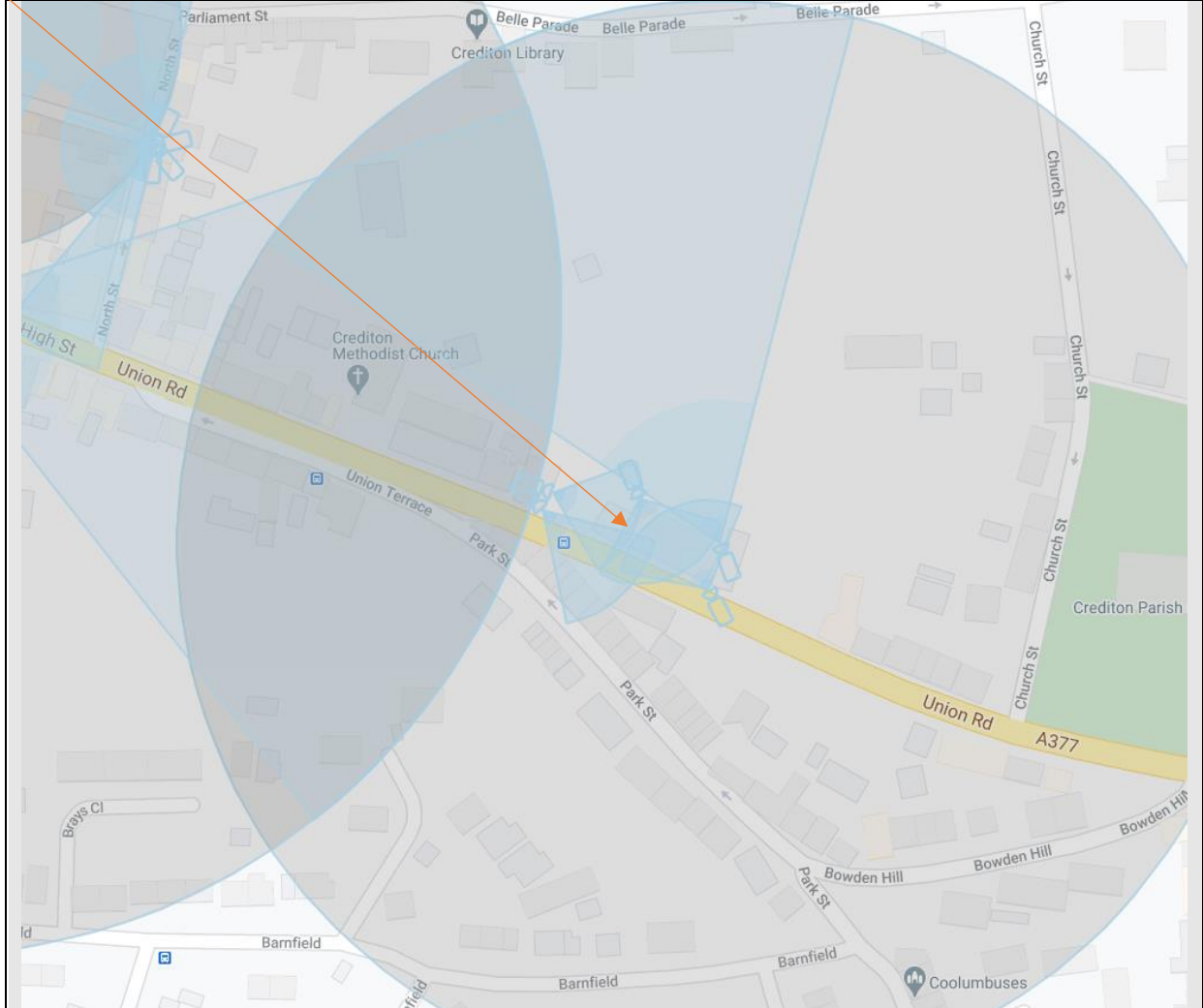
Camera No.	Camera Type	Field of View (FoV)	Location	Purpose
5	B	63°	Crediton Denture Clinic, overlooking bus shelter.	Monitoring of activity within the highlighted area to deter threat to personal safety or well-being of public; to deter anti-social behaviour.



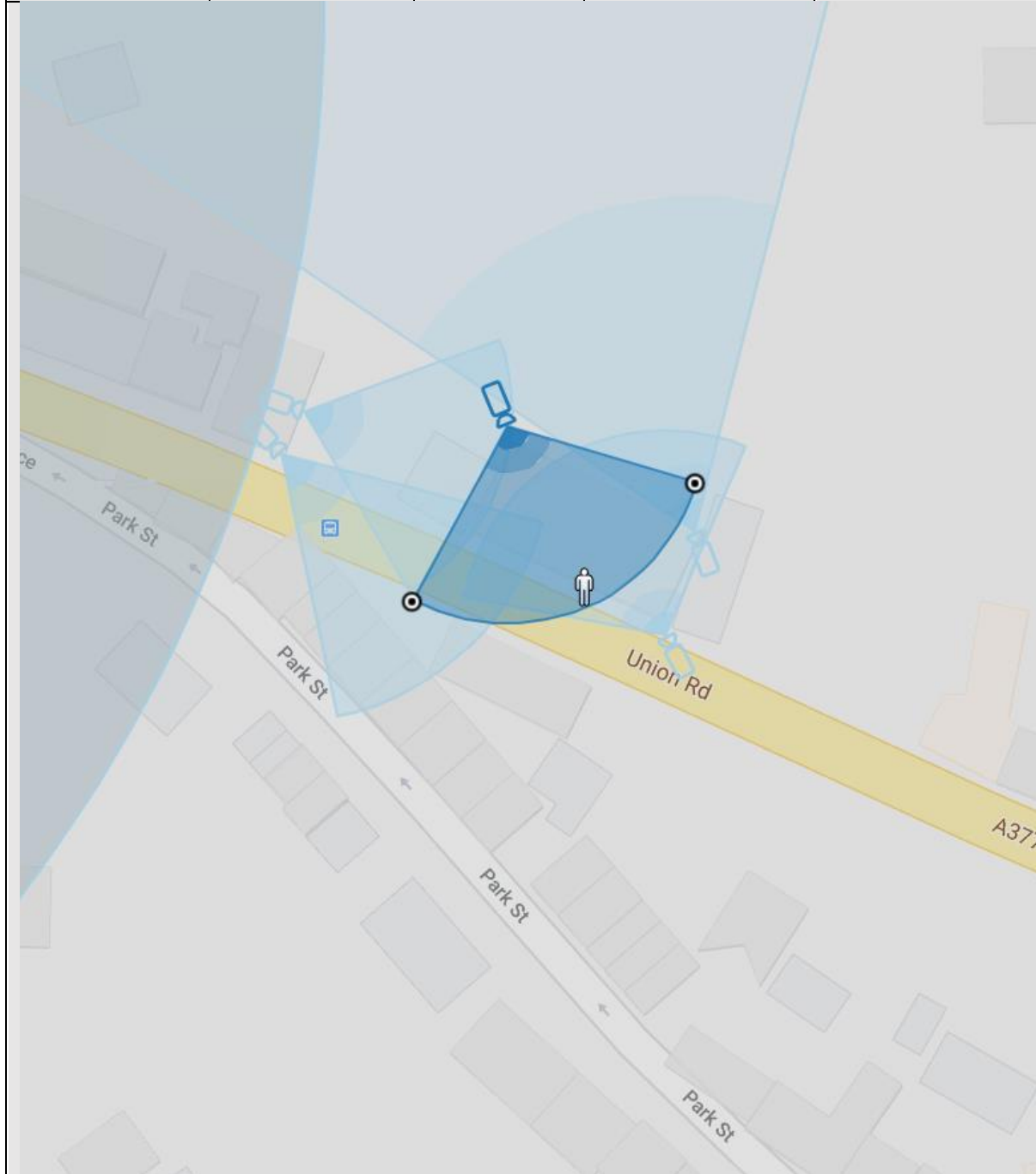
Camera No.	Camera Type	Field of View (FoV)	Location	Purpose
6	B	80°	Crediton Denture Clinic, overlooking bus shelter and war memorial.	Monitoring of activity within the highlighted area to deter threat to personal safety or well-being of public; to deter anti-social behaviour.



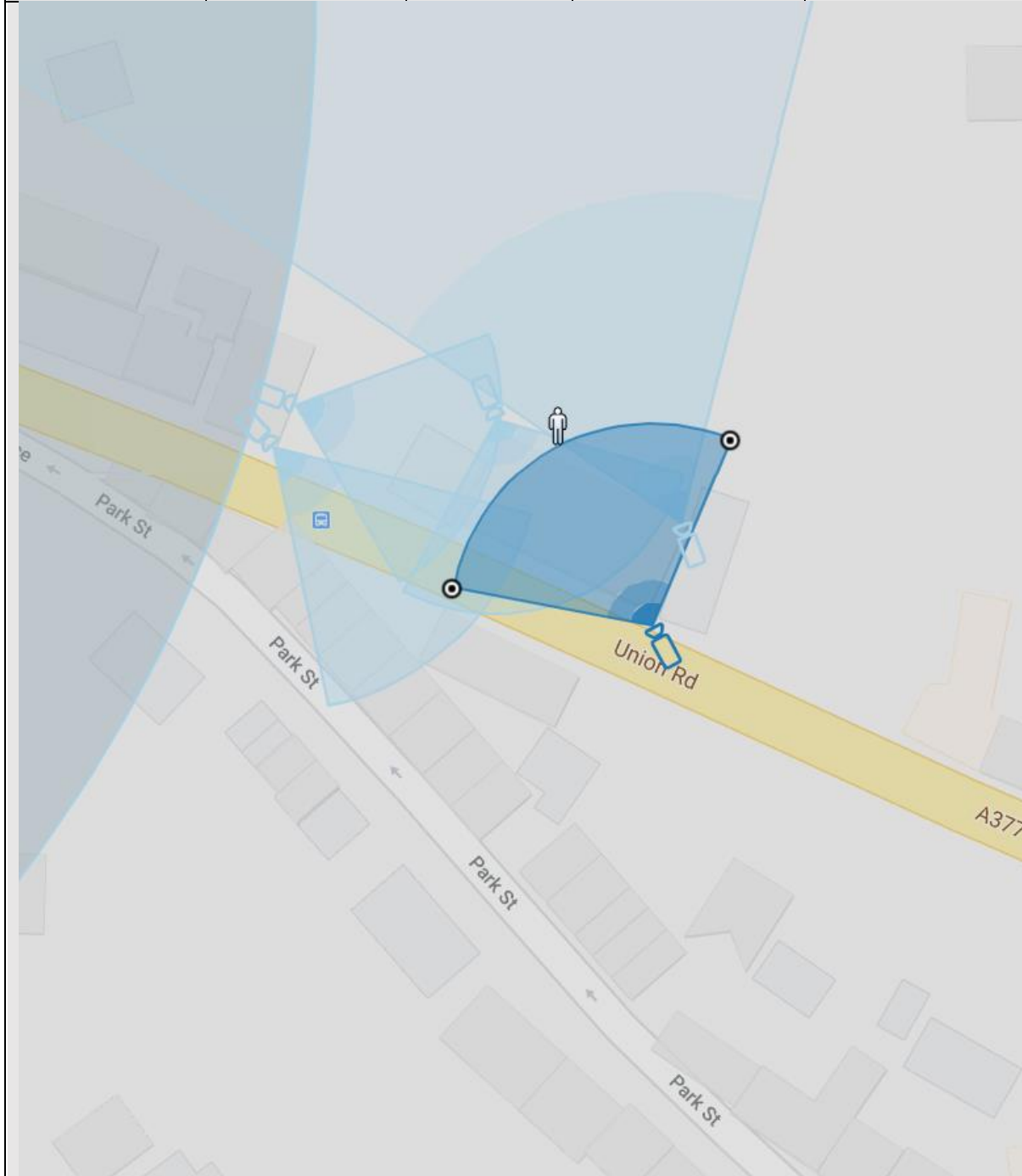
Wireless Transmitter/Receiver No.	Location	Purpose
9	Newcombe's Meadow Toilet Block	To transmit/receive data over IP CCTV system network.



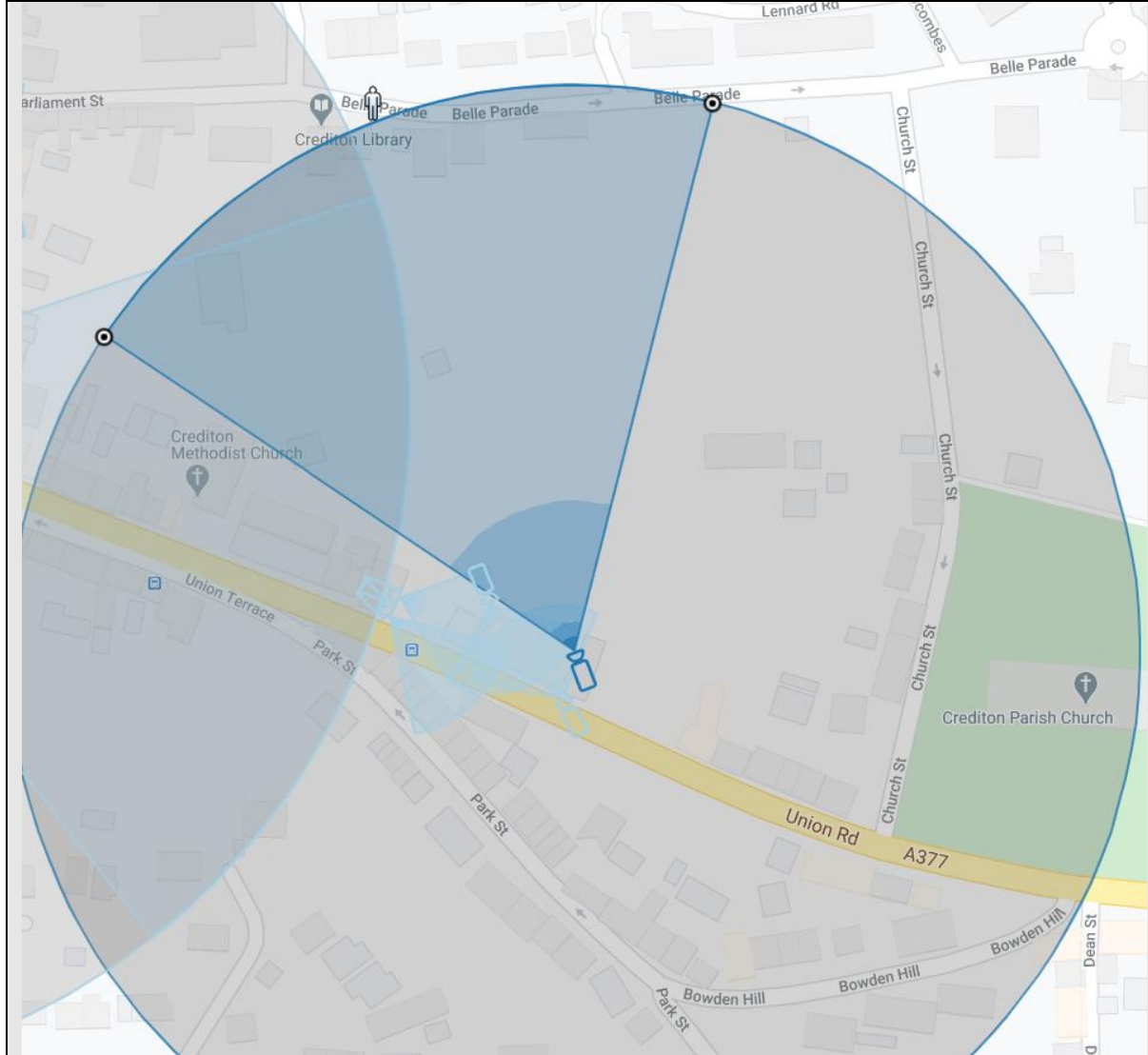
Camera No.	Camera Type	Field of View (FoV)	Location	Purpose
7	D	102°	Newcombes Meadow Toilet Block	Monitoring of activity within the highlighted area to deter threat to personal safety or well-being of public; to deter anti-social behaviour.



Camera No.	Camera Type	Field of View (FoV)	Location	Purpose
8	D	102°	Newcombe's Meadow Toilet Block	Monitoring of activity within the highlighted area to deter threat to personal safety or well-being of public; to deter anti-social behaviour.



Camera No.	Camera Type	Field of View (FoV)	Location	Purpose
9	A	70°	Newcombe's Meadow Toilet Block	Monitoring of activity within the highlighted area to deter threat to personal safety or well-being of public; to deter anti-social behaviour.



Coverage Area



Newcombe's Meadow Park



Memorial Statue

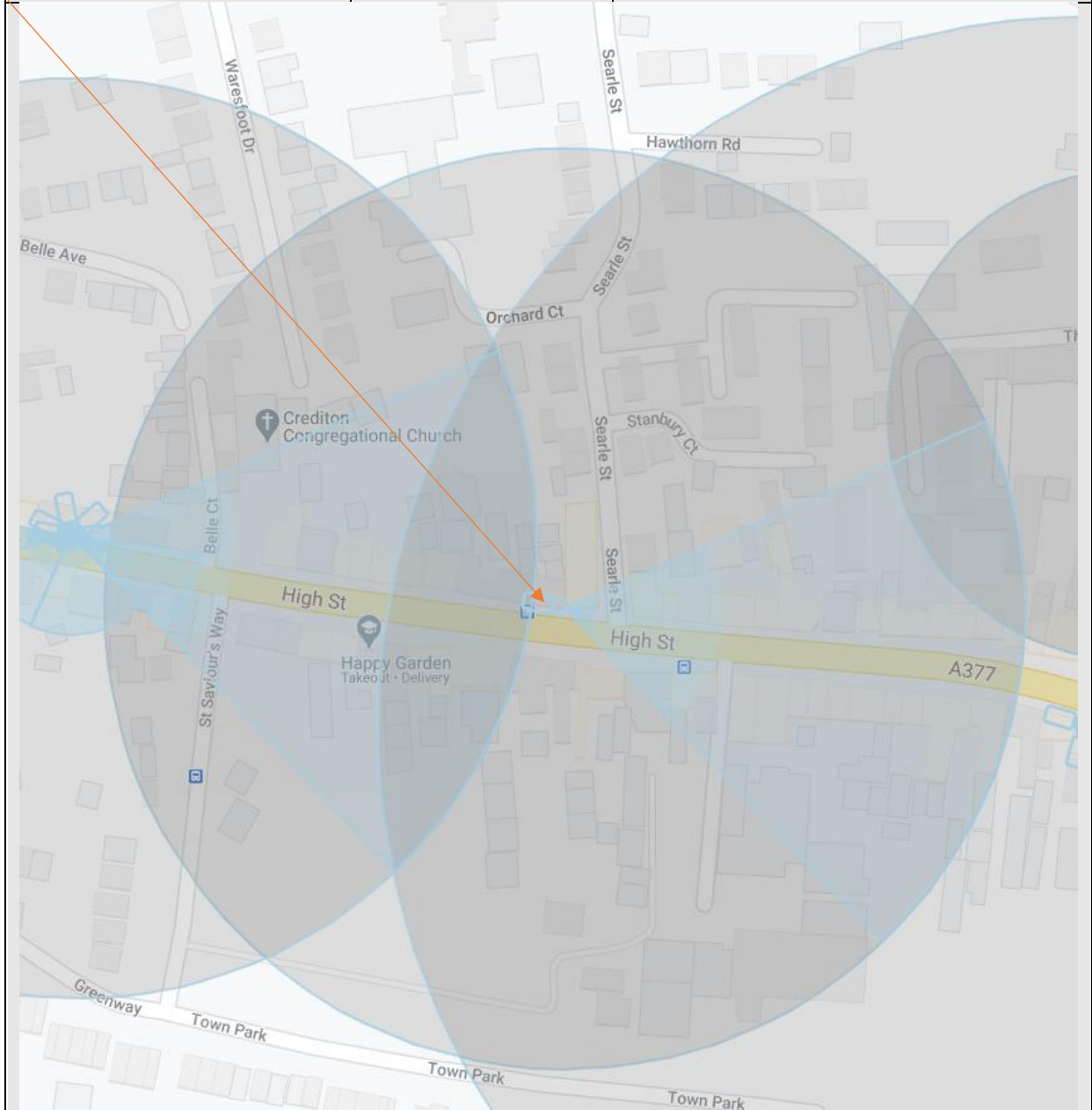


Band Stand

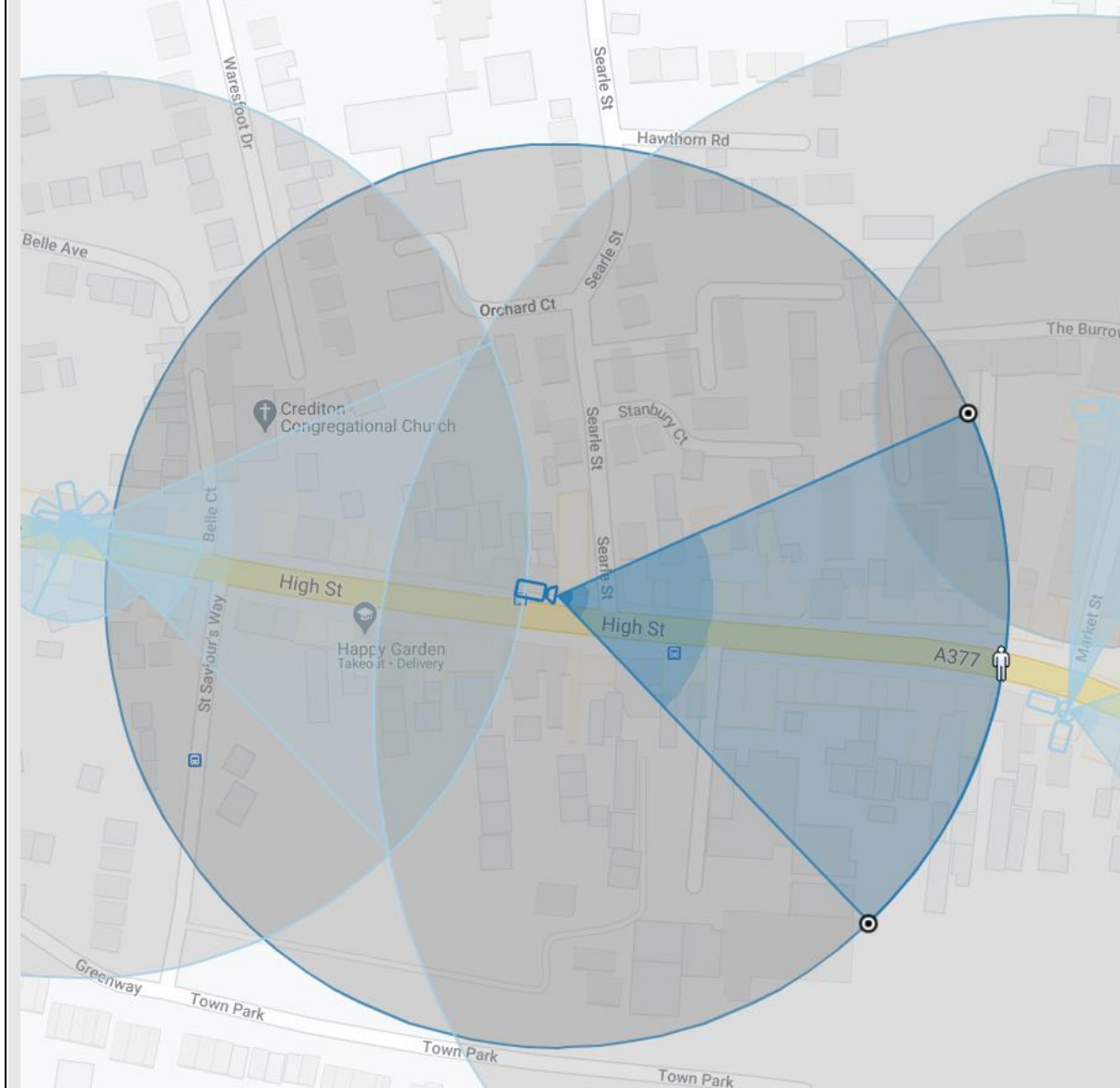


Library Area

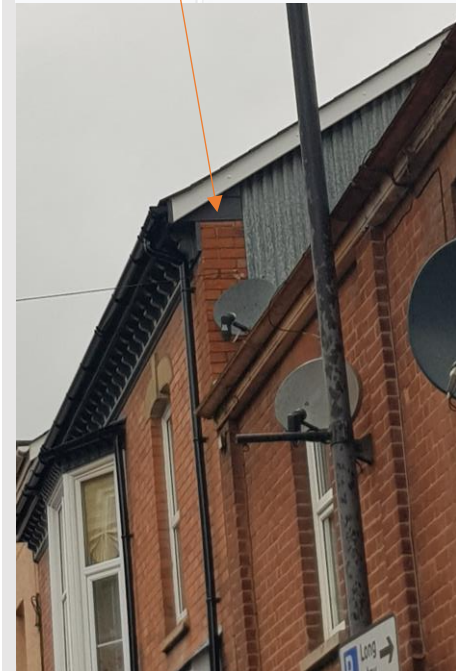
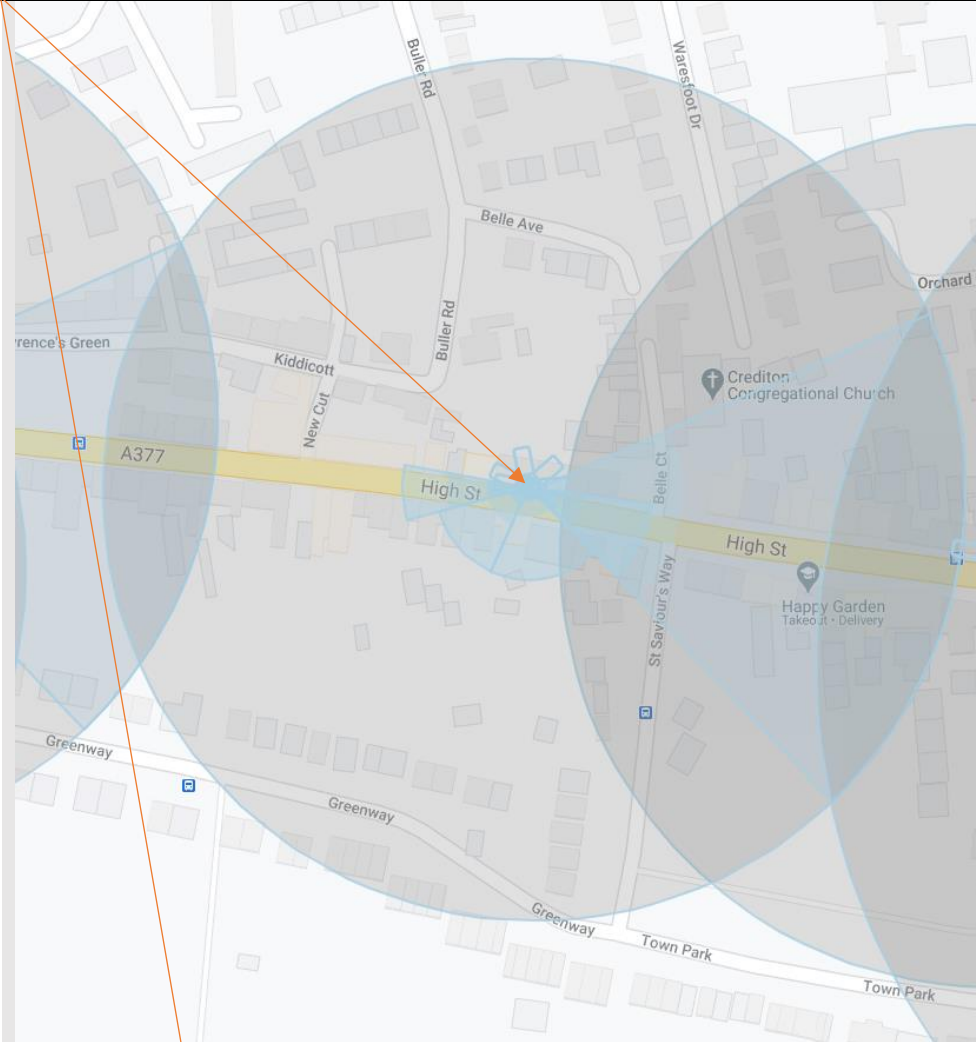
Wireless Transmitter/Receiver No.	Location	Purpose
10 & 11	Helmores, fixed on top right corner of front elevation.	To transmit/receive data over IP CCTV system network.



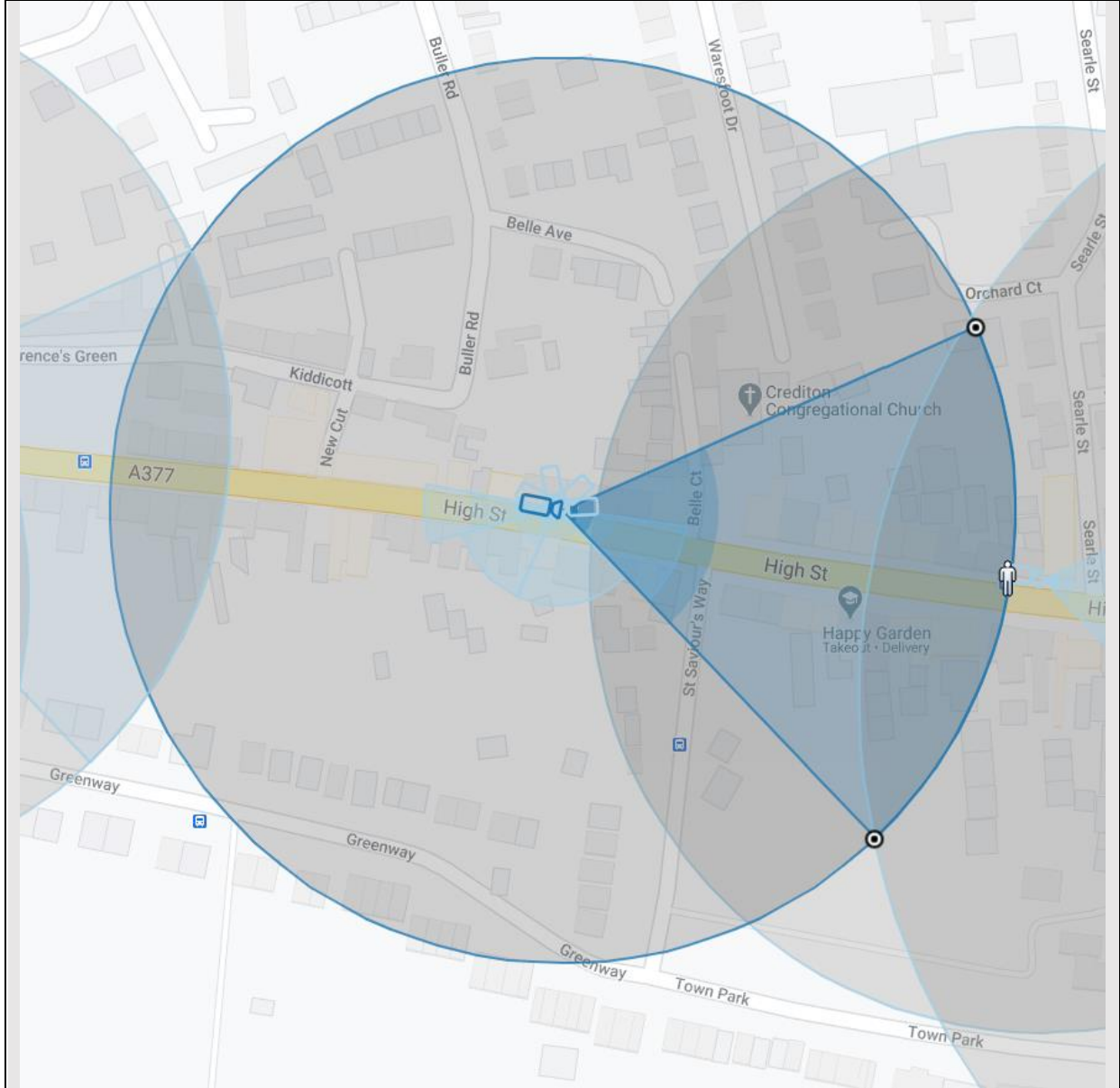
Camera No.	Camera Type	Field of View (FoV)	Location	Purpose
10	A	70°	Helmores, fixed on top right corner of front elevation.	Monitoring of activity within the highlighted area to deter threat to personal safety or well-being of public; to deter anti-social behaviour.



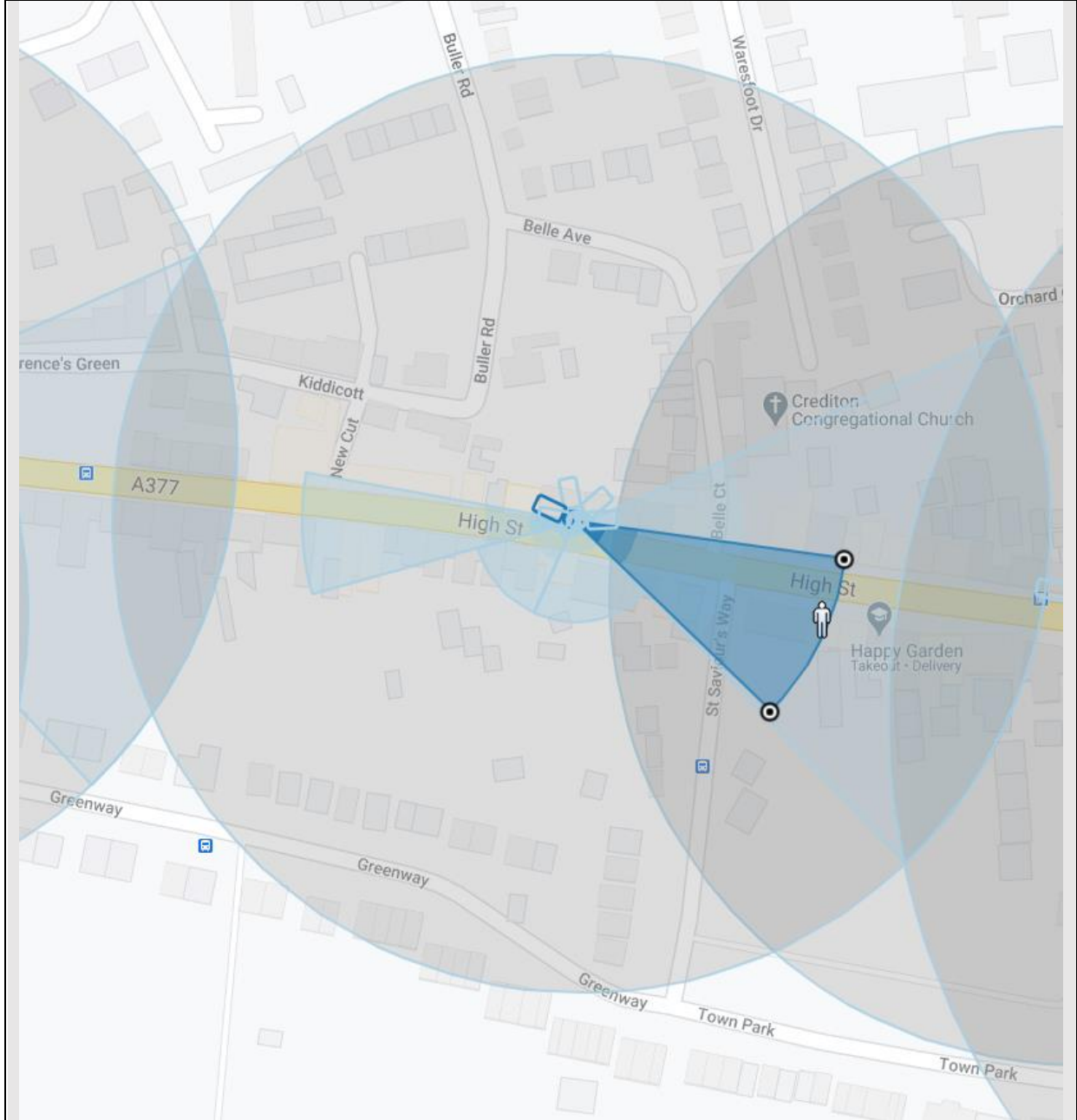
Wireless Transmitter/Receiver No.	Location	Purpose
12 & 13	No. 90 Crediton Care Services, fitted to bracket on gable of building.	To transmit/receive data over IP CCTV system network.



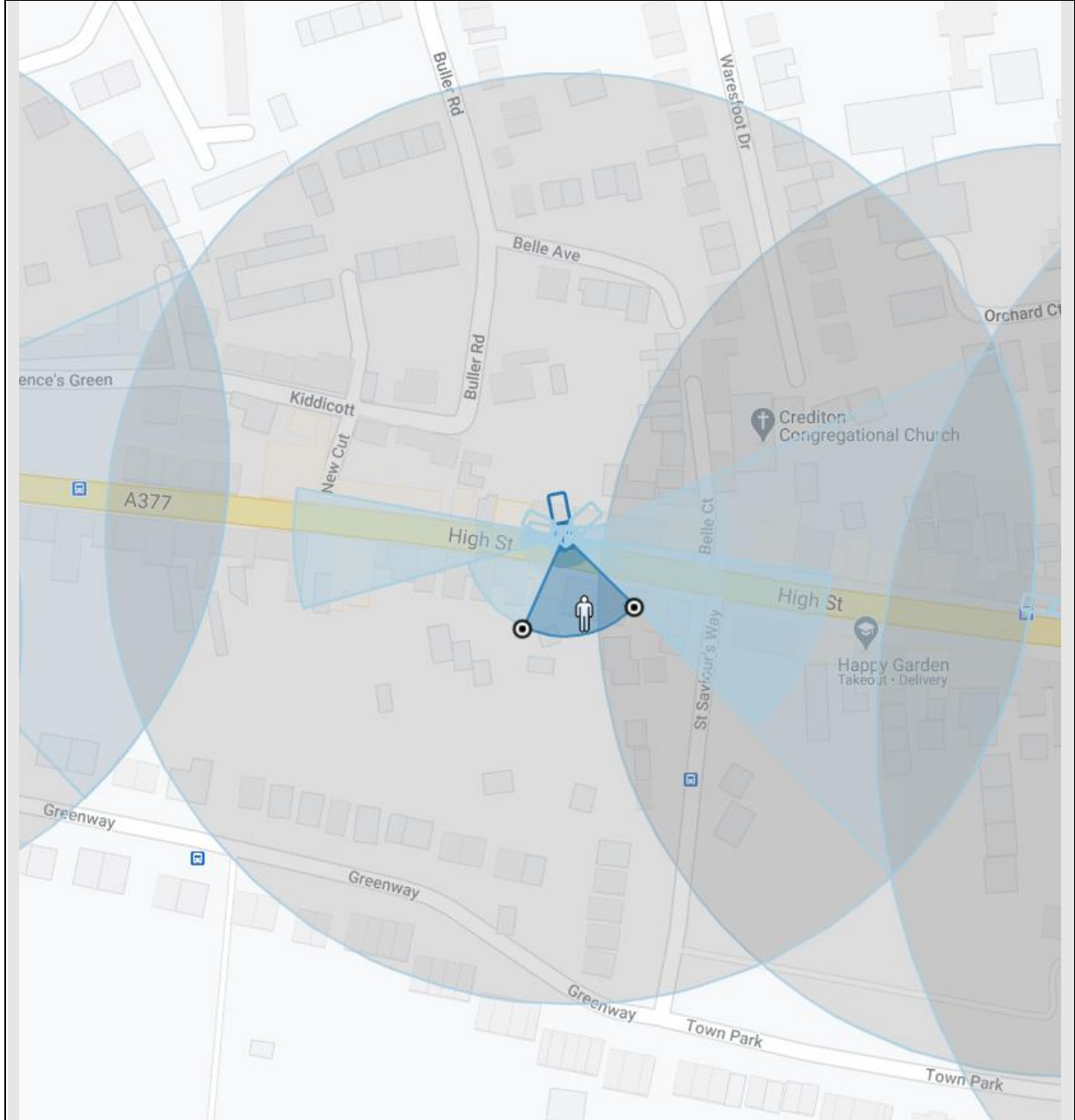
Camera No.	Camera Type	Field of View (FoV)	Location	Purpose
11	A	70°	No. 90 Crediton Care Services, fixed to top elevation of building.	Monitoring of activity within the highlighted area to deter threat to personal safety or well-being of public; to deter anti-social behaviour.



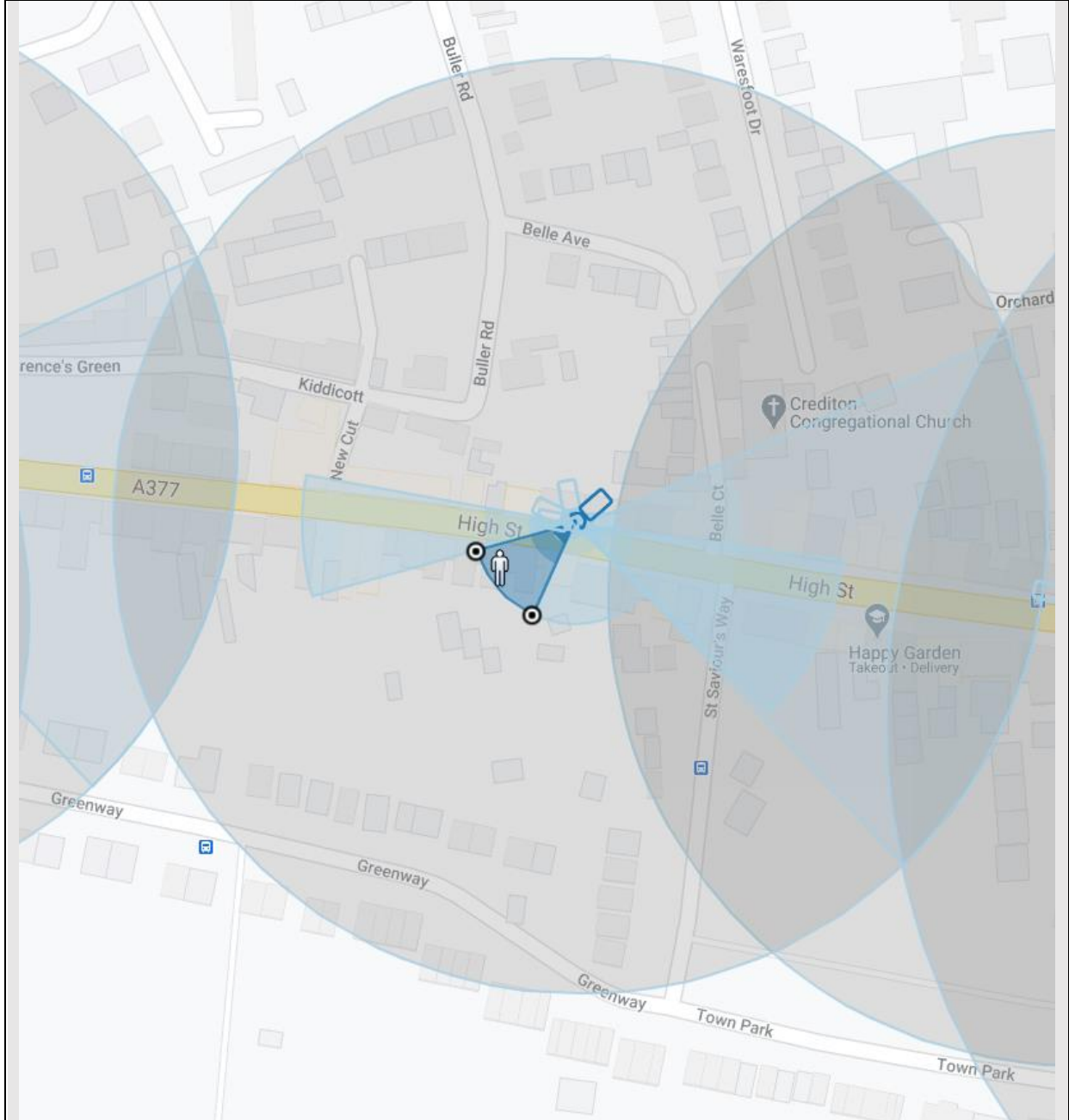
Camera No.	Camera Type	Field of View (FoV)	Location	Purpose
12 Channel 1	C	36°	No. 90 Creden Care Services, fixed to top elevation of building (below PTZ).	Monitoring of activity within the highlighted area to deter threat to personal safety or well-being of public; to deter anti-social behaviour.



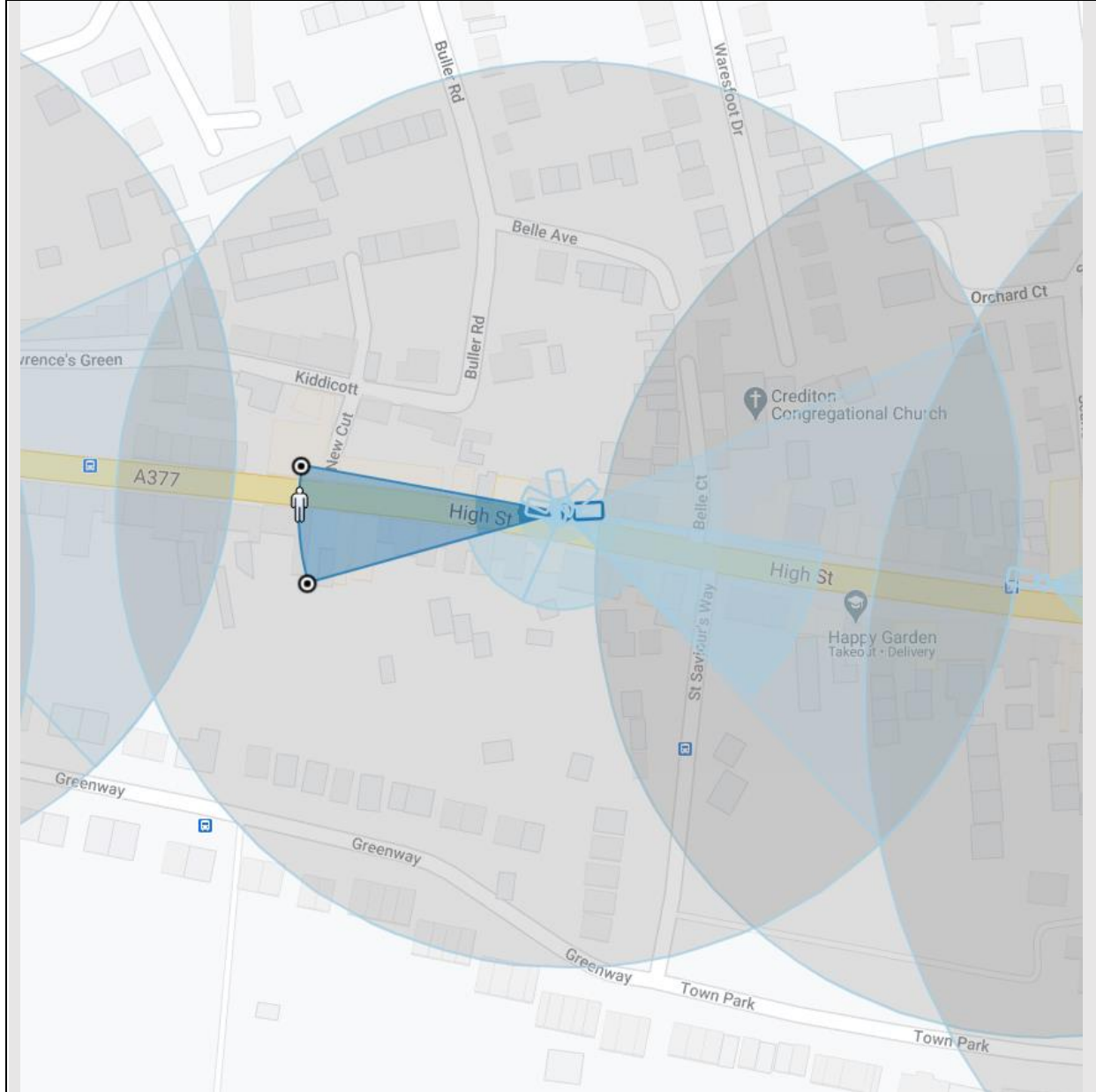
Camera No.	Camera Type	Field of View (FoV)	Location	Purpose
12 Channel 2	C	70°	No. 90 Crediton Care Services, fixed to top elevation of building (below PTZ).	Monitoring of activity within the highlighted area to deter threat to personal safety or well-being of public; to deter anti-social behaviour.



Camera No.	Camera Type	Field of View (FoV)	Location	Purpose
12 Channel 3	C	50°	No. 90 Credenon Care Services, fixed to top elevation of building (below PTZ).	Monitoring of activity within the highlighted area to deter threat to personal safety or well-being of public; to deter anti-social behaviour.

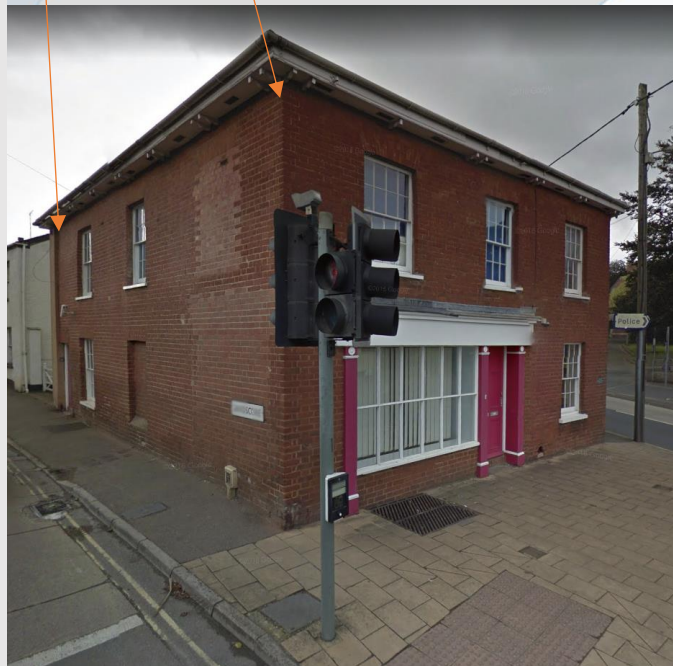


Camera No.	Camera Type	Field of View (FoV)	Location	Purpose
12 Channel 4	C	26°	No. 90 CREDITON Care Services, fixed to top elevation of building (below PTZ).	Monitoring of activity within the highlighted area to deter threat to personal safety or well-being of public; to deter anti-social behaviour.

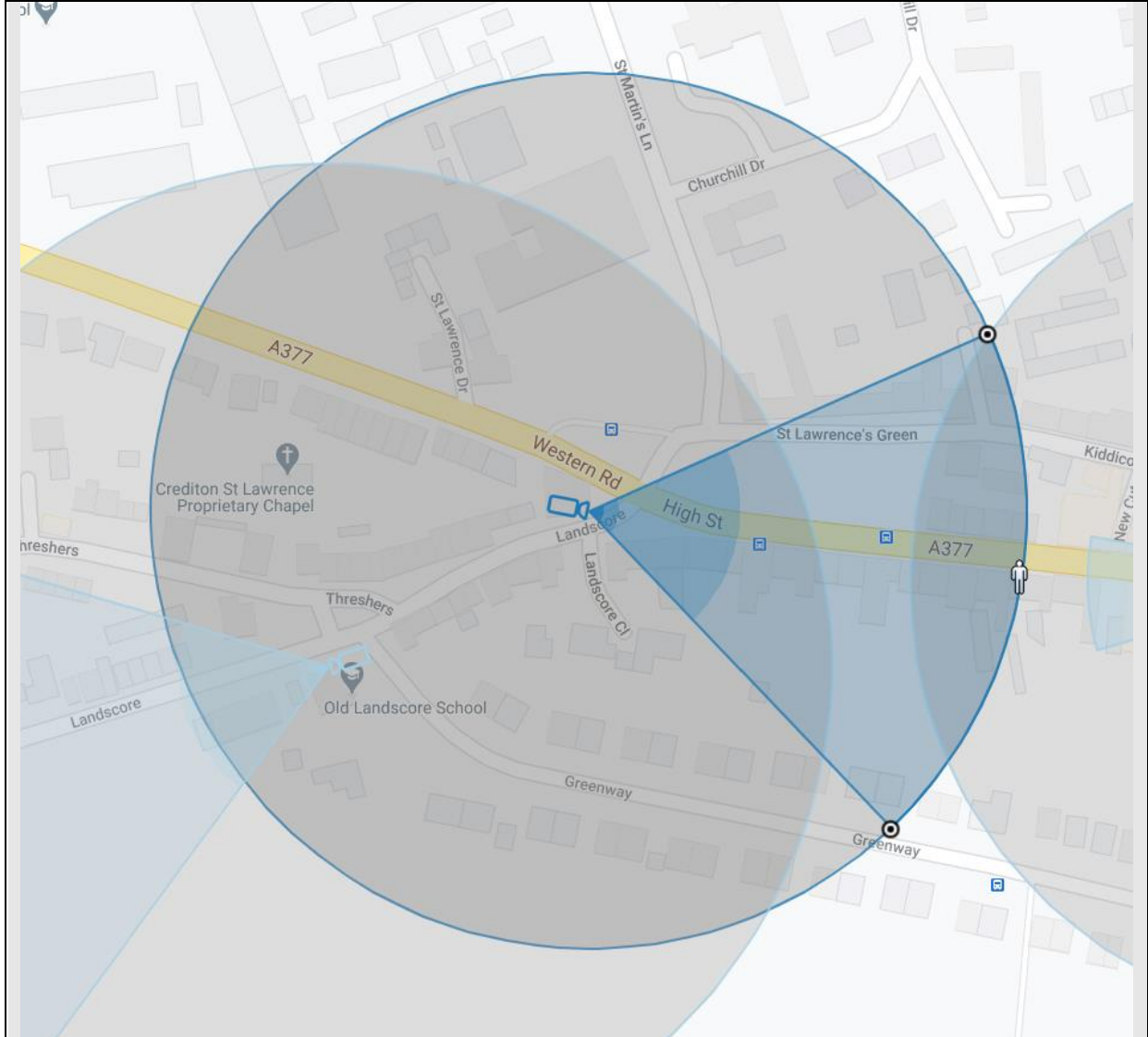


Optional Item

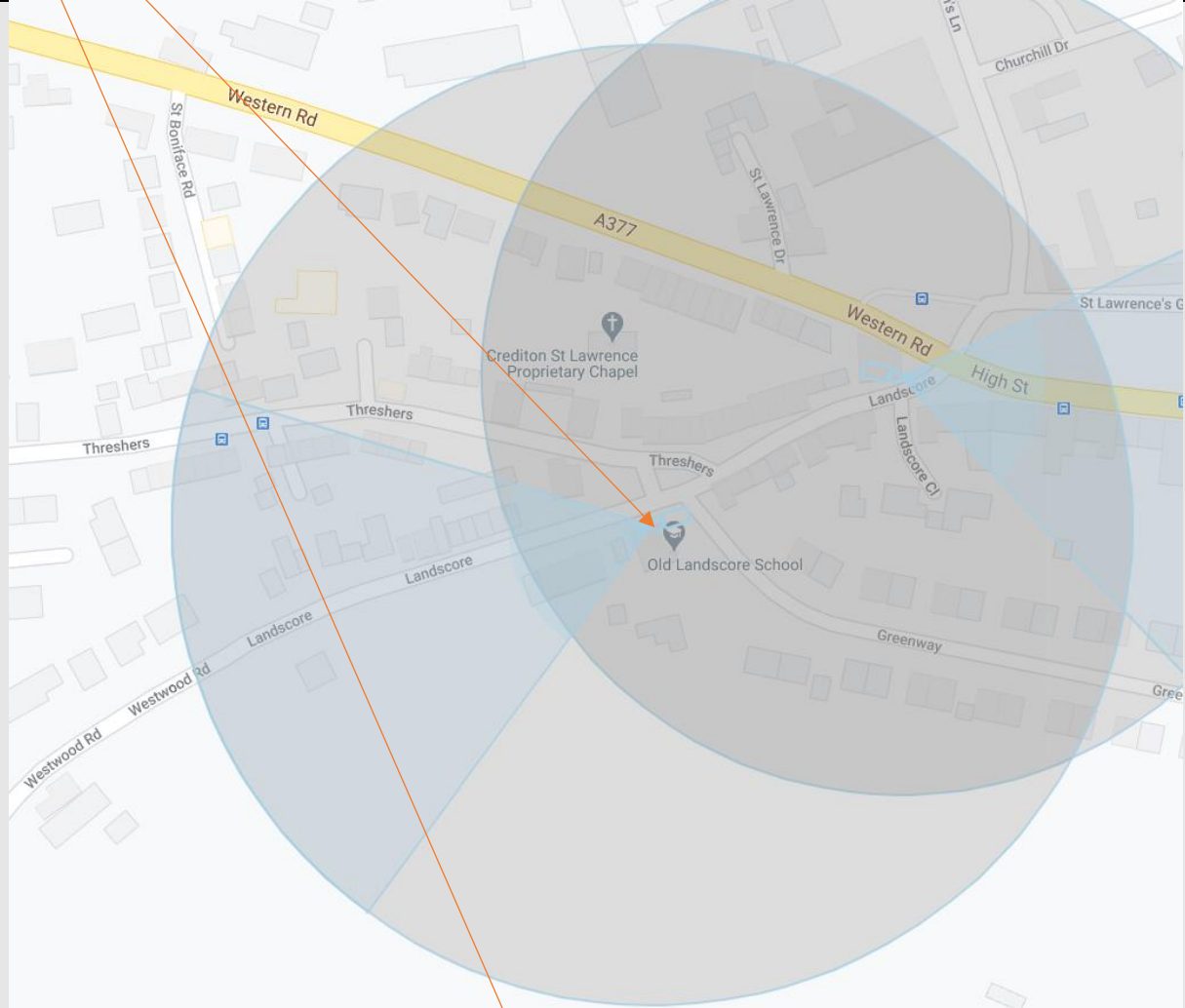
Wireless Transmitter/Receiver No.	Location	Purpose
14 & 15	The Red House, St Lawrence Green, fitted to bracket on front elevation and rear left top corner.	To transmit/receive data over IP CCTV system network.



Optional Item				
Camera No.	Camera Type	Field of View (FoV)	Location	Purpose
13	A	70°	The Red House, St Lawrence Green, fixed to top left corner of front elevation.	Monitoring of activity within the highlighted area to deter threat to personal safety or well-being of public; to deter anti-social behaviour.

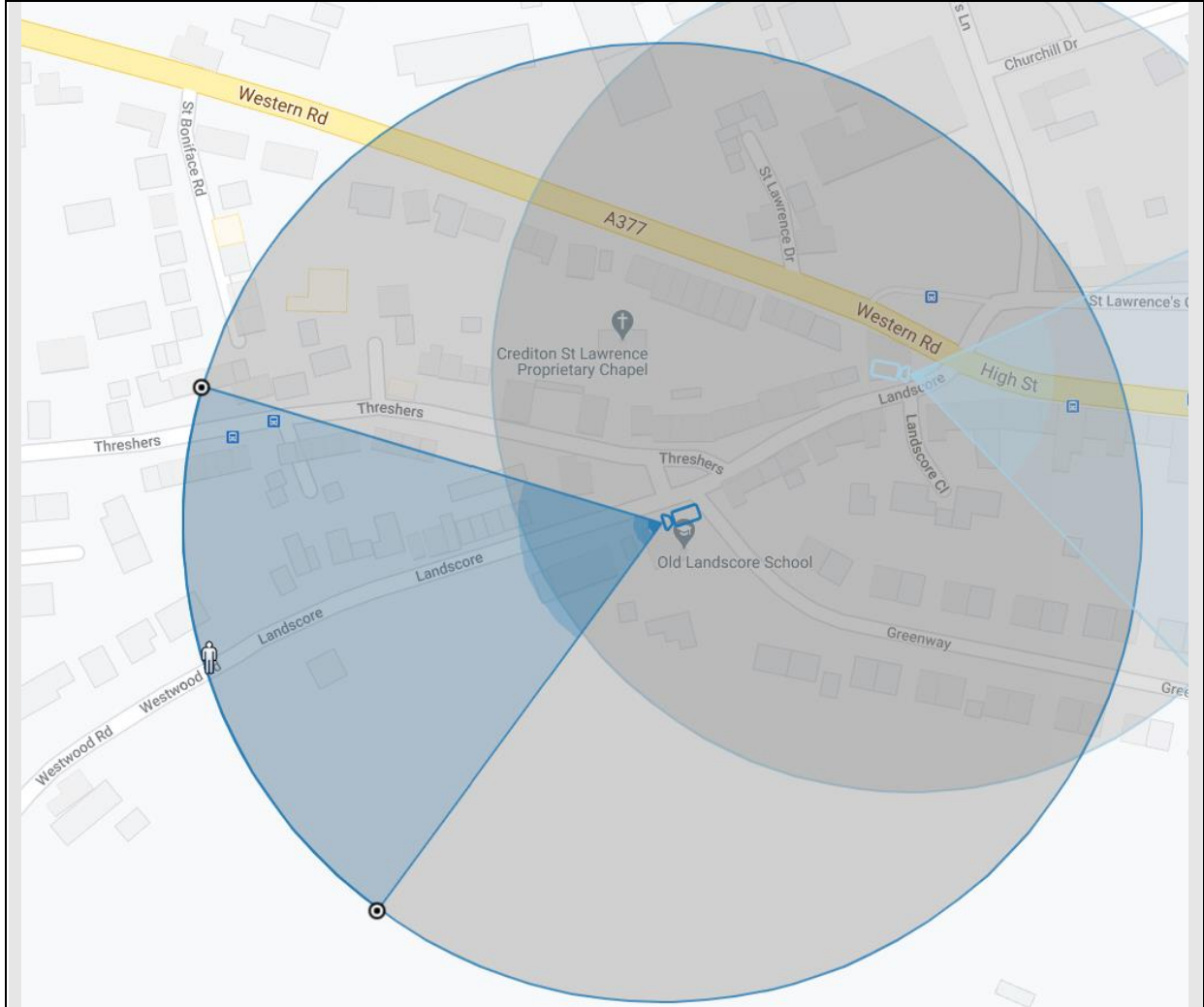


Optional Item		
Wireless Transmitter/Receiver No.	Location	Purpose
16	OLS, Landscore (Proposed CREDITON Town Council Building), fitted to mast/bracket on gable of building.	To transmit/receive data over IP CCTV system network.




Optional Item


Camera No.	Camera Type	Field of View (FoV)	Location	Purpose
14	A	70°	OLS, Landscore (Proposed Crediton Town Council Building).	Monitoring of activity within the highlighted area to deter threat to personal safety or well-being of public; to deter anti-social behaviour.



Camera Specification

Achieving high quality video recordings starts with the camera. Image management and transmission methods used also play an important part, but the ultimate quality totally depends on the performance of the capture device. Lighting levels at the time of viewing/recording and the distance the object is from the camera will also determine the system's ability to identify people and objects within the scene.

Type A: Recommended Option	Reference Image:
Item: Dahua Starlight, Dual Sensor, Hi-PoE+ Auto Track PTZ	
Lens: 45x Optical Zoom Lens (Ultra Long Range).	
Resolution: 2 Megapixel (1920 x 1080p Resolution)	
Infra-Red Range: up to 300m	
Min Illumination: 0.001 Lux (IR LED on / monochrome mode)	
Operating conditions: Integrated IP67 weatherproof housing with deep base. Designed to withstand temperatures from -40 °C to +60 °C.	
Features: Auto tracking, Tripwire/Line crossing, Intrusion, Face Detection & Abandoned Object/Missing Object Detection.	
WDR (Wide Dynamic Range): The camera achieves vivid images, even in the most intense contrast lighting conditions, using industry leading WDR technology. For applications with both bright and low lighting conditions that change quickly, True Wide Dynamic Range (ultra-wide range) optimises exposure for both the bright and dark areas of a scene at the same time to provide usable video in even the most challenging scenes.	
Viewing angle: 1.8° - 70.3° (3.95mm~177.7mm Focal Length)	


Type A: Economic Option	Reference Image:
Item: Dahua IP Starlight PoE+ Auto Track PTZ	
Lens: 25x Optical Zoom Lens	
Resolution: 2 Megapixel (1920 x 1080p Resolution)	
Infra-Red Range: up to 200m	
Min Illumination: 0.001 Lux (IR LED on / monochrome mode)	
Operating conditions: Integrated IP67 weatherproof housing with deep base. Designed to withstand temperatures from -40 °C to +60 °C.	

Features:	Auto tracking, Tripwire/Line Crossing, Intrusion, Face Detection & Abandoned Object/Missing Object Detection.
WDR (Wide Dynamic Range):	The camera achieves vivid images, even in the most intense contrast lighting conditions, using industry leading WDR technology. For applications with both bright and low lighting conditions that change quickly, True Wide Dynamic Range (ultra-wide range) optimises exposure for both the bright and dark areas of a scene at the same time to provide usable video in even the most challenging scenes.
Viewing angle: (4.8mm~120mm Focal Length)	2.6° - 62.8°

Type B:	Reference Image:
Item: ePoE Day/Night Bullet Camera	Dahua IP
Lens: Varifocal Lens.	2.7 – 13.5mm
Resolution: (2592 x 1944)	5 Megapixel
Infra-Red Range:	min 50m
Min Illumination: LED on)	0.001 Lux (IR LED on)
Features:	Integrated IP67 weatherproof housing. Designed to withstand temperatures from -10° to +50°C. IK10 Impact Rating. Advanced AI Smart Features. Starlight Technology.
WDR (Wide Dynamic Range):	The camera achieves vivid images, even in the most intense contrast lighting conditions, using industry leading WDR technology. For applications with both bright and low lighting conditions that change quickly, True Wide Dynamic Range (ultra-wide range) optimises exposure for both the bright and dark areas of a scene at the same time to provide usable video in even the most challenging scenes.
Viewing angle:	35° - 102°



Type C:	Reference Image:
Item: 4x2MP IR Panoramic Camera	Dahua IP
Lens: Motorised Lens with 4 x Optical Zoom.	2.7 – 13.5mm
Resolution: (1920 x 1080)	2 Megapixel

Infra-Red Range:	min 30m	
Min Illumination:	0.001 Lux (IR LED on)	
Features:	Integrated IP67 weatherproof housing. Designed to withstand temperatures from -10° to +50°C. Advanced AI Smart Features. Starlight Technology.	
WDR (Wide Dynamic Range):	The camera achieves vivid images, even in the most intense contrast lighting conditions, using industry leading WDR technology. For applications with both bright and low lighting conditions that change quickly, True Wide Dynamic Range (ultra-wide range) optimises exposure for both the bright and dark areas of a scene at the same time to provide usable video in even the most challenging scenes.	
Viewing angle:	H: 105° - 44°, V:54° - 25°	


Type D:	Reference Image:	
Item:	Dahua IP	
5MP Lite IR Varifocal Dome Camera		
Lens:	2.7 – 13.5mm	
Varifocal Lens.		
Resolution:	5 Megapixel	
(2592 x 1944)		
Infra-Red Range:	min 40m	
Min Illumination:	0.001 Lux (IR LED on)	
Features:	Integrated IP67 weatherproof housing. Designed to withstand temperatures from -10° to +50°C. IK10 Impact Rating. Advanced AI Smart Features. Starlight Technology.	
WDR (Wide Dynamic Range):	The camera achieves vivid images, even in the most intense contrast lighting conditions, using industry leading WDR technology. For applications with both bright and low lighting conditions that change quickly, True Wide Dynamic Range (ultra-wide range) optimises exposure for both the bright and dark areas of a scene at the same time to provide usable video in even the most challenging scenes.	
Viewing angle:	35° - 102°	


Lighting

The low light performance of the camera we have offered is exceptional, however achieving full colour imagery is ultimately dependent on the available ambient light. No additional lighting has been allowed for or mandated in our proposal. Where public street lighting forms part of the normal lighting provision, the council should establish whether any arrangements are in place, or are being


considered, to introduce energy saving measures (timers which could switch the lights off during certain hours of darkness). Adequate street lighting could have significant effect on the quality of images recorded and/or transmitted, particularly when the camera is in colour mode.


Equipment Specification


Type 1:	Reference Image:
<p>Item: Dahua 21.5" LED Monitor</p>	
Resolution: 1920 x 1080 (Full-High Definition)	
<p>Specification:</p> <ul style="list-style-type: none"> ✓ 1x HDMI, 1x VGA ✓ LED Backlit Monitor Panel ✓ Resolution: 1920 x 1080 ✓ HD Ready 1080P ✓ Screen Format 16:9 ✓ 15ms Response Time ✓ 1x Audio In ✓ Built in Speaker ✓ High contrast/brightness ✓ Size: 502 x 299 x 47mm 	
Quantity: 1	
<p>Purpose: To allow engineer to view CCTV system for maintenance visits only. The monitor will remain locked out for all other users.</p>	


Type 2:	Reference Image:
<p>Item: Dahua 608 Series 32 Channel NVR</p>	
<p>Specification:</p> <ul style="list-style-type: none"> ✓ 36TB (Tera bytes) ✓ 32 Channels (up to 32 cameras) ✓ Up to 12MP Recording & Playback ✓ H.265 Compression Decoding ✓ 2x 1Gbps Ethernet Ports ✓ Up to 384Mbps incoming bandwidth ✓ 2x HDMI, 1x VGA Output ✓ 4K Real Time Live Display ✓ Ultra-Smart Camera Support ✓ Integrates with Dahua ANPR, Fisheye & Thermal Cameras ✓ Talkback Facility ✓ 16x Alarms in, 8x Alarms out ✓ USB/Network Backup ✓ Size: 440 x 451.08 x 94.85mm 	


Quantity:	1	
Quantity:	Rack	
mounted in Crediton Town Council office building, final location to be agreed,		


Type 3:	Reference Image:	
Item: Rack Mount Wall Mount Cabinet for NVR & Network Switches.		
Specification: <ul style="list-style-type: none"> ✓ Lockable front and side doors with Tempered glass. ✓ Multiple cable entry points. ✓ 466mm usable depth ✓ Height 483.35mm ✓ Weight 18kg ✓ SPCC Cold Rolled Steel in black finish 		
Quantity:		1
Location:		Wall
mounted in Crediton Town Council office building, final location to be agreed.		

Type 4:	Reference Image:	
Item: Dahua 24 Port PoE+ Managed 1Gbps Switch		
Specification: <ul style="list-style-type: none"> ✓ 24 Port PSE/PoE+ function ✓ Layer 2 managed POE switch ✓ 24 Port 10/100/1000Mbps ✓ Support IEEE802.3af, IEEE802.3at ✓ Conform IEEE802.3, IEEE802.3u, IEEE802.3ab/z and IEEE802.3X standards ✓ Support web management ✓ 4x 10/100/1000 SFP ports ✓ Switching capacity 56Gbps ✓ Packet forwarding rate 41.66Mbps ✓ MAC table size 8K ✓ Lightning protection ✓ Size: 440 x 260 x 44mm ✓ This is an industrial grade network switch designed specifically to manage numerous Hi-Definition video streams, without suffering data packet loss. 		
Quantity:		1
Location:		Rack
mounted in Crediton Town Council office building, final location to be agreed.		

Type 5:	Reference Image:
Item: Dahua 8 Port PoE+ 100Mbps Switch	
Specification: <ul style="list-style-type: none"> ✓ 8 Port PSE/PoE+ ✓ Supports up to 30W per port ✓ Port 1 supports up to 60w Hi-PoE ✓ 8 Port 10/100Mbps ✓ Up to 250m transmission ✓ 2 Port 10/100/1000Mbps ✓ Compatible with IEEE 802.3X ✓ Size: 190mm x 100mm x 30mm ✓ This is an industrial grade network switch designed specifically to manage numerous Hi-Definition video streams, without suffering data packet loss. 	
Quantity: 9	
Location: Localised to CCTV camera locations, as per Equipment List.	

Type 6:	Reference Image:
Item: Dahua Outdoor Wireless Bridge CPE & Mounting Bracket.	
Specification: <ul style="list-style-type: none"> ✓ 5GHz Frequency Band ✓ 20dBi Integrated Antenna ✓ Up to 866Mbps wireless data rate ✓ 1x 1Gbps Ethernet Port ✓ 24v Passive PoE ✓ Injector Supplied ✓ Up to 7Km range ✓ Compatible with Universal Mount ✓ This is an industrial grade wireless device, designed specifically to manage numerous Hi-Definition video streams, without suffering data packet loss. 	
Quantity: 16	
Location: Localised to proposed CCTV camera and Wireless Receiver/Transmitter locations, as per Equipment List.	

Type 7: Highly Recommended Option	Reference Image:
<p>Item: MDR- AUPS40 Uninterruptable Power Supply</p> <p>Specification:</p> <ul style="list-style-type: none"> ✓ Scalable to suit back up duration requirements from with 4 x battery compartments ✓ Typical back up with 4 x 7.2ah batteries is 4-5 hours with 6 x IP cameras connected. ✓ 20-30VDC power input (24VDC output) or 6-20VDC (13.8VDC output) ✓ Intelligent charging system ensures batteries are always fully charged and remain conditioned for long life ✓ Over current, over voltage and over temperature protection – protects batteries and recorder. ✓ Can be used with low cost, sealed or lead acid batteries. 	
<p>Quantity: 10</p>	
<p>Location: Localised to wireless network link and CCTV camera locations, in secure area of building (to be agreed).</p>	

Type 8: Highly Recommended Option	Reference Image:
<p>Item: V7 Uninterruptible Power Supply 3000VA Rack Mount</p> <p>Specification:</p> <ul style="list-style-type: none"> ✓ 3000VA Rack Mount UPS with Pure Sine Wave Output with 8 IEC Outlets ✓ Boost and Buck AVR automatically adjusts for under-voltage and over-voltage ensuring stable power and longer life batteries ✓ ECO (Efficiency Corrective Optimizer) for energy saving and EPO function (Emergency Power Off) ✓ Programmable power management outlets maximize backup time to critical devices by setting shorter backup time for non-critical devices ✓ Audio & Visual alarms for immediate warning of battery, load, and other issues 	
<p>Quantity: 1</p>	
<p>Location: Rack mounted in Crediton Town Council office building, final location to be agreed.</p>	

Cameras Power Supply Source

PoE (Power over Ethernet) provided by network switches (listed in Equipment Specification).

Data Protection Act & Code of Practice for CCTV Monitoring

Attention is drawn to the Data Protection Act 1998 and the Information Commissioner's Office CCTV Code of Practice 2008. By Law the customer may be responsible for registering the system with the Information Commissioners' Office

Information can be obtained from the Information Commissioner's Office: www.ico.org.uk

CCTV Information Signs

Attention is drawn to the Data Protection Act 1998 and the requirement to provide signs where CCTV is used in public spaces. We have not allowed for the provision of any signs, please make us aware if this is a requirement.

British Standard Code of Practice BS 7958:

Attention is drawn to the above code of practice for the management and operation of CCTV (which is applicable to CCTV used in public spaces and provides good practice for all other CCTV systems. *(Note: this document may be obtained from the British Standards Institution or the National Security Inspectorate.)*

Remote Monitoring

Our systems support DMSS/DSS Client for IOS/Android which enables users to remotely view and configure their CCTV system through smartphones, tablets or PCs (please see minimum system requirements). You will require a stable, working internet connection within your home or workplace and a wired IP Router or Switch Unit with at least one spare port available on site(s).

DMSS features include: Snapshot, Record, Instant playback, PTZ, Fisheye dewarp, Stream control, Talk, Audio, Alarm, Color, Favorites, Remember channels.

Please note: Remote monitoring facilities will only be possible if arrangements have been made prior with our sales team to connect the proposed CCTV system with your network.

DMSS Minimum System Requirements (Smartphone or Tablet Device)

OS	gDMSS: Android 3.0 and above; iDMSS: IOS 8.0 and above
CPU	1GHZ or above
RAM	1GB or above
Display Resolution	480*800 and above

DSS Client System Requirements (PC):

- ✓ A Connection to the DSS Server
- ✓ An Internet Connection
- ✓ DSS server IP address
- ✓ Windows: Microsoft Windows XP SP3, Microsoft Windows 7 or above

- ✓ Core 2 dual-core 3.0Ghz or above
- ✓ At least 10GB free hard disk space or above
- ✓ DirectX 9.0c or above
- ✓ 2GB Memory or above
- ✓ 1024x768 resolution or above
- ✓ Internet explorer 7 or above

Documentation

The manufacturer’s Handbooks, appropriate to the user, will be supplied on handover of the system.

A System Record, describing the whole installation, will be provided on completion.

Reference images will be recorded during the handover of the system including those taken in low light conditions. A copy will be handed to the Customer’s representative and a copy retained by the Commissioning Engineer.

A site Logbook will be provided. This should be held where it will always be available to the visiting engineer. An NSI Certificate of Compliance will be forwarded on receipt of payment.

Preventative System Maintenance Program

To ensure the efficient daily operation of your system, ASAP also offer service packages, which continually optimise your system parameters, making sure it’s ready to capture important events. An ASAP service package provides that extra piece of mind and confidence that your system will be available when you need it most.

The typical maintenance tasks carried out by our professional service engineers include cleaning and testing:



Field equipment using ASAPs safe, elevated working platform. Regular site safety talks with the client, ensures the highest safety levels.



Server room hardware. Downloading system status logs to generate reports for the customer, applying system software updates.



Control room equipment checking for general wear and tear including condition of user control panels and screens.



Operator training, covering new system updates and refreshing user skills on existing system. Our technical workshops are also ideal for brainstorming new ways to improve the effectiveness of the system. These can be held at the customers premises, or at our fully equipped Exeter showroom.

System Operator Training: Induction of a new security system operator can be a time consuming and stressful task. ASAP provide various levels of system operator training, including competency assessments, ensuring security operations staff are always up to speed on the system.

System Software Upgrades: As part of the Maintenance Program ASAP will provide complimentary software upgrades for the life of the system. Your system will be periodically enhanced with compatible technology upgrades (once they are fully tested by ASAP engineers), maximising your return on investment.

Where a maintenance contract is entered, annual preventive maintenance checks will normally be undertaken in the anniversary month of the handover of the system.

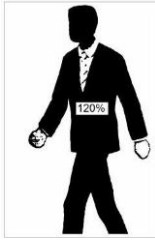
Definitions and References

Typical light levels

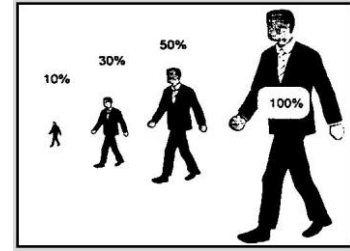
<i>Lighting Condition</i>		<i>Typical Environment</i>	
<i>Moonless, overcast night sky</i>	<i>0.0001 lux</i>	<i>Well-lit main road</i>	<i>10 lux</i>
<i>Moonless, clear (i.e. starlight) night sky</i>	<i>0.001 lux</i>	<i>Stairs/Passages</i>	<i>60 lux</i>
<i>Quarter moonlight on cloudless night</i>	<i>0.01 lux</i>	<i>Offices/Retail</i>	<i>250/500 lux</i>
<i>Deep twilight</i>	<i>1 lux</i>	<i>Daylight</i>	<i>10,000/25000 lux</i>
<i>Twilight</i>	<i>4 lux</i>	<i>Full sunlight</i>	<i>32,000/130,000 lux</i>

Image Quality and Identification

For Detection of an intruder the image should be greater than 10% of the picture height.



For Detection of an intruder the image should be greater than 10% of the picture height. For Recognition greater than 50% and for monitoring movement, direction, and speed of people, not less than 5% of picture height.



Provisions to be made by customer:

Main Electrical Contractor to provide 3 x 13 Amp socket outlets in Crediton Town Council Office building to power NVR, Network Switch & Monitor (final location to be agreed with client).

Main Electrical Contractor to provide unswitched 13 Amp socket outlets adjacent to proposed CCTV camera and wireless receiver/transmitter device locations inside buildings where specified (9 total). All to be provided with appropriate mains safety testing certificate.

Please Note: Continuous monitoring and recording of the CCTV system are entirely dependent upon the provision of a mains electricity supply. We have strongly recommended a power backup system for each CCTV camera/wireless bridge location (as per equipment list specification item 7), to ensure the system remains functional in the event of a mains failure or unlikely event power is turned off in the building(s). In addition, we have strongly recommended a power backup system for the NVR (Network Video Recorder) and network switch (as per equipment list specification item 8), to ensure these items remain functional in the event of a mains failure and the NVR performs a controlled shut down (does not corrupt hard disc drives).

Crediton Town Council is to be responsible for providing permit to work on highways and for sectioning off proposed CCTV/network equipment locations during installation.

Crediton Town Council to ensure clear line of sight between all buildings in town square, this will involve the removal and ongoing maintenance of any foliage impeding on the Wi-Fi path between each proposed wireless link device.

Conditions of Proposal:

An onsite technology demonstration to enable the customer to make informed decisions on final camera placement and/or type is included in this proposal at no additional charge. This can be done before the Council decides on the final mix of PTZ/Panoramic cameras - as there would be no cost penalty choosing either type. The demonstration would be carried out from one of our mobile surveillance vans, so we are fully self-contained, posing zero risk to the public. The van can be moved to different locations. The council (and Police) would be welcomed to come along during the demo and view the results live or for convenience we can just export our recordings for you to distribute to all stake holders, as these can be replayed on a standard PC.

This proposal is subject to a satisfactory wireless network test to ensure adequate performance can be achieved for the proposed CCTV system network. The test is to be carried out throughout the town at a mutually convenient time and will be no obligation (free of charge).

Crediton Town Council to provide outgoing IT connection at their office building which is capable of efficiently streaming the proposed CCTV system to the Police Commissioners Office.

This quotation assumes we are permitted to install CCTV equipment on buildings (where specified) and have free access to these areas at time of installation.

Investment Summary

Quotation reference no: QASAPCC1523
Quotation date: 21/12/2020
Quotation prepared for: Crediton Town Council

Recommended CCTV System Quotation Breakdown

Total Equipment Cost	Included
Installation of CCTV Cameras and Associated Equipment	Included
Supply of ASAP Boom Lift (Inc. fuel & travel)	Included
Commissioning and Testing	Included
Handover and User Training	Included
Travel and Expenses	Included
NSI Gold Certification (NCP 104)	Included
Maintenance Charge for the first year (two visits per year)	Included
Total Cost:	£27,537

All pricing above does not include VAT which is applicable.

Economic CCTV System Quotation Breakdown

Total Equipment Cost	Included
Installation of CCTV Cameras and Associated Equipment	Included
Supply of ASAP Boom Lift (Inc. fuel & travel)	Included
Commissioning and Testing	Included
Handover and User Training	Included
Travel and Expenses	Included
NSI Gold Certification (NCP 104)	Included
Maintenance Charge for the first year (two visits per year)	Included
Total Cost:	£24,658

All pricing above does not include VAT which is applicable.

Annual Preventative and Reactive System Maintenance Service Breakdown (after first year) (Subject to annual inflationary increase)

Annual Preventative System Maintenance Service Cost (two visits per year)	£585
Annual Checks of Wireless Network Materials, including Antenna Alignment, Corrosion on Connectors and Clear Line of Site (one check per year)	Included
Total Cost:	£585

All pricing above does not include VAT which is applicable.

*Economic CCTV System Quotation Breakdown
 without Red House and OLS*

(This cost includes the additional installation of a static camera installed at No. 90, High Street looking towards Red House as agreed)

Total Cost: £23,158

All pricing above does not include VAT which is applicable.

*Recommended CCTV System Quotation Breakdown
 without Red House and OLS*

(This cost includes the additional installation of a static camera installed at No. 90, High Street looking towards Red House as agreed)

Total Cost: £24,763

All pricing above does not include VAT which is applicable.

*Optional UPS System for individual CCTV Camera & Wireless Link Locations
 Quotation Breakdown*

Total Equipment Cost £3,081

Total Installation Cost £600

Total Cost: £3,681

All pricing above does not include VAT which is applicable.

*Optional UPS System for Network Video Recorder and Network Switch
 Quotation Breakdown*

Unit Cost £507

Total Installation Cost Free of Charge

Total Cost: £507

All pricing above does not include VAT which is applicable.

All parts are covered by manufacturer's warranties, and labour for the first year are included in the installation price, apart from the exceptions shown in our terms and conditions.

Maintenance is payable after the first 12 months (first 12 months included in installation price) and is payment in advance for the next 12 months, the payment is then due every year on the anniversary of installation. Although we strongly recommend maintenance services to ensure the effectiveness of your CCTV System, these are optional services, please specify if you do not require our maintenance services.

I the undersigned agree to all the installation and maintenance terms and conditions set out overleaf and instruct Advanced Security Alarm Protection to install the CCTV system on the terms and conditions herein stated.

Signed..... Please print name.....

Capacity e.g. Director/Partner/Sole Proprietor.....Date.....

This quote is based on present day prices and will hold for a three-month period only.

Please sign and return if accepted as work cannot proceed without signed contract.

We look forward to discussing any further details that you may require at your earliest convenience.

Yours Sincerely,

Tom Erdbrink
Sales Manager
01392 271104



Payment Methods and Conditions

Please provide your billing address details below:

Branch:	
Date:	
Primary Contact:	
Site Password: (This password is to be used by authorised persons, who may have technical queries relating to the security system/s).	
Customer Trading Name:	
Trading Address:	
Telephone Number:	
Registered Name: (If different from above)	
Invoice Address:	
Post Code:	
Accounts Contact:	
Accounts Telephone number:	
Email address for Statements and Invoices:	
Name of Bank:	
Purchase Order Number: (If required)	

Please note our payment terms are 14 days from invoice date and we do not accept cheque payments

I confirm that I have read and accept Advanced Security Alarm Protection's Terms of Business:

Authorised signature: Date:

Print Name:

Conditions of Sales, Guarantee, Installation and Maintenance

Definitions

- 1a** – The contract is between Advanced Security Alarm Protection Ltd (the Company) and the customer named overleaf (the Subscriber)
- 1b** – The 'Control Equipment' is equipment necessary for opening, closing and testing a system for actuating signalling equipment.
- 1c** – The 'Remote Signalling Unit' is a device which automatically initiates a request for emergency assistance via either a telephone line connection, IP connection, GSM or GPRS connection.
- 1d** – The system consists of the equipment as detailed within the 'System Design Proposal' supplied to the Subscriber with this quotation. The type of system is also defined within the System Design Proposal.
- 1e** – The Company sells to the subscriber the complete installation. No part of the system is rented or subject to a legally enforceable rental agreement and the Subscriber takes complete ownership of the system **once payment has been paid in full.**
- 2** – This contract is initially for a period of one year from the date of completion, and thereafter, subject to the payment of annual maintenance fees, is on an annual basis until determined by three months notice given by either party in writing. If the subscriber is vacating the premises, thirty days prior notice in writing shall be given to the company.

Terms of Payment

- 3a** – The cost of the installation shall be paid on completion of the installation of the system along with any extra costs chargeable due to alteration, structurally or otherwise, made since the survey. The Company has the right to withhold operating information tokens, control codes or keys, user manuals and certificates should payment be withheld for reason other than those agreed by the Company and Title to the installation shall not be passed to the subscriber until payment of all installation costs and charges shall have been made to the company. Where a remote signalling unit is incorporated, every endeavour will be made by the Company to ensure that delays are not incurred in providing the necessary telephone link but no responsibility will be accepted by the company for delays arising from any reason whatsoever. In the event of a delay, the company will complete the installation of the system and the Subscriber hereby agrees to pay the relevant installation and maintenance charges. At such times as the system only is installed and operating without a remote signalling unit, the subscriber hereby agrees to pay the relevant installation and maintenance charges. The cost of additions to or extension of a system shall be paid on completion thereof.
- 3b** – The maintenance and guarantee charge is free for systems only for the first year and thereafter an annual maintenance fee is payable on the anniversary of the commissioning date of the installation.
- 3c** – Advanced Security Alarm Protection Ltd does not sell equipment for self-installation nor bares its name, standards or reputation to such installations.

Subscribers Obligation

- 4** - The Subscriber shall be responsible for obtaining and paying for all necessary consents for the installation of the system and shall give the Company access to the premises at all reasonable times for the purpose of doing anything which the Company is entitled to do under this contract. The Subscriber acknowledges that it may be necessary for some works to be carried outside normal working hours. Should this be necessary, time and dates shall be agreed with the Subscriber prior to the works taking place. Advanced Security Alarm Protection Ltd.'s normal working hours are Monday to Friday 08:30am – 5pm. The Company is closed during bank holidays.
- 5** - The Subscriber agrees to pay to their telephone/broadband provider such charges as may be made by them for the connection and maintenance of the system to their telephone/broadband system.
- 6** - The Subscriber shall not allow any person to have access to the system other than a representative of the Company bearing the Company's warrant of access.
- 7** - The Subscriber shall notify the Company by telephone forthwith of any defect appearing in the system and shall permit the Company to take such steps as it shall consider necessary to remedy such defect. This also includes notifying the Company of any structural alterations to the premises or of any modifications to the telephone/broadband system affecting the system or of any alteration to the layout or fittings of the premises or of major movements of contents.
- 8** - The Subscriber shall pay the emergency service charges, from time to time in force for any visits requested by the Subscriber other than routine maintenance visits in accordance with the relevant British Standards and save as otherwise herein provided.
- 9** - The Subscriber is responsible for ensuring that the any external sounder devices, if installed, do not cause a nuisance as defined under the Control Pollution Act 1974. Arrangement should be made to have a minimum of two key holders available within 20 minutes under all circumstances.
- 10** – Intruder Alarm system owners must report to the Police and Local Environmental Health Department of any changes of key holders within 24 hours. A fine of up to £5000 can be levied on an alarm that sounds for more than twenty minutes (environmental Protection Act 1990 section 80). It is a condition of Police (ACPO) regulations that responses can be withdrawn where an alarm is not maintained to relevant British Standards.

Company's Obligations

- 11** – All works carried out by the Company shall be in accordance with the terms of this contract. If the Subscriber requires any variation or addition it must be set out in writing and will be charged for separately by the Company.
- 12** – Prices herein are based upon costs ruling at the date hereof, and these charges will apply for 90 days from this date. In the event of unreasonable delay due to the Subscriber it is agreed that any increase in costs of labour and/or materials shall be borne by the Subscriber and shall not give rise to any right to cancel this contract. The Company reserves the right to revise this contract if accepted beyond three months from date of submission.
- 13a** – The system shall be guaranteed for one year from the date of completion of installation.
- 13b** – Thereafter during the subsistence of the maintenance contract providing the annual maintenance charges have been paid, the Company shall visit annually and inspect the system in accordance with the relevant British Standards.
- 13c** – The Subscriber is entitled to use the 24 hour Call Out service provided they have agreed to and signed for a maintenance contract.
- 13d** – The Subscriber shall pay for the cost of any work required to be carried out to the system due to damage by lightning, flood, fire, storm, tempest, dampness, accident, misuse or neglect of the system and insurable risks, mains failure, user error or structural alterations to the Subscribers premises and shall after a period of 12 months following the installation date pay for the cost of necessary repairs and replacements to the Subscribers equipment caused by ordinary deterioration thereof.
- 14** – The installation, commissioning and maintenance will be in accordance with the relevant current British standards.

Company's Liability

- 15** – The Company has no special knowledge of the nature and value of the contents of the premises in which the system has been installed or of the nature of risks to which the premises and their contents will from time to time be exposed. The Company therefore limits its liability as set out below. Although the system is designed to reduce the risk of loss and/or damage the Company does not represent or warrant that the system may not be neutralised, circumvented or otherwise rendered ineffective by intruders or other unauthorised persons and in such event no liability shall attach the Company in respect of any loss or damage sustained by the Subscriber however caused.

16 – The Company shall not be liable in respect of any loss or damage sustained by the Subscriber arising from burglary, theft, robbery, breaking and entering, malicious damage, riot or commotion or any unauthorised entry where the same is due to the failure of the system to function correctly or to any inadequacy in the design, installation or construction of the system howsoever caused.

17 – The Company shall not be liable in respect of consequential loss or damage howsoever caused.

18 – If not withstanding conditions 15 and 17 hereof, liability attaches to the Company in respect of loss or damage howsoever caused and arising from burglary, theft, robbery, breaking and entering, malicious damage, riot or commotion or any unauthorised entry that liability shall be limited in cost to the total (excluding V.A.T.) of the installation costs and the first years maintenance charges or the sum of £950.00 whichever is the greater. The Subscriber agrees to indemnify the Company in respect of any such liability incurred by it to third parties in excess of the said amount. If the Subscriber wishes to increase the maximum amount of such limitation of liability the Subscriber may obtain from the Company a higher limit of liability to be agreed by the Company upon payment of such additional amount as the Company shall require.

19 – For the purpose of this contract and these terms and conditions the expression 'howsoever caused' shall include negligence on the part of the Company its servants or agents and the expression 'loss and damage' shall include the liability to indemnify third parties.

20 – In the case of a customer transaction these terms and conditions are not intended to prejudice any terms implied by statute as to the quality or fitness as to any particular purpose of any goods and shall be of no effect in such a transaction if inconsistent therewith.

21 – We reserve the right to refuse acceptance of any system which has been altered or repaired by other than our own operatives.

General

22a – The cost of the annual maintenance call/s for testing the installation is based on cost ruling at the date thereof. The Company may increase this charge any time after a period of twelve months from the completion of the system by giving notice in writing to the Subscriber starting the increase and the date not being earlier than the date of the notice on and after which the increase shall become effective.

22b – Notwithstanding condition 3 hereof, the Company reserves the right to require payment of 50% of the installation price prior to commencement of the installation.

23 – In the event of the Subscriber making default in payment of any of the changes herein or committing any breach of the provisions of this contract the Company may in its absolute discretion immediately determine this contract whereupon all obligations and liability on the part of the Company here under shall immediately cease without prejudice to any right of action or remedy of the Company to recover any sum due or owing under the terms of this contract at the date of such determination.

24 – If the Subscriber signs acceptance of this contract and subsequently wishes to cancel the acceptance the Company reserves the right to accept cancellation of the acceptance and a cancellation charge shall become payable immediately by the subscriber, at the rate of 25% of the total installation price not withstanding statutory rights.

25 – The terms set out herein are the only terms of this contract and no other terms shall be imported or implied by reason of any printed matter or publication by the Company.



69 Winner Street, Paignton, TQ3 3BW 01803 528915
www.rjssystems.co.uk info@rjssystems.co.uk

Prepared by RJS Systems for
Emma Anderson
Crediton Town Council Offices
Town Square
Crediton
EX17 2BN

Ref: RE/CTC/854/0121/8

Dear Emma,

Further to our recent meeting. I have modified the quote by removing the 2 end cameras and introducing a static camera to view up towards the "Red House". We will also to add another camera by the memorial overlooking the toilet block. Please find enclosed the modified prices and proposals to supply, install and commission a high definition digital CCTV system for Crediton Town.

I trust that you will find these proposals, which I consider to represent the most cost effective, acceptable and look forward to receiving your valued instructions.

Should you have any queries at all, please do not hesitate to contact me on the above number.

Yours sincerely,

Roger Earnshaw.



69 Winner Street, Paignton, TQ3 3BW 01803 528915
www.rjssystems.co.uk info@rjssystems.co.uk

Project Overview

Having given a great deal of thought and sort extra advice about the CCTV project for Crediton Town Centre. I have considered the following. Our original idea was to install PTZ speed domes. These are fine if they are monitored round the clock so the operator can direct them to capture activity. Because they are not monitored this would not be practical as they could miss an incident whilst auto-panning.

There are other PTZ speed domes that will automatically track activity which are not practical as they can track cars and birds, thus leaving the camera viewing the sky for example.

Static or fixed cameras are great as they continually view the same scene. The only problem is that they are unable to zoom in on an incident.

My conclusion is to use the Hikvision PanoVu. These have proven to be a success in town centre applications. They consist of 3 static cameras and a built in speed dome. They give a constant 180 degree field of view. If the view is interrupted by movement they can send the built in speed dome to zoom in on the activity. This can be set on a schedule.

We will use wireless transceivers to send the data from each camera back to the NVR.

This system is capable of local area network connection on your Smartphone, PC or tablet. Offsite remote viewing is possible but will require you to arrange (if not already obtained) a static IP address.

The network video recorder will be referred to as “The Hub”. This will be located in the office. Access to this will be by broadband connection using remote software. You can use “IVMS” software to interrogate the NVR (network video recorder) off site thus viewing all of the cameras.

The advantage of using full HD digital is that there is no degradation of video footage from the recording. It is also possible to digitally zoom in on live images and recorded footage.

Equipment

7x Digital Static/PTZ PanoVu Cameras
1 x Static camera with hi zoom
21 x Wireless Transceivers
1 x 19" LED Monitor
1 x 32 Channel Network Video Recorder
4 x 4TB Hard Drive

This will include all parts and labour to complete the installation.

Camera



Hikvision DS-2PT5326IZ-DE (5-50 mm) (4 mm) PanoVu Mini Series IR Network Outdoor PTZ Camera, is able to capture 240° images with the panoramic cameras, as well as close-up images with the PTZ camera.
Panoramic Camera □ 3 x 1/2.8" Progressive Scan CMOS □ 3-ch 1920 × 1080 @ 20 fps □ Horizontal FOV: 80.7° × 3 Vertical FOV: 43.5° □ 30 m IR Radius PTZ Camera □ 1/2.8" Progressive Scan CMOS □ 1920 × 1080 @ 20 fps □ 10× Optical Zoom, 8× Digital Zoom □ 50 m

IR Range System Functions □ 3 Panoramic Images + 1 Close-Up Image □ 3 Cameras Slide 0° to 270°, Tilt/Rotate 15° to 55° □ 1-ch Audio Input/Output □ 1-ch Alarm Input/Output □ Alarm Linkage □ PTZ Linkage

Wireless Transeiver



The Ubiquiti airMAX NanoBeam 19 PTP Kit (up to 2Km) consists of a pair of NanoBeams in order to give network access to close by building or services that would otherwise be unable to receive a wired connection such as Garden offices, barns or even office to office links. The NanoBeams are designed to be mounted with direct line of sight which means no objects such as trees, fences or telephone poles can be in the path of the 2 points of the link. By ensuring direct line of sight you will get the best quality link possible.

NVR



Up to 32 channel IP cameras can be connected

Supports decoding H.265+/H.265/H.264+/H.264 video formats

Up to 256 Mbps high incoming bandwidth ensures IP cameras can be connected

1 HDMI and 1 VGA interfaces: both interfaces support independent video output

4 HDDs for continuous video recording Supports various specific function cameras, including thermal camera /fisheye/people counting/heatmap/ANPR (automatic number plate recognition)

Channel-zero function ensures smooth remote live view and playback in low bandwidth environments



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Layout

Camera 1

Panovu camera mounted on the town council office , this will overlook the square.

Camera 2

Panovu camera mounted on RH corner of pre School Nursery building overlooking the square.

Camera 3

Panovu camera mounted on top of a pole by the toilet block. This will cover the field and towards the Bandstand.

Camera 4

Panovu camera mounted on wall of 15 High St (butchers).

Camera 5

Panovu camera mounted on wall of Crediton Museum.

Camera 6

Panovu camera mounted on wall of 90 High St.

Camera 7

Static camera mounted on wall of 90 High st.
This will view along the street towards “The Red House”



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Camera 8

Panovu camera mounted on the wall of the Dental lab. This view the toilet block, the memorial, bus shelter and general area.

NVR

To be located in the office.

Installation

Installation work will be carried out between the hours of 8.30am to 5.00pm Monday to Friday. Work outside these hours will be carried out under a mutual arrangement. All care will be taken not to disrupt the customer's normal operations during the installation and commissioning period. **We will need you to organise an operating license for the use of a cherry picker in the high street.**

Cabling

All cable will be high quality low loss Cat 5e cable. Cables will be run in accordance with the relevant codes of practice and segregation of cables will be observed. Each cable route will be decided on site and approved with the appropriate member of staff before installation commences. Where necessary cables will be protected by conduit or trunking, care will be taken to ensure the installation will be as neat as possible. **This quote does not include mains electrical supplies but can be quoted as a separate project.**



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Warranty and maintenance

The system is covered by a full twelve months parts warranty from the date of commissioning. The maintenance contract does not include illuminator bulbs or Hard Drives. All repairs will be carried out on a call out basis as required at the customer's request.

Special conditions

This quote does not include any provisions for civil works, including poles or towers or external lighting, if appropriate. Advice on lighting or any other requirements afterwards will be available free of charge.

The toilet block will need special brackets or a pole manufacturing. This will have to be discussed afterwards and is not included in the price.



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Quote for Outright Purchase

Installation of a HD Digital PanoVu CCTV System

£16,508.00.00

An annual maintenance contract will cost £939.00 after the first year. A schedule for this can be provided

The prices quoted are current at the date of this document, and are exclusive of V.A.T.

On acceptance of the order we require a 50% deposit towards the cost of goods. We do not accept cheques. Once confirmation of acceptance is received an invoice will be emailed for immediate payment. Until the deposit is received no goods will be ordered and may delay the installation.

All equipment supplied remains the property of RJS Systems Limited until paid for in FULL. Payment should be made in full at the time of completion.

This quote is valid for 30 days.



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Acceptance Form

Date:

Reference No RE/CTC/854/0121/8

I/We wish to authorize the work to be carried out in accordance with, and as detailed in the quote, identified by the above reference/quote number.

I/We understand that as soon as I/we receive an invoice for a deposit, payment is due otherwise our installation may be delayed.

I/We have read and understand the terms and condition stated in this quote.

Signed: _____

Name (Block Capitals): _____

Address: _____



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Terms & Conditions

1. PURPOSE

1.1 The installed system (CCTV, Alarm, Access Control, Gate/Barrier, & Car Park) is designed to reduce the risk of loss or damage to your premises so far as this can be done by the use of this type of equipment. However, we do not guarantee that the system cannot be removed, tampered with or made to stop working by you or any unauthorised person. Should this happen, RJS Systems CCTV Limited are not responsible for any losses you may suffer directly or indirectly.

2. PAYMENT

2.1 A deposit of 50% of the agreed cost of work will be required upon acceptance of the quote.

2.2 The balance is payable immediately upon completion of the work to our engineer.

2.3 Payment is by cash or bank transfer. If paying by cash please ensure the engineer is in receipt of the full amount before they leave site. Bank transfer can be paid to: **Santander, sort code 09-01-29, Account No. 40855374 Ref: Job reference number.**

2.4 We expect you to pay monies due promptly. If payment to us is overdue by more than 14 days, we will charge you weekly interest at 5% on the balance owing until the date you pay, PLUS a late payment fee of £99.00. Should you refuse to pay the money plus any interest and late payment fee due to us, we will transfer the payment collection to a debt recovery agent or solicitor. The additional costs of the debt collection and any legal and court fees will also apply.

3. COSTS

3.1 All quotes are valid for a period of 90 days.

3.2 The quoted costs may be revised if:

1. (a) You require the work to be carried out more urgently than agreed.
2. (b) You change the specification.
3. (c) Your premises are in some way unsuitable for the equipment and this was not apparent during the course of the telephone/e-mail conversation and/or site survey, or there are circumstances which we should have been made aware of.
4. (d) Any other special circumstances that arose and we were not made aware of in writing when supplying our original quotation. This includes:
 1. Re-visits of the engineer for reconfiguration of the system.
 2. Remote viewing, where the customer is responsible for the availability of a broadband internet service, a router that provides the 'PORT-FORWARDING' function and a public (static) IP address.
 3. The installation work is outside the working hours of 8.30am – 5.00pm Monday Friday, except statutory holidays. Requests made by the customer to install outside these working hours will incur additional charges.
 4. Engineers are asked to work outside standard practices of installations. Unless stated on the Works Schedule or we were made aware in writing when supplying our original quotation. Installs should be carried out in easily accessible areas without the need for additional labour work. This includes:

- Underground cabling



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- Redecoration
- Building work
- Removal of floor boards, Carpet lifting/laying
- Erecting poles
- Steel trunking/capping
- Exceptionally high ceiling

The above will incur additional charges as agreed by the company representatives if required.

NOTE ~ additional charges may be made if our engineers are not provided with access to doors, shutters, windows, or any other areas where cables and equipment needs to be installed thereby incurring extra cable length.

4. GENERAL

4.1 The company (RJS Systems CCTV Limited) will endeavour to complete all installations as soon after receipt of an order as possible but cannot accept any responsibility or liability whatsoever for any claim arising in connection with any delay in completion howsoever caused.

4.3 You agree to give us and our workers full access to your premises to survey, measure, install, test and service the equipment. You also agree to provide an adequate electricity supply for the equipment to operate correctly. If our work is interrupted or delayed because of a problem with access, or the electricity supply is inadequate, we may make an additional charge. We are not liable if completion is delayed due to circumstances beyond our control. By signing the contract with us, you guarantee that you have full authority to allow the installation, and no other consent is needed.

5. EQUIPMENT

5.1 The equipment installed belongs to RJS Systems Limited until the work is complete and paid for in full by you. If you do not pay the balance of the installation charge immediately upon completion of the work by our service engineer, we have the right to remove the equipment from your premises without notice. By signing the contract with us, you irrevocably authorise us to enter your premises to remove the equipment if payment remains outstanding.

5.2 If you cancel our contract less than a week (7 calendar days) before the scheduled installation date, we will retain your deposit and we may charge you for any equipment that we have bought for your premises and make a reasonable charge for damages for breach of contract. However, a general cancellation fee of a minimum of £150.00 or 7% of the contracted amount, whichever is the greater, shall be charged.

5.3 To ensure consistency of installation, quality and service our engineers will perform pre and post installation checks on the equipment and will photograph completed installations.

5.4 We will provide full training on completion of installation.

6. GUARANTEE

6.1 The customer must notify us immediately of a fault occurring with the security system and we will repair such fault as soon as possible after receiving notification.

6.2 We guarantee that we will repair faults in the installed system free of charge within 12 months from the installation date. This guarantee does not apply to matters stated in condition 6.3.

6.3 The guarantee does not apply if we believe or have reason to suspect that changes have been made to a system/products supplied by our company or to faults caused by the following:

- Incorrect adjustment or positioning by you or others of any part of the system.



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- Consumable items of all kinds failing. Consumables are items with a finite life such as lamps, batteries and power supplies.
- Work carried out by police, fire or other authorities, or by any telecommunication agency or other party.
- False call outs due to operator error.

7. REMOTE VIEWING & IT ISSUES

If we are unable to configure the remote viewing on the day of the scheduled installation due to IT technical issues, ISP unavailability or lack of details such as Router IP address, user name and password then further charges will apply to remotely configure or revisit to complete the set up.

The company (RJS Systems Limited) cannot be held liable for client IT issues such as change of router, failed connection, change of internet service provider or IP address, re-set of router, new mobile phone, and loss of settings on the router or a new operating system.

8. LIABILITY

8.1 The company (RJS Systems Limited) shall not be liable for the costs of any work, repairs or replacement of equipment which results from fire, electrical power surge, storm, flood, accident, neglect, misuse or malicious damage.

8.2 The company (RJS Systems Limited) does not warrant or represent that the operation of the installation will be uninterrupted or error free. We provide the system to assist in the security of the customer's premises but do not thereby warrant the security of the property, the customer or the contents therein.

8.3 The company (RJS Systems Limited) does not act and shall not be deemed to act as an insurer of the customer's property or contents contained therein and give no warranty that by virtue of the installation of the system, the property or contents contained therein are completely secure or inviolable.

8.4 The company (RJS Systems Limited) shall have no liability in contract for any loss suffered and in particular, we do not accept any liability whatsoever for any consequential loss or damage (including loss of earnings or profits) which may arise from any malfunction or defect of the system.

8.5 The terms and conditions given in this contract do not affect your rights under the Sale of Goods Act or Unfair Contract Terms Act.

9. FORCE MAJEURE

RJS Systems Limited shall not be liable to the customer or deemed to be in breach of Contract by reason of any delay in performing, or any failure to perform, any obligations in relation to the equipment, provided that the delay or failure was due to any cause beyond reasonable control of RJS Systems Limited. Without prejudice to the generality of the foregoing, the following shall be regarded as causes beyond reasonable control of RJS Systems Limited: Act of God, explosion, flood, tempest, fire or accident; war or threat of war, sabotage, insurrection, civil disturbance or requisition; acts, restrictions, regulations bye-laws, prohibitions or measures of any kind on the part of any governmental, parliamentary or local authority; import or export regulations or embargoes; strikes, lock-outs or other industrial actions or trade disputes (whether involving employees of RJS Systems Limited or of a third party); difficulties in obtaining raw materials, labour, fuel, parts or machinery; power failure or breakdown in machinery.

10. APPLICABLE LAW

This contract is governed by the laws of England and Wales, Scotland or Northern Ireland as the case may be and each party submits to the jurisdiction of the Courts thereof.

TAMAR SECURITY

DOMESTIC AND COMMERCIAL FIRE AND SECURITY SOLUTIONS

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System Design Proposal for CCTV System compliant to EF: CCTV: NCP 104 & BS EN 50132-7

Quotation Number:	5319
Customer Name:	Crediton Town Council
Customer Address:	Market Street Crediton Devon EX17 2BN
Site Address:	Market Street Crediton Devon EX17 2BN
Type of Premises:	Public Sector
Nature of Business:	n/a
Building construction/format:	n/a

Surveyor: **Martin Shearer**

Date: **26/10/2019**

The design of the system is based on our survey of the premises and information available at the time, including any valuation or other information provided by the customer of the customer's representative (e.g. The Insurer). Every care has been taken to ensure that it complies with the requirements of current standards.



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- Location 1. Crediton Town Council Office Building, 8a North Street**
Fitted to mast/bracket/building - 2 x [PFWB5-90ac Wireless Transmitter/Receivers](#) to communicate to Location 3 and 5
- Location 2. Above Post Office**
Fitted to mast/bracket/building - 2 x [PFWB5-30ac Wireless Transmitter/Receiver](#) and Camera 1 ([IPC-HFW5541E-ZE](#) or [IPC-HFW5541E-Z5E](#)) and PoE switch
- Location 3. Pippins Pre-School Nursery Building, fixed to corner of building (*Shown as old Council Office building on Google Maps*)**
Fitted to mast/bracket/building - 2 x [PFWB5-30ac Wireless Transmitter/Receiver](#) and Camera 2 ([IPC-HFW5541E-ZE](#) or [IPC-HFW5541E-Z5E](#)) and PoE switch
- Location 4. Ship Hotel, fitted to mast/bracket on top right corner of front elevation**
Fitted to mast/bracket/building - 2 x [PFWB5-30ac Wireless Transmitter/Receiver](#)
- Location 5. Bowling Green, fixed to Bowling Club**
Fitted to mast/bracket/building - 1 x [PFWB5-30ac Wireless Transmitter/Receiver](#) and cameras 3 & 4 ([IPC-HFW5541E-ZE](#) or [IPC-HFW5541E-Z5E](#)) and PoE switch
- Location 6. Above No.15 High Street, (AJ Cox Quality Butcher or Charity Shop)**
Fitted to mast/bracket/building - 2 x [PFWB5-30ac Wireless Transmitter/Receiver](#) and cameras 5 & 6 ([IPC-HFW5541E-ZE](#) or [IPC-HFW5541E-Z5E](#)) and PoE switch
- Location 7. Crediton Museum and Heritage Centre, fixed on top right corner of front elevation (or Helmores?)**
Fitted to mast/bracket/building - 2 x [PFWB5-30ac Wireless Transmitter/Receiver](#) and camera 7 ([IPC-HFW5541E-ZE](#) or [IPC-HFW5541E-Z5E](#)) and PoE switch
- Location 8. Above No. 90 High Street, Gadget Trader (*Shown as Vape Bath & Beyond on Google Maps*)**
Fitted to mast/bracket/building - 1 x [PFWB5-30ac Wireless Transmitter/Receiver](#) and camera 8 sited to view up High Street towards the Red House ([IPC-HFW5541E-ZE](#) or [IPC-HFW5541E-Z5E](#)) and PoE switch



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Viewing and Recording Equipment

Recording equipment would consist of a [NVR5216-16P-I](#) 16 channel NVR with 12TB hard drive storage capacity.

We would estimate that continuous recording will allow images to be stored for approximately **31** days.

Viewing would be via a [22 inch TFT Monitor](#) sited adjacent to and connected to the recorder.

Wireless transmission links will be set up as per the attached plan but in summary there are two links

Location 1 - 5

Location 1 -3 - 2 -6 -4 -7 - 8

Network Viewing

Depending on your service provider, and network infrastructure, the cloud based remote viewing service may not be accessible, therefore we can provide a dynamic IP address to enable remote viewing for the duration of your maintenance contract. Please ask for further details if this is of interest to you.

Tamar Security Ltd are not able to guarantee functionality/connectivity of the remote viewing service as this is dependent upon services provided by third parties and factors which are beyond our control - internet upload speed, internet connection, telephone line providers.

Terms & Conditions for Installation Work

GENERAL CLAUSES

Provision of Mains Supply Units

The customer is to ensure that a mains socket outlet is available in the vicinity of the main recording equipment and appropriate externally rated 230vac connections are available at each of the following locations;

2, 3, 4, 5, 6, 7, 8, 9 & 10

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VAT Registration No. 857 7423 87
Directors: Keith Southwell, Sara Southwell and Martin Shearer



CERTIFICATE NO. NAC/G/1835

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Risk Assessment

The design is based on a survey of the premises and information available at the time, including any valuation(s) or other information provided by the customer or the customer's representative (e.g. The Insurer).

CUSTOMER INFORMATION

Warranty

The equipment is covered under the manufacturer's warranty and the installation is covered by us for 12 months labour, which is by no means obligatory and subject to the following clauses and conditions:- vandalism, theft or misuse of the installed CCTV equipment, electrical or storm damage of any kind to the equipment for which we cannot be held responsible.

Access to Premises

This quotation is given on the understanding that access to the premises is available Monday to Friday between 08.30 – 17.30 hours, excluding Public Holidays. Should we be requested to work outside these hours an additional charge may be levied.

You are responsible for moving stock or obstructions that might impede the installation work, including lifting and relaying carpets if necessary.

Cabling

Cabling will be hidden wherever possible but may be surface run and clipped unless specifically stated otherwise in the specification.

Variations to System Design Proposal

Prices are based on the assumption that the work will be carried out in accordance with the specification agreed between the parties. Any variations thereto, abnormal working conditions or other work found necessary may be subject to amended charges.

Permission for remote access

The customer authorises Tamar Security Ltd to have remote access to the system for fault diagnosis, system configuration and updates.

Routine Preventative Maintenance

Routine maintenance will be carried out to the requirements of Code of Practice NCP104 and BS EN 50132-7 1996. One maintenance visit for the system quoted will be made per year.

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The maintenance will consist of:

- Check the number and type of cameras, including lenses, are in accordance with the specifications and any amendment.
- Check indicator lamps are working correctly.
- Check warning labels are still in place.
- Check all cables and conduit are properly supported, undamaged and showing no signs of wear.
- Check for sound physical fixings of all equipment including loosening of corrosion of supports and fixings, including towers and brackets.
- Check all glands and seals on external equipment.
- Check the picture quality of each camera and correct monitor selection.
- Covers and housings have been removed and interiors cleaned where necessary.
- Check all automatic and remote-control camera functions are satisfactory and that camera movement and fields of view are free from obstruction.
- Operation of all monitoring, switching, multiplexing and recording equipment (including time and date generators) is satisfactory.
- Functioning of all interfaces with alarms is satisfactory including correct triggering of alarms.
- Operation of supplementary lighting is satisfactory.
- Check that the performance of the system continues to meet the agreed specification/operational requirement according to the periodic test scheme agreed with the customer.

Any items disconnected/temporarily repaired/or on test at the time of visit will be completed as soon as is practicable and any items that have been disconnected because of malfunction will be noted and shall be replaced as soon as practicable.

Routine Maintenance will be carried out by **Tamar Security Ltd, Ulysses Park, Heron Road, Exeter, EX2 7PH.**

Our out of hours telephone number in case of emergency is **02392 242095**. For general enquiries please use **01392 368830** during normal office hours.

CUSTOMER RESPONSIBILITIES

The customer is required to inform Tamar Security Ltd in writing of any significant changes of risk or structure or alterations which could impair the effectiveness of the system.

Amendments to System Design Proposal

The Company's policy is one of constant improvement. We reserve the right to alter the specification of any component part or parts of the system at our discretion and/or at any time without notice. We also

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reserve the right, because of difficulties in obtaining supplies, to use our discretion, equipment and materials other than those specified, **providing this does not materially affect the performance of the system.**

Insurance

Alarm systems are designed to detect unlawful entry and incidents occurring within the area(s) of protection provided by the system. They do not purport to provide any degree of physical protection for the building, its contents or the system itself. Consequently, the alarm system should be viewed as being in addition to, rather than in substitution of, physical protection and insurance.

Data Protection

We are required to advise you that both the Company and your local Police Authority may hold personal information on computer. Should you wish to exercise your rights under the Data Protection Act to view such data, you should contact either the company or your local Police Authority direct.

You should be aware that the above system may be covered by the Data Protection Act. You may need to register with the Information Commissioner's Office and warning signs will be required.

The British Standard Code of Practice BS7958 for the management and operation of CCTV (which is applicable to CCTV used in public spaces and also provides good practice for all other CCTV) may be obtained from British Standards Institution of National Security Inspectorate.

For further information about using CCTV on your property visit the following website:-
<https://ico.org.uk/for-the-public/cctv/>

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CERTIFICATE NO. NAC/G/1835

25 November 2020

Crediton Town Council
Market Street
Crediton
Devon
EX17 2BN

Our reference - ENQ5319/MS/002

Dear Emma,

Thank you for asking us to provide a quotation for a CCTV system to provide coverage as per the attached system design proposal.

We have many years' experience in the Security industry and are proud to have achieved NSI Gold accreditation for our Security installations.

Customer service is a priority and our systems are designed individually to your requirements using equipment approved by insurance companies.

Our charge to supply and install an 8 camera CCTV system as described in the system design proposal would be £22,472.00 plus vat

Some sections of roads/pavements may have to be cordoned off to allow the installation to take place. If permits are required for this it is the town Councils responsibility to apply for the relevant authority.

Mains supplies to be in place prior to any installation, an external wall mounted IP65 rated 3 pin industrial plug will be installed. Permission to be sought by the customer and approved from the building owner/ occupiers. If it is a requirement for Tamar Security to install these supplies, additional charges will be incurred. Our guide to these extra charges, depending on access and electrical supplies in the relevant buildings, would be approximately £400 + VAT per location. (x 8 = £3,200 + VAT)

Ongoing maintenance costs would be £3,995.00 plus vat with 4 proposed visits per year.

All our systems include the following:

All equipment and labour fully guaranteed for 12 months.

Full ownership of equipment – (no annual rental)

24 hour on call response service, our engineer will attend within 4 hours of your call

All cables concealed wherever possible with particular attention being paid to ensure the premises are left clean and tidy

Tamar Security are ISO 9001:2015 registered for Quality assurance.

Our friendly staff are available during office hours to answer any questions you may have and the on call engineer can help with an urgent problem after hours.

A system design proposal is enclosed and we would advise you to check with your insurers that they are happy before proceeding.

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Devon | E: admin@tamarsecurity.co.uk
EX2 7PH | www.tamarsecurity.co.uk

If you have any questions or would like a variation on the enclosed quote please ask.

Yours sincerely



Martin Shearer
Director

Correspondence

1. NALC - Coronavirus Update
2. DCC – Devon sees rise in cases, a smaller, shorter Christmas in safer and the vaccination roll-out continues
3. New Valley Practice – Crediton GP practice merger
4. VOYC DEVON – Merry Christmas from VOYC DEVON
5. DCC – Devon’s case numbers rise again, tightening of Christmas restrictions and a New Year message of hope
6. PCC – Devon and Cornwall Police to pay Special Constables
7. VOYC DEVON - Newsletter January 2021
8. NALC – Chief Executive’s Bulletin
9. NALC Coronavirus Update



Minutes of the meeting of Credition Town Council held on Tuesday, 8th December 2020 at 7.00 pm via Zoom

- Present:** Cllrs Mr F Letch, Miss J Harris, Mrs Brookes-Hocking, Mr G Cochran, Mr J Downes, Mr S Huxtable, Mr J Ross, Mr M Szabo, Mr J Cairney, Mrs L Martin, Mrs H Zorlu and Mr P Vincent
- In Attendance:** Mrs R Avery, Town Clerk
Mr A Wyer, Mid Devon District Councillor
2 members of the public
- 2012/122 To receive and accept apologies.**
The meeting was opened at 7.00 pm. There were no apologies.
- 2012/123 Declarations of Interest.**
Cllrs Letch, Cairney and Downes declared that as members of more than one authority, any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.
- 2012/124 To note the Virtual Meeting Policy**
The policy was noted.
- 2012/125 Public Question Time**
A query was raised regarding the recommencement of the Climate Change and Sustainability Sub-Committee. It was noted that this would be discussed at item 13.
- 2012/126 Order of business**
There were no changes to the order of business.
- 2012/127 Chairman's and Clerk's Announcements**
There were no announcements.
- 2012/128 Town Council Minutes**
It was **resolved** to approve and sign the minutes of the Credition Town Council Meetings held on Tuesday 17th November 2020 and Thursday 26th November 2020 as a correct record. (Proposed by Cllr Harris).
- 2012/129 Police report**
It was requested that PC Armitage be invited to attend a future Town Council meeting to provide further information on the figures presented within the report. On the basis that 70% of crime figures accounted for anti-social behaviour and sexual attacks, it would be useful to receive some background and a further breakdown of the incidents.
- 2012/130 To adopt the minutes of the following meetings:**
- **Town Strategy Committee held on 3rd November 2020.** It was **resolved** to adopt the minutes of the Town Strategy Committee meeting held on 3rd November

2020. (Proposed by Cllr Brookes-Hocking).

- **Christmas in Crediton Sub-Committee held on 10th November 2020.** It was **resolved** to adopt the minutes of the Christmas in Crediton Sub-Committee meeting held on 10th November 2020. (Proposed by Cllr Brookes-Hocking).

2012/131 Due for Payment and Receipts - To examine and agree the accounts due for payment, receipts, and bank transfers for the period 19th November 2020 – 9th December 2020 inclusive and to receive the bank reconciliation.

The schedule of payments and receipts had been issued prior to the meeting. The schedule of payments and receipts had been issued prior to the meeting. It was **resolved** to approve the payments totalling £27,844.55, receipts totalling £526.05, and to accept the bank reconciliation. (Proposed by Cllr Letch).

2012/132 To discuss Crediton Town Council's budgets prepared by the Council's Responsible Financial Officer for the financial year 2021-2022.

Copies of the draft budget had been issued with the agenda, with the setting of the precept taking place during the January 2021 meeting.

It was **resolved** to set up a meeting between some councillors, who would meet prior to the January Full Council meeting to provide further detail on the budget. (Proposed by Cllr Downes).

It was **resolved** that Cllrs Brookes-Hocking, Cairney, Cochran, Harris and Huxtable would meet with the Town Clerk. (Proposed by Cllr Letch).

2012/133 To agree the Town Council's calendar of meetings for 2021.

A copy of the calendar had been issued prior to the meeting. It was **resolved** to approve the calendar, but it was noted that the Climate Change and Sustainability Sub-Committee had not been included. (Proposed by Cllr Letch).

There was a discussion regarding how this committee should be run and what its remit was. To consider the future of the Sub-Committee, it was **resolved** that a meeting between the Town Clerk and interested councillors would take place prior to the January Full Council meeting in order to discuss the remit of the Sub-Committee and its future working. (Proposed by Cllr Downes).

It was **resolved** that Cllrs Brookes-Hocking, Cochran, Downes and Ross would meet with the Town Clerk. (Proposed by Cllr Letch).

2012/134 To discuss Committee membership for the remainder of the municipal year and 2021/22.

It was **resolved** that the following vacancies would be filled (Proposed by Cllr Letch):

Assets and Amenities Committee – Cllr Cochran

Climate Change and Sustainability Sub-Committee – Cllr Ross

Council Affairs Committee – Cllr Huxtable

Town Strategy Committee – Cllr Cochran

- 2012/135 Town Square:**
- **To note the reinstatement of the tables and arrangements for their use.**
It was **noted** that the Town Council's insurance company had agreed to insure the tables, and that no additional sanitisation was required.
- 2012/136 Councillor Reports**
- Cllr Szabo reported that although Britain in Bloom did not take place this year, certificates had been awarded and Crediton had received a Record of Achievement.
- Cllr Ross reported that he would be undertaking informal discussions with Crediton Chamber of Commerce regarding CCTV on the Industrial Estate.
- Cllr Downes reported on the news that train passenger services between Exeter and Okehampton were going to be reinstated. There is further pressure on the Government to reopen parkway stations.
- Cllr Cairney reported that the 'no alcohol' signs on the square are for information and have no legal status.
- Cllr Brookes-Hocking had attended the virtual DCC Leader's budget meeting. She had been disappointed to hear responses regarding cycle routes not being a higher priority than roads. DCC's message is that they will be continuing with their statutory responsibilities of adult and children services, patching and potholes.
- The meeting was closed at 8.11 pm.
- 2012/137 To note Council Correspondence and Matters to Note.** A list had been issued with the agenda.
This item was not discussed.
- 2012/138 To note the date of the next meeting – Tuesday 19th January 2021 at 7.00 pm.**
This item was not discussed.
- 2012/139 Close**

Signed

Dated.....

Latest Crime Statistics – Crediton Town

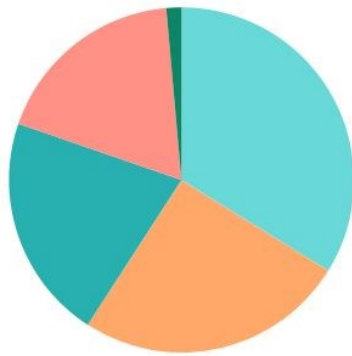
Crimes by outcomes

for the latest month (Nov 2020)

Latest month

Last 12 months

Last 3 years



Other

Under investigation

Unable to prosecute suspect

Investigation complete; no suspect identified

Formal action is not in the public interest

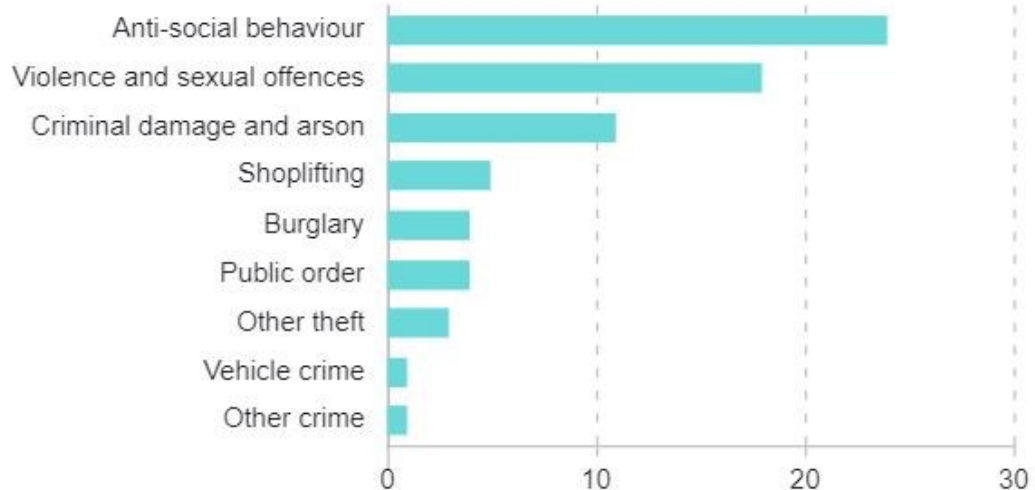
Crime types description

for the latest month (Nov 2020)

Latest month

Last 12 months

Last 3 years





Minutes of Crediton Town Council's Assets & Amenities Committee Meeting held on Tuesday, 10th November 2020, at 7.00 pm, via Zoom

Present: Cllrs Miss J Harris, Mr F Letch, Mr J Ross, Mr M Szabo, Mrs H Zorlu, Mrs L Martin and Mr J Cairney

In Attendance: Mrs Emma Anderson, Assistant Clerk
Dr Penni Tearle, Chair of Boniface Allotment Association
Mrs Denise Ross, Sustainable Crediton

55 To receive and accept apologies

None received.

56 Declarations of Interest

Cllrs Letch and Cairney declared that as members of more than one authority, that any views or opinions expressed at the meeting would be provisional and would not prejudice any views expressed at a meeting of another authority

57 To note the Virtual Meeting Policy

It was **resolved** to note the Virtual Meeting Policy. (Proposed by Cllr Letch)

58 Public Question Time

Mrs Ross asked the following questions:

- With several planting sites in the Town transferring to local management, would the Town Council consider avoiding bedding plants and instead planting perennials and pollinators?
- As the use of pesticides will affect the Town Council's environmental footprint, could alternatives be considered?

Cllr Harris confirmed both queries would be investigated.

59 Order of Business

There were no changes.

60 Chairman's and Clerk's Announcements

There were no announcements.

61 Committee Meeting Minutes - To approve and sign as a correct record the minutes of the Assets & Amenities Committee meeting held on 15th September 2020. Cllr Zorlu had been recorded as present as well as giving apologies. It was **resolved** to approve the minutes of the Assets & Amenities Committee meeting held on 15th September 2020 as a correct record, following the removal of Cllr Zorlu from the list of present members. (Proposed by Cllr Letch).

62 Allotments**a) To consider the following issues and agree a course of action:**

- **Vacant plots, Non-cultivation Notices and Notices To Quit.**

There are currently no vacant plots. Following the last inspection, 10 non-cultivation notices have been sent and the long-standing notice to quit is still outstanding.

Members discussed one particular plot that is not cultivated and needs addressing carefully. The Town Clerk has sought legal advice with regard to serving notice. The Committee will be updated at the next meeting.

- **Rent discounts for the Barnfield Community Plot**

Following the last meeting, the coordinator of the community plot requested further information regarding the decision made to charge rent on the plot this year. Cllr Harris confirmed the plot would be treated as all other plots this year, but this would be reviewed next year.

b) To consider matters raised by the Boniface Allotments Association and allotment tenants and agree any actions.

Dr Tearle confirmed four complaints had been received recently regarding four plots. These have all been issued non-cultivation notices.

Dr Tearle left the meeting at 7.10 pm

63 To receive an update on the following:

- **Defibrillator scheme renewal**

The current defibrillator scheme is due to expire June 2021. This will be renewed for another 4 years at an approximate cost of £1,800 + VAT, however this price may increase slightly as the 2021 prices have not been released. Cllr Ross requested a piece is included in the next Newsletter showing all defibrillator locations in the Town.

- **Possible protective sealant on the St Boniface Statue**

An anti-graffiti sealant is available online however members agreed it would be better to find a Portland stone expert to discuss this with. The Assistant Clerk agreed to search further afield to locate a specialist.

- **Fingerpost at Jockey Hill**

A local resident has volunteered to repair the fingerpost. Steve Tucker from DCC will be transporting it to the resident's workshop in the coming weeks.

64 To receive a report on the St Boniface Statue following the structural survey carried out and agree any actions.

A copy of the report had been issued prior to the meeting. It was agreed that the Assistant Clerk would obtain quotations for the slabs to be repointed, as well as getting advice on whether a certain material may be better suited to allow for expansion and movement.

65 To receive a report on the condition of the cob wall at Peoples Park and associated remedial works and agree a course of action.

A copy of the report and quotation had been issued with the agenda. It was **resolved** to accept the quotation from Stephen Francis to carry out the remedial works at a cost of £120 plus £10-20 for materials, with the money being allocated from the Peoples Park maintenance budget. (Proposed by Cllr Harris)

66 To receive a quotation for a ladder inspection to be carried out on T3 (Sycamore Tree) at Peoples Park and agree a course of action.

A copy of the quotation had been issued with the agenda. It was **resolved** to accept the quotation from A M Lane at a cost of £249 + VAT, with the money being allocated from the QTRA budget. (Proposed by Cllr Harris)

67 To receive quotations for the Priority Code 2 works following the recent QTRA and agree a course of action.

A copy of the report and quotations had been issued with the agenda. It was **resolved** to instruct Hooper Services (Contractor Four) to carry out the works at Peoples Park and Stony Park, at cost of £1,780 + VAT, with the money being allocated from the tree works budget. (Proposed by Cllr Szabo)

68 To discuss the ongoing maintenance of the bed at Blagdon Corner and agree a course of action.

Cllr Szabo confirmed a local resident has volunteered to maintain this area. He will be meeting with Mr Bert Jewell to agree what can be done. Cllr Ross requested a price be obtained for a new Cherry Tree to be planted in the bed, as the tree planted by Mr Jewell previously has unfortunately been removed at some point.

69 To discuss supplying and planting the summer bedding in the town, following Mid Devon District Council's withdrawal of the service, including the associated costs and to consider a course of action, for approval at Full Council.

Further information had been issued prior to the meeting. Members queried whether Mid Devon District Council (MDDC) has also withdrawn this service in Tiverton and Cullompton. It was agreed for this information to be obtained before agreeing to take on the service.

The following was **resolved** subject to MDDC's response:

- To instruct Mr Bert Jewell to plant the bed at East Street/Charlotte Street at a cost of £127, with the money being allocated from the Floral Crediton plants budget.
- To instruct Mr Bert Jewell to plant Union Road wall at a cost of £78.50 + VAT, with the money being allocated from the Floral Crediton plants budget.
- To make a recommendation to Full Council that a budget be set for 2021-22 to cover the cost of purchasing the plants for the summer bedding as well as the cost of planting, maintaining and removing, based on the costs included within the report.
- In addition, it is recommended that the watering budget for 2021-22 allows for the watering of the additional beds, costing approximately £1,680.

(Proposed by Cllr Harris)

Cllr Ross confirmed he would send a report from the RHS to the Assistant Clerk which contains information regarding the use of pollinators.

70 To discuss installing a bench next to the bus stop by Hillbrow Residential Care Home and agree a course of action. This item has been requested by Cllr Szabo.

It was agreed that the Assistant Clerk would obtain quotations for a bench to be installed. It was suggested that the bench be at least 2 metres long and made from galvanised steel.

71 To discuss purchasing two self-watering stone troughs from Amberol to locate at the War Memorial and agree a course of action. This item has been requested by Cllr Szabo. It was **resolved** to purchase 2 x stone troughs from Amberol at a cost of £213.75 + VAT per planter plus £43 delivery, with the money being allocated from the Floral Crediton planter budget. (Proposed by Cllr Szabo)

72 Clerk's Report

The Assistant Clerk advised members that MDDC were due to carry out the groundworks for the grit bins this week, however Cllr Letch confirmed this has already been undertaken. The Assistant Clerk will place the order for the grit bins and arrange the installation and filling with Devon County Council, the current lead time for delivery is 2-3 days.

73 Close.

The meeting closed at 7.44 pm

Signed
Chairman

Dated.....

AGEconcern

Crediton & District

The Lady Mills Centre
Deep Lane
Crediton
EX17 2BX
Devon
Tel/Fax: 01363 775008
Chairperson: Jenny Berg
Registered Charity No:1008497
E-Mail:info @ageconcerncrediton.co.uk

21/12/20

In Crediton for Crediton

Dear Frank and the Town Council,

This is again to say thank you so much for all your support to Crediton Age Concern Centre during this very challenging year for all of us. With the loss of our main funding streams during the pandemic, we are very grateful that you have chosen the Centre to to whom to give your financial assistance, when there must have been many demands on your funds.

It has helped to enable us to continue our vital work with older people in need in Crediton and area. Our staff provide information and advice, signposting, give phone call support and do cleaning in people's homes and shopping for them. Home support also carries on in people's homes, by volunteers, as has the footcare service in the Centre, when we have not been in lockdown. In addition volunteers deliver meals to those that want them on Tuesdays, which is free courtesy of our wonderful cook volunteer Clare Bainbridge and Morrisons and Tesco. We were able to provide fish and chips free on Fridays initially with a kind donation, and now still deliver these to those that would like them and are prepared to pay. To be able to deliver our services to the rural areas, we need to pay petrol costs to our staff and volunteers. It is people in these areas of course who can be especially isolated. We hope to return to running our day centre eventually. With the arrival of the vaccine for our older and more vulnerable clients, this will become more possible.

Now we are entering the winter time, the work will need to carry on. We have been touched by the support of the Town Council and others in the town.

We at Age Concern hope you have a happy, if rather different Christmas this year, and we look forward, eventually, to a better and more normal 2021.

With very best wishes,



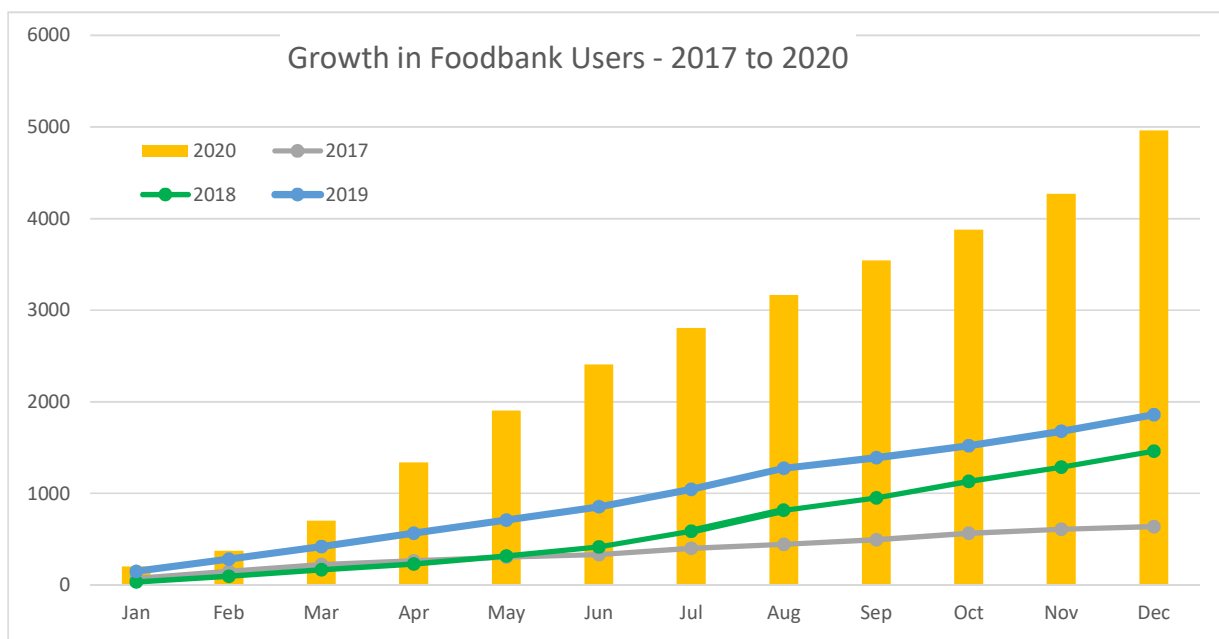
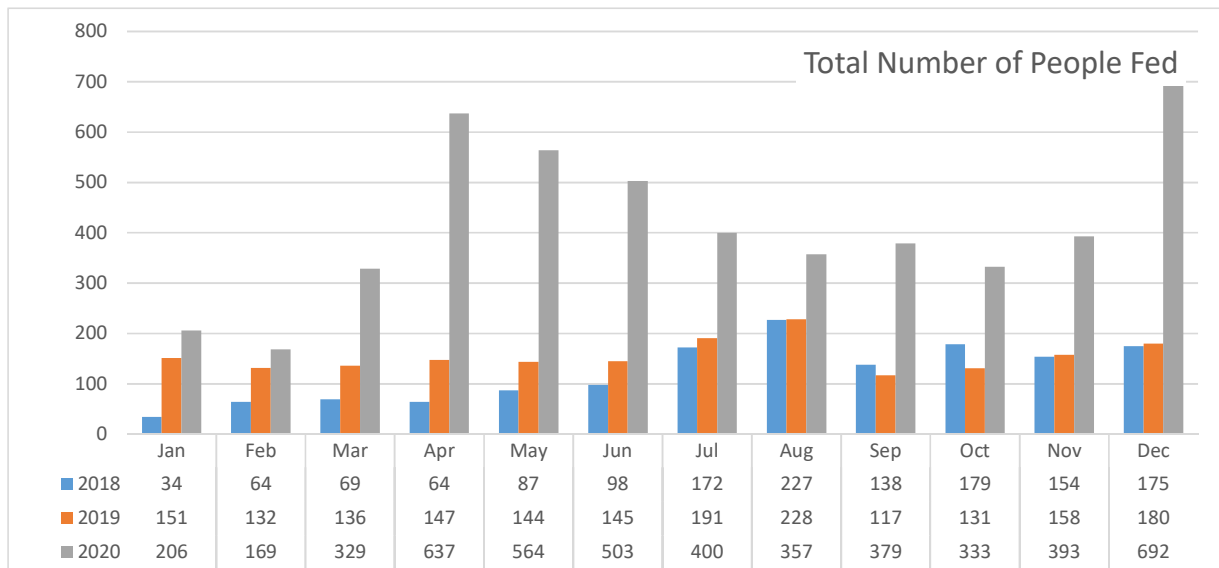
Jenny Berg (chair of trustees).



Monthly Foodbank Report - December 2020

In the last month, the foodbank have fed 692 people (345 Adults and 347 children), 9 of whom are new this month, by providing 236 food parcels. This is a 284% increase on the same month last year.

	Vouchers Received	People per Month			People to Date	vs 2019	
		Total	Adults	Children		per Month	To Date
January	85	206	114	92	206	↑ 36%	↑ 36%
February	73	169	97	72	375	↑ 28%	↑ 33%
March	117	329	160	169	704	↑ 142%	↑ 68%
April	203	637	292	345	1341	↑ 333%	↑ 137%
May	182	564	264	300	1905	↑ 292%	↑ 168%
June	163	503	241	262	2408	↑ 247%	↑ 182%
July	148	400	211	189	2808	↑ 109%	↑ 168%
August	118	357	168	189	3165	↑ 57%	↑ 148%
September	134	379	186	193	3544	↑ 224%	↑ 155%
October	121	333	169	164	3877	↑ 154%	↑ 155%
November	146	393	201	192	4270	↑ 149%	↑ 154%
December	236	692	345	347	4962	↑ 284%	↑ 167%
	1726	4962	2448	2514			



Vouchers Received by User Categories

