

**To receive a report on the main Library entrance doors and CCTV and consider any actions and associated expenditure**

1. The main entrance doors are fixed and in good working order - as agreed at the last Library Sub Committee meeting.
2. A &M Security installed the Library Hub CCTV DVR unit replacing the failed unit on Wednesday 23<sup>rd</sup> August. On installation, interior and exterior camera positions were visible again on the reception TV monitor.
3. On further investigation when the internal hard drive disk was switched over from the old unit to the new unit it was clear the hard drive had perished. It would not be able to record CCTV footage and probably hadn't been recording for some time.

It was also clear one of the interior cameras in the Library Hub wasn't working. A&M Security have provided a quote to replace both the hard drive and the small camera unit:- from my understanding they would need no more than 2 hours labour.

Please find below quotation for the required replacement camera and hard drive;

<b>Item</b>	<b>Cost</b>
Dome camera	£53.01 exc VAT
6TB Hard Drive	£225.01 exc VAT
	£278.02 exc VAT

Labour will be charged at £73.56 exc VAT for the first hour and £58.86 exc VAT per subsequent hour / part hour.

The Town Clerk approved the quotation under H&S delegated authority.

Members are asked to ratify the spend of £411 and to make a virement of £1,075 from budget code 6972 EMF Library Equipment and Furniture to 6910 General Repairs and Maintenance – Library, to cover the associated cost.

**End of Report**  
**Community Hub Team Leader**