

Meeting	Full Council
Date	25 th February 2025
Report Title	Scheme of Delegation: Installation of Security Lights & Intercom
Agenda Reference	11E
Author	Chief Officer/Clerk & RFO

Officers Recommendation

To note a Scheme of Delegation decision made by the Chief Officer, Chairman and Vice Chairman on 11th February 2025 which was to proceed contracting Supplier B to install an intercom system and security lights at the Parish Council Offices.

Background

1. Council previously agreed to use General Reserves in 24/25 Financial Year to install an intercom system and security lights at the Parish Council Offices.
2. Two quotations have been received, and the POS Operations & Facilities Manager has recommended using Company B – see their analysis below.
3. It was acknowledged that Contractor A cost is a lot less – however this because they are only able to install the door entry system. We would then have to get an electrical company like Contractor B to complete the required electrical works and safely integrate it into our current fire alarm system.
4. The package from Contractor B satisfies all our needs with one organisation.

Item	Contractor A	Contractor B
Door entry system with camera Monitor installed upstairs allowing door release from this point	Y	Y
System integrated into fire system	N	Y
Outside entrance security light	N	Y
Kitchen sensor switch	N	Y
Small meeting room sensor switch	N	Y
Reception Lights replacement for sensor type	N	Y
Cost	£2,748.20	£5,583.46

The Chief Officer is progressing with Company B's quote which is to:

- Install security light under canopy
- Lights in kitchen and small meeting room sensors
- Lights in foyer auto on/off/LED
- Intercom – Paxton Access Entry

Conclusion

Chairman/Vice Chairman/Chief Officer's met on 11th February 2025 to discuss the options and agreed to proceed with the quotation. To appointment of Contract B to install external security lights, internal sensor lights to the public areas of the office, and intercom system. Total cost: £5583.46.

Work is being conducted week commencing 10th March 2025.