

Request to Swaffham Town Council (STC) for contribution to CCTV Renewal at Swaffham Heritage

Situation

The current CCTV system is old and subject to breakdown. The cabling is 'overloaded' and needs to be rationalised.

Collections

The collections are made up of archives and artefacts owned by STC and by loans of archives and artefacts from the British Museum, the Castle Museum and the public. An audit is in progress of the exact number of items and is taking several years. As an approximation 25,000 items are owned by STC and 500 items are on loan - so about 98% of the items are owned by STC. However the most valuable items are the loans from the British Museum and the Castle Museum. Making an approximate adjustment for this, STC is responsible for about 95% of the value of the collections.

CCTV Security Standards for Museums

It is essential that CCTV equipment complies with standards so that recordings may be used as evidence in case of criminal activity. The standard used for public spaces is BS 7958 (see <https://shop.bsigroup.com>). The Arts Council (from where the museum gains its professional standard called Accreditation) recommends the use of CCTV equipment of a sufficient resolution to use as evidence by the police.

Quotes

The trustee with responsibility for Health & Safety, Peter Wilgoss, sought 3 quotes for this work to be done using an open brief of getting the CCTV system to work reliably and to tidy up the cabling. Peter has experience of these types of systems and used 3 firms he knew to work to professional standards.

Supplier Name	Type of repair	1 year guarantee on parts	1 year maintenance	NSI certificate*	Cost
SecuritySolutions	Replace all equipment and cabling	Yes			£6115 + VAT
CTS Security Ltd	Replace all equipment and some cabling	Yes	Yes	Yes	£3950 + VAT
Oaks CCTV	Only replace equipment and cabling as required	Yes			£998 + VAT

*NSI certificate includes BS 7958

Trustee Decision

At the November Trustee Meeting, the Trustees decided to go for CTS Security as this represented a longer term solution with back up and value for money.

STC Contribution

As the Town Council own nearly all the collections that this CCTV system would be protecting, would they be prepared to contribute to the cost?

Anne Fairweather 14.11.2020