

CCTV Officer Board

Monday 29th of May 2024 10:00am

Teams meeting

Attendees

Ian Couper (IC)	North Herts District Council
Steve Cook (SC)	Stevenage Borough Council
Richard Baldock (RB)	Stevenage Borough Council
Jonathan Geall (JG)	East Herts District Council
Phil Emmett (PE)	Stevenage Borough Council
Loran Kingston (LK)	Hertsmere Borough Council
Ellie Crocker (EC)	Stevenage Borough Council
Joseph Whelan (JW)	Hertford Town Council
Kerry Clifford (KC)	Stevenage Borough Council

Apologies

None	
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	Item	Lead
1.	Welcome, introductions & apologies. Welcome and introductions from group as a couple of new attendees.	RB
2.	Appoint chair for meeting Loran Kingston appointed as chair for today's meeting.	ALL
3.	Minutes and Matters Arising Minutes from last meeting sent out by Richard Baldock 21.05.24. No actions from last meeting.	LK
4.	Finance update 23/24 position. Cost 23/24 Just under £530,000, with a 10k overspend, £700 more than estimated. Overspend due to reduced income from company (less cameras) and expenses upgrading parts. Slight adjustments made to invoices. East Herts, North Herts and Hertsmere need to invoice for underspend. East Herts also need to invoice for some previous underspend that hasn't been claimed, JG to action. IC Just a reminder that capital costs should be split 50% to company and 50% to partnership. PE. Also agreed at the last Company Board meeting was that the partnership should invoice for the Directors time at 2K per year from the company. These invoices should be sent to the company. This should be for 22/23 and 23/24.	PE

	Item	Lead
	<p>24/25 Budget. Including the 4.16% increase for the SSG contract increase the estimated net cost is £544,000 for this year. This will be split as per camera units. If you are comfortable with this we can raise invoices and adjust the amounts at year end?</p> <p>JG. JW this does not break it down to the level of the town councils.</p> <p>IC. Just querying the figure as we have had more cameras installed so was expecting it to be higher than last year.</p> <p>PE. I will check, it is inline with camera numbers list.</p> <p>SC. It depends when the numbers were taken as more have been added but I will check it is up to date.</p> <p>PE. We will let you know once confirmed.</p> <p>PE. All happy with the proposal?</p> <p>All. Yes.</p> <p>PE. How do we split the costs for Steve Cook's role as some of it is funded by the partnership and some from the company?</p> <p>RB. Going forward Steve Cook will be a secondment.</p> <p>SC. Costings will become clearer in time.</p> <p>JG. Costings will be split 50/50 as they are now.</p>	
5.	<p>CCTV Operations and Performance Report</p> <p>SC No RIPA's, No data breaches or GDPR issues since last Officers board meeting.</p> <p>NHDC- Baldock town upgrade completed, Royston 99% completed with a blockage to sort out. SC looking at alternative to digging up the road.</p> <p>Orders to upgrade Hitchin upgrade all installed 99% completed.</p> <p>Letchworth in the process on installation which will be due to be finished late May/early June.</p> <p>Hertsmere BC- Camera 662 in Meadow Park is up and running after new column installation.</p> <p>East Herts: Hertford Theatre installation has started.</p> <p>SBC Housing Phase 2 99% completed. Installation on phase 3 has started for the next 7 housing blocks , due to be completed late June/ July.</p> <p>I have provided a breakdown of an up-to-date costs for the control room spreadsheet, some items that are no longer available or no longer required anymore due to going IP / wireless with cameras.</p> <p>There are currently over 1450 cameras in the control room and we would be looking to increase staffing capacity for the incoming clients such as SBC housing, EHDC Theatre, and private clients such as HWRC sites, housing associations and a potential school.</p> <p>The latest control room costs have been sent through.</p> <p>IC. Are the company aware of the upcoming costs which are 50% ?</p> <p>SC. They will be made aware of the upcoming costs. I need to confirm the figures first.</p>	SC

	Item	Lead
	<p>JG. Can we be made aware of the costs at the next board meeting? SC. Yes.</p>	
6.	<p>LK. The next executive meeting is on the 24th of June 2024 in Hertford. 19:00 start. JG. What will we be presenting at exec? Budgets past and future. Overview of the partnership for any new members. IC. What do we want to take forward, any legislation updates, the operations report. JG. Who will do what? RB. We can do the operations report and partnership overview. JG. I will do the finance update. LK. Who needs to know who the new councillors are? JG. Peter Mannings, petermannings@eastherts.gov.uk IC. We need to ensure that we have enough attendance this time, ideally two from each council. I confirm we can from our side. LK. Date of next board meeting? RB. As quarterly I suggest September as out of the main holiday time. LK. 18th of September 13:00? All. In agreement. RB. I will send out the invites.</p>	LK
7.	<p>AOB IC. We should have a joint meeting with the company. I will arrange this. JG. Executive papers need to go out by Friday the 14th June for circulation.</p>	LK