

BRIEFING NOTE

Security Contract – Court Bushes Community Hub

1. The purpose of this note is to seek the agreement of the Committee to the appointment of a keyholding Security Contractor who would be the first response in the event of out of hours call outs arising from intruder or fire alarm activation.
2. Following a recent break in attempt, to which a member of the Parish Office staff team responded, a question has been raised about whether it is appropriate for staff members to respond to out of hours call outs. The main concern arising is the safety of staff members who may respond to a break in at unsociable hours where they may be challenged by trespassers. At the current time the alarm systems just act as sirens as there is no phone line connected at the building.
3. We have approached 2 security contractors to obtain further information and quotations for providing a security keyholding and alarm response service. Both contractors offered the same costings except where the call out time exceeds 1 hour. Typically, we would not expect an alarm response to exceed 1 hour unless there was a successful break in or significant damage was caused, preventing the building from being secured.

MSDC have recommended the cheaper of the two contractors (AP Security) but due to their control office being in Arundel we have some concerns over local knowledge and response times.

(ATTACHED; AP Security Quotation 11 July 2019 and Beacon Security Quotation)

RECOMMENDATION: Beacon Security are appointed as Security keyholders for £300 per annum with a £20 alarm response fee charged per hour or part of thereafter.

Nick Sinclair
FACILITIES MANAGER
24 July 2019
