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CVS/JH/21788
Monday 3 April 2023

Debbie Frost
Felixstowe Town Council
Town Hall
Felixstowe
Suffolk
IP11 2AG

Dear Debbie

Re: CCTV Maintenance Report

Please find enclosed our annual report detailing the service visits and call outs undertaken since October 2022.

There is an on-going issue with the Pavillion Camera being spray painted after we replaced it at our cost. We are not sure what to do about this as we know that you have no spare funds but as you can appreciate we can't keep replacing it free of charge.

We have the next visit scheduled for Friday 28th April and will provide you with another update after then.

Please call me if you have any questions.

Best regards,

Clark Skates

Encs



Date	Service Report	Detail
11/10/22	77433	<i>1 Hour 45 mins on site</i> Investigated CCTV faults. Camera 8 vandalised with spray paint – will need replacing
15/12/22	76984	<i>3 hours on site</i> <u>CCTV Service Visit on All Equipment</u> 2Tb hard drive required for recorder
21/12/22	76737	<i>7 hours 30 minutes on site</i> <u>CCTV Service Visit on All Equipment ctd.</u> Fitted 2 x IP Mitters – 1 to Lidl camera and 1 to Convalscent Hill Fitted New VK2 Dome camera at Bent Hill Fitted new 8-way Hik POE Switch New IP VK2 PTZ camera required at Leisure Centre
17/02/23	77168	<i>1 hour and 30 minutes on site</i> Re-set all posts with cameras as 8 x cameras not working. Tested and left all working.

Quotation Valid: for 30 Days from Date of Quotation. Payment terms: 30 Days from Date of Invoice.

