

## SECTION 1A - To be filled in by submitter of the Motion:

<b>Report from</b>	Deputy Clerk
<b>On behalf of</b>	Deputy Clerk and Town Clerk
<b>Date</b>	24 <sup>th</sup> October 2023
<b>For Meeting of Council/Committee</b>	Full Council
<b>Date of meeting</b>	31st October 2023
<b>Agenda item no.</b>	155/23-24
<b>Confidentiality</b>	N/A
<b>TITLE OF MOTION</b>	Purchase of Fireproof Cupboard for office
<b>MOTION(S)</b>	<ol style="list-style-type: none"> <li>1) To consider the options to purchase a Fireproof Cupboard to safely store Council documents and other valuable items.</li> <li>2) To approve the purchase of a Fireproof Cupboard, as per the officers' recommendation.</li> </ol>
<b>Background</b>	<p>Relevant legislation to the storage of Council documents are:  The Local Government (Records) Act 1962; and  The Local Government Act 1972, various sections including ss. 225; 226.  Documents deposited must be retained in a safe place, free from damage or destruction, and are to be used for the purposes directed by any enactment or statutory instrument in force.</p> <p>Until recently all confidential and essential Council documentation had been kept at the home of the Town Clerk. The folders in which these documents are stored have now been moved to the NTC office at the Temporary Community Centre, locked away in a cabinet. This cabinet however is not fireproof, nor has it much capacity, and it could potentially easily be tampered with – it is therefore considered not suitable for longer-term storage of sensitive documentation and other valuable items to be stored in the office.</p> <p>We have had to consider the weight of the item given it is not a solid floor in the Temporary Community Centre. This was checked by SCDC's CDOs with Portacabin, and approval provided up to a certain weight - see the recommendation received from Portacabin:</p> <p><i>Based on the information you have provided me with, I can confirm that whilst the typical floor loading in the area of floor, that the <b>empty</b> pieces of equipment occupy, will be higher than the allowable quoted floor load; hence you could not full the whole floor area with these items. However, if you consider the effects of these pieces of equipment acting on their own, but supported on two floor joists, then:</i></p> <p><i>Based on the loads of the equipment only, the joists are not overloaded, and the joist deflection is not excessive, even if the standard 3kPa floor loading is also applied to the joists. However,</i></p> <ul style="list-style-type: none"> <li>• <i>both pieces of equipment must not be supported on the same joists.</i></li> <li>• <i>The maximum additional weight that can be added to each piece of equipment is 100kg.</i></li> </ul> <p>The above was based on the information supplied by the Town Clerk, which was the weight of the (relatively heavy) first 2 options from CBS <b>SS1623K Firefox Series, FS1912K Fire Commander (see attached document).</b></p>

<b>Issues/items for consideration by the Council</b>	<p>To consider the options and quotes received from 2 different companies as laid out in a separate Word document CBS and Chubbsafes. As you will see the latter do not exclusively supply only Chubbsafes, but 3-4 different brands.</p> <p>We have looked at various options as laid out in the supporting Word document and highlighted 2 options, as we feel this will satisfy NTC admin needs now and in the future certainly at least until our term at the TCC ends, with the capacity requirements.</p> <p>The 2 options highlighted are low in weight, can have more files now and in the future, and are the 2 least expensive of all the options laid out.</p>
<b>Recommendations</b>	<p>For the Town Council;</p> <p>3) To consider the options to purchase a Fireproof Cupboard to safely store Council documents and other valuable items.</p> <p>4) To approve the purchase of a Fireproof Cupboard, as per the officers' recommendation.</p>
<b>Appendices</b>	
<b>Documents:</b>	Please see separate document which has the options from 2 companies, CBS and Chubbsafes.

**SECTION 1B - To be filled in by submitter of the Motion:**

<b>Input needed from Clerk?</b>	N/A
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**PLEASE NOTE:** Agenda item requests: in order to be considered for inclusion on the agenda, motions with all associated papers *must* be received by the Clerk in a final format at least 7 clear days<sup>i</sup> before the meeting at which you would like your item to be considered – if any input is required from the Clerk please provide sufficient additional time for the Clerk to schedule in for any feedback and/or additional research that may be required.

**SECTION 2 - To be filled in by the Clerk:**

Meets/links with Council objectives:	Effective working conditions; addressing legal requirements	√
Staffing Implications: <sup>ii</sup>	<b>YES</b> – suitable storage equipment will be important for efficient working conditions, and safe storage.	←
Volunteer need implications:	N/A	
Equalities & Human Rights <sup>iii</sup>	There are no equalities and human rights issues Details, where relevant: N/A	
Crime and Disorder <sup>iv</sup>	Crime and disorder have been considered. Details, where relevant: <b>YES:</b> firesafe will also help as part of security measures.	←
Biodiversity <sup>v</sup>	There are no (negative) bio-diversity implications Details, where relevant: N/A	
Sustainability	Is in line with the Council's Plastic-Free Pledge: N/A	
Financial <sup>vi</sup>	There are no financial implications at this stage: N/A	
	There will be financial implications; Details: <b>YES:</b> - costs as per associated document.	←
	There is provision within the budget; Budget heading & details:	←

	<b>YES</b> – There is sufficient budget available in the following relevant budget heading: ‘Office Equipment’. This has £4,500 allocated for the ’23-’24 financial year.	
	Decisions may give rise to additional expenditure; Details: N/A	
	Decisions may have potential for income generation; Details: N/A	
Other Resource implications (besides finance):	Details: N/A	
Health and Safety implications <sup>vii</sup>	Details: N/A	
Legal	Power under which the spend can be actioned: <sup>viii</sup> Local Government Act 1972, s. 111	√
	GDPR - Data Privacy Impact Assessment: <sup>ix</sup> Details, where relevant: <b>YES</b> – safe storage will also help ensure secure storage of sensitive data	←
	Other considerations: N/A	
Risk Management	Material risks <sup>x</sup> exist and these are considered and being assessed: Details: N/A	
Other Considerations:	N/A	

<sup>i</sup> Northstowe Town Council’s [Standing Order 9 b,d](#).

<sup>ii</sup> The Council has a legal duty to ensure it looks after employees’ health and wellbeing (the Health and Safety at Work etc act 1974).

<sup>iii</sup> The key legislation regarding unlawful discrimination is the Equality Act 2010, which amongst other requires the Council to monitor for compliance with the Equality Duty.

<sup>iv</sup> The Council has a legal duty to act with due regards to crime and disorder in the area (Crime and Disorder Act 1998, s17).

<sup>v</sup> The Council has a legal duty to have regard to conserving biodiversity (Natural Environment and Rural Communities Act 2006, s40).

<sup>vi</sup> It is the RFO’s duty to manage financial risks on behalf of the Council, as described in the Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015, reg 4.

<sup>vii</sup> See also Town Council’s [Health and Safety Policy](#).

<sup>viii</sup> See here for an [Overview of relevant discretionary powers](#) beyond the General Power of Competence.

<sup>ix</sup> See also the Town Council’s [Data Protection Policy](#).

<sup>x</sup> See Town Council’s [Risk Management Plan](#).