

PROPOSED INSTALLATION OF A CCTV CAMERA IN KBCC MAIN HALL

<u>REQUIRED ACTIONS</u>	<u>COMMENTS</u>	<u>COMPLETED</u>	<u>INITIAL TO CONFIRM COMPLETE</u>
CHECK WITH CCBC OK TO INSTALL CCTV IN KBCC	EMMA CCTV MGR AT CCBC HAS ADVISED OK TO INSTALL, SUBJECT TO UPDATED PIA, APPROPRIATE CCTV SIGNAGE, PRE-CONSULTATION WITH CENTRE USERS		
OBTAIN A QUOTE FROM ALARM ENGINEER	REQUESTED		
INVOICE TO BE ADDRESSED TO AND BE PAID BY KBCC	NOTED		
TKBTC MEMBERS TO AGREE FOR THE INSTALLATION TO BE ADDED TO THE TKBTC CCTV SYSTEM	TO BE DISCUSSED AT FULL TOWN COUNCIL MEETING ON 14/8/2024		
PUBLIC CONSULTATION UNDERTAKEN WITH EXISTING CENTRE USERS/GROUPS - PRIOR TO INSTALLATION	DIANE HAS PREPARED PAPERS FOR THE PRE-CONSULTATION		
IMPLICATIONS TO TKBTC	IF A MEMEBR OF THE PUBLIC REQUESTS A COPY OF CCTV FOOTAGE AND/OR FOOTAGE NEEDS TO BE CHECKED FOLLOWING AN INCIDENT, TKBTC STAFF WILL NEED TO UNDERTAKE/COMPLETE, AS THE CAMERA WILL BE ON THE TKBTC CCTV SYSTEM		
EXISTING TKBTC PRIVACY IMPACT ASSESSMENT UPDATED TO COVER TKCC	TBC - IF APPROVED		
REQUIRED SIGNAGE DISPLAYED	TBC - IF APPROVED		
CAMAERA INSTALLED	AWAITING TKBTC APPROVAL		
INVOICE PAID BY KBCC			