

14. POLICY FOR CONTRACTS INVOLVING COUNCILLORS – to receive and approve the policy.

Background – it is proposed that this policy is added to the Council's Financial Regulations under the Procurement section.

A number of councillors have local businesses. Their expertise is valuable to the Town Council and it may sometimes be appropriate for the Town Council to pay for goods and services from these businesses. However, it is important to ensure that there is no perception that being a town councillor gives them a commercial advantage. Payments to businesses owned by town councillors or members of their household will therefore only be made in the following circumstances:

1 After at least 3 quotations have been obtained and the decision is taken by a committee or full council with the relevant councillor declaring an interest and absent from the discussion.

2 (In the case of repeated purchase of small items) after the business has been approved as a supplier by a committee or full council with the relevant councillor declaring an interest and absent from the discussion. Subject to an annual limit of £500 and a single item job limit of £100.

3 In exceptional circumstances by a decision of the Mayor and Town Clerk which is reported back to the next Full Council meeting.

RECOMMENDATION: That the policy is adopted and incorporated into the Councils' Financial Regulations

15. IT EQUIPMENT – to report the requirements for IT equipment to be loaned to councillors and issued to staff.

Background – There is a need to supply some Councillors with IT equipment / a broadband link to enable them to take part in meetings. There is a benefit to purchasing some up to date laptops and issuing them to staff to allow a relocation of the office pc to the office and the re-allocation of the old laptop to someone requiring them to access virtual meetings.

The Mayor, Deputy Mayor and Chairs meeting on 11th August 2020 recommended the Council's IT contractor provide the quotes for up to five laptops or tablets for the 25th August 2020 Town Council. The possibility of providing a board-band connection should also be investigated.

IT Contractors Advice

“E.g.

Lenovo V15-ADA

15.6” screen

AMD Ryzen 5 3500U processor (roughly equivalent to Intel i7-7700HQ)

8GB RAM

256GB SSD

Integrated webcam and microphone

Wifi, Bluetooth

Windows 10 Home

£480 + VAT set up ready to go.

This would be fine for homeworking.

Additional software – e.g MS Office 365 required. £7.90 per month per user

Ruggedised tablets are very expensive - £1500 - £2500. Alternatively, a standard iPad or Android tablet can be fitted with a rugged case which will give protection against knocks and drops. The cost of the rugged case varies according to the tablet, but is around £20 - £50. They are not available for all tablets, so I would recommend you purchase either iPads or Samsung tablets, for which rugged cases are generally available.

e.g Samsung Galaxy Tab A 10.1 inch 4GLTE £235.00 + VAT, rugged case £18.00 + VAT – you can probably find this tablet cheaper at Argos, etc.”

Item	Cost
5 x Laptops	£2,400
MS Office 365 x 6	£57
1 X Samsung Galaxy Tablet + tough cover	£253
Broadband (difficult to cost as must be capable of signal coverages	£300
	£3,010

RECOMMENDATION: That the acquisition is approved and funded from the General Reserve