

Proposal to replace the Parish Council's Laptop

1. Background

- a. The current Parish Council laptop was purchased in February 2017 and has performed very well over the last almost 4 years.
- b. Unfortunately, the laptop has developed a fault in that only a third of the screen is visible with the rest being a series of vertical lines. We did not have any repair insurance on the machine. The fault first occurred in April 2020 and the Clerk had it repaired in April 2020 by 'The Computer Repairman' for £89.00. He said it was difficult to fix and couldn't guarantee the fix would work for long. The same problem has now returned. The Clerk believes it is now beyond economic repair.
- c. The Council laptop is an essential tool to enable the Clerk to carry out his duties with virtually all documents, communication and correspondence being undertaken electronically. The Clerk is managing currently by attaching his own external monitor to the laptop, but the virtue of a laptop is that it is portable and can be used anywhere. Traditionally, the minutes of all face to face formal meetings of the Council are recorded by the Clerk directly into the laptop which is far more efficient than making hand written notes and typing up the minutes at a later date.
- d. The Clerk has obtained current prices for a suitable model which range up to £2,000 (inc VAT). There are currently significant savings available for a purchase direct from the manufacturer (DELL) under the 'Black Friday' scheme. However, stocks of these are running out fast and an immediate purchase could save the Council several hundred pounds.

2. Recommendations

- a. The Clerk is authorised to purchase a new laptop with a suitable specification to meet the Council's needs over the next 4 years
- b. A Budget of £2,250 (ex VAT) should be agreed for the purchase of a new laptop and 3yr repair cover.