

IT equipment for Clerk

BACKGROUND

Extract from Minutes HPC Meeting 13th December 3 (i)

****purchasing a computer/scanner etc.*** The Clerk informed the Parish Council that the lack of an HPC laptop etc meant he has had to bring paper copies of all agenda items and background documents that might be of use at PC meetings. He suggested that there is a strong business case for the Parish Council to purchase:-

- a standard laptop,
- a simple document printer/scanner (essential for third party documents),
- offline disc storage unit for file and email backups, and
- a CD/DVD device for large file transfers.

In addition to streamlining systems, and thereby reducing the workload of the Parish Clerk. the above equipment would further ensure compliance with Transparency Code requirements for access to historical data and compliance with the Freedom of Information Act.

The cost of the above is estimated to be in the region of £1,200 plus VAT. Purchasing of a computer, scanner and software is expressly identified as being appropriate for financial support from the Transparency Code For Smaller Authorities, and so the costs may be partially offset.

ACTION: Clerk to include a financial provision of £1,200 (plus VAT) in the Budget 2017/18 (Agenda item 12 below), provide a more detailed statement of the likely costs of the package of IT equipment, and investigate potential funding from the Transparency Code For Smaller Authorities towards this expenditure.

PROGRESS

Investigation by Cllr Hertz confirmed that funding for the hardware could also be supported by a grant from the Transparency Code. Attached at Appendix A is a copy of the completed application form. The total of the claim is £650 excl VAT, comprising the following elements:-

- * £350 Hardware
- * £200 Software, and,
- * £100 Scanner.

I am hoping to have formal confirmation from HALC of funding approval in advance of the meeting on 21st February. However, this may not be possible as the timetable is
6th Feb 2017... submission to HALC
13th Feb 2017..submission by HALC to NALC, with,
24th Feb 2017.. release of funds by NALC.

FINANCIAL IMPLICATIONS

The original estimate for the package of equipment was £1,200 (excl VAT) to be included in the Budget 2017/18. However, as funding would now be expected to be received by the end of February 2017, it would be reasonable to plan for the purchases of the IT equipment etc in the current year (2016/17). The financial effect of this would be for a net cost of

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£550 (£1,200 less £650 grant), with a VAT payment of £350 (20% x £1,200) being made, and recovered in 2017/18.

The above has been reflected in the Revised Budget 2016/17: Financial Update agenda item 13.a.

An oral update will be given by the Clerk at the meeting.

Chris Pottinger
Clerk, Hannington Parish Council

