

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

Report from	Deputy Clerk
On behalf of	Deputy Clerk and Town Clerk
Date	19 th July 2023
For Meeting of Council/Committee	Full Council
Date of meeting	25 th July 2023
Agenda item no.	110/23-24
Confidentiality	N/A (but associated overview of quotes shared with Cllrs only, as contains possibly sensitive business information)
TITLE OF MOTION	PHOTOCOPIER - LEASE FOR OFFICE To be used by Town Clerk And Deputy Clerk for Office in Temporary Community Centre.
MOTION(S)	<ol style="list-style-type: none"> 1) To approve the Lease of a Photocopier, as per recommendation of supplier. 2) To decide on the lease period.
Background	<p>The Town Clerk currently prints all documents from a Photocopier he has based at his home office, and which is Northstowe Town Council Property. He has printed off in the last year about 5,500 sheets of paper, predominantly in Mono, most colour documents were related to any promotional activities and Market signs. The Ratio is about 75% Mono and 25% Colour.</p> <p>An upgrade to an efficient, high-quality and fast machine is needed, and with the imminent move to the office in the Temporary Community Centre where a much larger-sized machine can be housed, it is proposed to start leasing one now.</p> <p>This photocopier-scanner-printer will be used to print out Council Agendas, Minutes from Meetings, finance and other documents that need to be printed and filed, and posters or leaflets for the Market, Events and Community Lounge promotional activities.</p> <p>An advantage of a fast, high-quality machine, and with an additional A3 printing option, would mean that creation of leaflets and small posters should in many cases not necessarily need to be outsourced any more, unless perhaps for large quantities.</p> <p>The original motion where lease of such a machine was initially proposed, was deferred at the F.C. meeting in July 2021 (item 58/21-22, Full Council meeting 28th July 2021). Compared to the original quote submitted then costs per copy of Mono and Colour have not altered very much at all.</p>
Issues/items for consideration by the Council	<p>To get the most cost-effective options, it is proposed to lease via a 3rd party (CBS) and also to the Brand Company direct (Ricoh). Quotes have been obtained with gradual increase of printing numbers in time, future-proofing office needs.</p> <p>To consider the options and quotes received from 2 different companies CBS and Ricoh, which are laid out in the associated file.</p> <p>To consider the 2 lease periods of 3 and 5 year options.</p>

	Information has also been gathered from Cambourne Town Council as to what Photocopier they have leased (Ricoh ICM3000). Their average copies per week are 1000-1500 and the lease period is over 5 years (of which they are 3 years in), as this is considered most cost-effective.
Recommendations	For the Town Council; <ul style="list-style-type: none"> 1) To approve the Lease of a Photocopier, as per recommendation of supplier. <ul style="list-style-type: none"> ➤ To approve the lease of a Photocopier for the Town Clerk and Deputy Clerk to be used for business purposes, as per the recommendation highlighted in the associated document with quotes. ➤ The lease will include automatic replenishment of Toners, Service charges, (amount of copies per month printed) and also covers any maintenance if needed. 2) To consider and decide on the lease period. <ul style="list-style-type: none"> ➤ Recommended to go for a 5-year lease as this would be more cost-effective.
Appendices	
Documents:	Please see associated pdf file which has 2 quotes on for leasing of a Photocopier – NB; shared with Cllrs only, as contains possibly sensitive business information.

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

Input needed from Clerk?	Clerk provided input throughout development of motion.
---------------------------------	--

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 daysⁱ 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	√
Staffing Implications: ⁱⁱ	YES – appropriate equipment will help speed up and improve in all work areas, which is especially important now the central staffing team has expanded and is about to occupy a dedicated office space for the first time.	←
Volunteer need implications:	N/A	
Equalities & Human Rights ⁱⁱⁱ	There are no equalities and human rights issues Details, where relevant: N/A	
Crime and Disorder ^{iv}	Crime and disorder have been considered Details, where relevant: N/A	
Biodiversity ^v	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 ^{vi}	There are no financial implications at this stage: N/A	
	There will be financial implications; Details: YES: - costs as per above and associated document with quotes	←
	There is provision within the budget Budget heading & details: YES.	←

	<p>£4,500 has been set aside in '23-'24 budget for 'Office Equipment'(cost code 10); no budget on this budget heading has yet been used to date.</p> <p>Estimated costs, for period August '23 – March '24: £402.37; based on the preferred supplier, and on basis of 5-year lease – see details in associated paper with quotes – broken down as such;</p> <ul style="list-style-type: none"> - Lease costs: quarterly £128.39 (on basis of 5 year lease). Total for 8 months = £342.37 - Print costs; total for 8 months = £60.00 <ul style="list-style-type: none"> o £0.005 per B/W print – 6,000/annum – 75% B/W = 4,500/annum – at 8 months = £15.00 o Print costs: £0.045 – 25% Colour = 1,500/annum – at 8 months = £45.00 	
	Decisions may give rise to additional expenditure; Details: No (except for usual associated paper/stationery needs)	√
	Decisions may have potential for income generation; Details: N/A	
Other Resource implications (besides finance):	Details: N/A	
Health and Safety implications ^{vii}	Details: N/A	
Legal	Power under which the spend can be actioned: ^{viii} Local Government Act 1972, s. 111	
	GDPR - Data Privacy Impact Assessment: ^{ix} Details, where relevant: N/A	
	Other considerations: N/A	
Risk Management	Material risks ^x exist and these are considered and being assessed: Details: N/A	
Other Considerations:	N/A	

ⁱ Northstowe Town Council's [Standing Order 9 b,d](#).

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

ⁱⁱⁱ 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.

^{iv} The Council has a legal duty to act with due regards to crime and disorder in the area (Crime and Disorder Act 1998, s17).

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

^{vi} 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.

^{vii} See also Town Council's [Health and Safety Policy](#).

^{viii} See here for an [Overview of relevant discretionary powers](#) beyond the General Power of Competence.

^{ix} See also the Town Council's [Data Protection Policy](#).

^x See Town Council's [Risk Management Plan](#).