

Brixham Town Council

Report No:	36-2018		
Report Type:	Public		
Title:	IT Equipment		
To:	Evaluation	Date:	18.10.18
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Purpose of Report

In 2017 when new equipment was purchased, Brixham Town Council had the benefit of utilising a PC that the Receptionist could use. However, the PC is a few years old and is not of the same compatibility as the equipment being used by the remainder of the office staff.

The Receptionist is also the Information Assistant and is finding it increasingly difficult to carry out her work using the Town Council's laptop that was purchased in 2013, which again is a different compatibility.

One example of the trouble that is being experienced is that the documents cannot easily be attached to emails.

Cost of new equipment

It is proposed that the Town Council purchases a new laptop with associated docking station and large screen in order to ensure that the Receptionist / Information Assistant can carry out her duties efficiently as possible.

Laptop	Dell Inspiron 15 5000	£749.00
Monitor	Dell 23 Monitor	£118.63
Dock	Dell universal Dock D600	£175.99
Mouse	Kensington Orbit Mouse	£23.05
		£1,066.67

This equipment gives the benefit of being connected to a dock and large screen when the staff member is in the office, but also has a suitable sized screen to work from when working in the Information Point.

This is based on the online prices and a cheaper quote is being obtained from Dell and other providers. We have chosen a laptop that can be connected to a docking station which will allow the laptop to be connected to a larger monitor when working from the office.

The mouse price is the best value based and can be purchased through Amazon.

Recommendation

That the Town Council purchases the above equipment at a maximum price of £1,067 plus vat.