



# FUNDS FOR IT EQUIPMENT

## POLICY & RESOURCES COMMITTEE

## PAPER A

6 AUGUST 2025

The purpose of this Report is to provide Members with information regarding the demands on our IT equipment, and some upgrades that are required. The anticipated expenditure will likely exceed the budget provision hence this being brought to the Policy and Resources Committee.

### No. DETAIL

#### 1) WINDOWS 10 END OF SUPPORT

- a) Windows 10 ceases to be supported on 14<sup>th</sup> October, when it will stop receiving security updates. Two of our Desktop PCs must be replaced before 14<sup>th</sup> October as they are not compatible with Windows 11.
- b) The cost of replacing these is £505 for the hardware plus a £90 setup fee each from our usual supplier, meaning a total of £1,190

#### 2) PROBLEMS WITH OTHER EQUIPMENT

- a) The laptop being used by the outgoing Town Clerk required repairs to keep it running, and during this time, she was lent the laptop issued to the Policy, Premises and Projects Officer.  
The new Town Clerk was issued with the repaired laptop initially, but it was still not fit for purpose due to its age, speed and previous damage.  
Following the handover from the outgoing Town Clerk, the new Town Clerk has been issued with the fully functioning machine previously used by the Policy, Premises and Projects Officer. This leaves the Policy, Premises and Projects Officer without a laptop. This is not a major issue during the induction phase of the new Town Clerk, but will become difficult in the future.
- b) The Administrator is currently using a laptop linked up to an additional monitor. This is not ideal for productive working, and she would be better served with a desktop PC and dual monitor setup.  
The cost of buying a new desktop PC, second-hand dual monitor setup, and setting this all up is £695. This would free up a laptop to reassign to the Policy, Premises and Projects Officer.

#### 3) QUOTE TO REPLACE EQUIPMENT

- a) To replace the two desktop PCs and ensure continued compliance with security means expenditure of £1,190
- b) To replace the Administrator's machine with a desktop PC means expenditure of £695
- c) Total expenditure recommended here therefore is £1,885 to get the office into a fully productive system.

#### 4) SUGGESTED APPROACH

- a) The Equipment budget is £1,250 for the full year, of which £495 has already been spent leaving £755 remaining. Therefore the shortfall in the budget is £1,130.
- b) Rather than transferring funds between budget lines, which is not best practice and has consequences when it comes to learning lessons as part of the budget-setting process, it would make more sense to agree an overspend in the Equipment budget and agree to ensure underspends in the following budgets:
  - £500 from Stationery – by conserving resources, and putting off any significant purchases to next year
  - £630 from Photocopying – the cost of exiting the contract for the second machine was less than budgeted for

#### 5) RECOMMENDATION

Members are recommended to:

Proceed with purchasing the equipment, funding in line with the Suggested Approach.