

Our Ref: MD

28 November 2012

To: All Members of the Best Value Committee
(Councillors Constable, Drinkwater, Mrs Evans, Mrs Fisher, Humphreys and Mrs Woodward)

Copy: Lead Members of Action Areas 2, 3, 5, 7, 8(a), 8(b) and 11
(Councillors Mrs Woodward, Mrs Tranter, Campbell, Bradbury, Mosson and Norman)

Dear Councillor

BEST VALUE COMMITTEE

The Best Value Committee will meet at **Burntwood Library, Sankeys Corner** on **Monday 03 December 2012 at 7.00 pm** to discuss the following business.

Yours sincerely

Mary Danby (Mrs)
Town Clerk

AGENDA

1. APOLOGIES

2. DECLARATION OF INTERESTS

3. MINUTES

To approve the Minutes of the Meeting of the Best Value Committee held on 26 September 2012 (Minute Nos. 5 - 9) (presented to the Town Council at its meeting on 08 November 2012 (**ENCLOSURE NO. 1**)).

4. BURNTWOOD TOWN STRATEGY: WORKING GROUPS (1ST TRANCHE)

To receive progress reports and recommendations from the Burntwood Town Strategy (BTS) Working Groups (1st Tranche) (to be tabled at the meeting).

**MINUTES OF A MEETING OF THE BEST VALUE COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD
ON WEDNESDAY 26 SEPTEMBER 2012 COMMENCING AT 7.00 P.M.**

Present

Councillor Constable (in the Chair)
Councillors Drinkwater, Humphreys and Mrs Woodward

In attendance

Mrs M Danby, Town Clerk

5. APOLOGIES FOR ABSENCE

Councillors Mrs Evans and Mrs Fisher.

6. DECLARATIONS OF INTEREST

None declared.

7. MINUTES

RESOLVED That the Minutes of the Meeting of the Best Value Committee held on 28 June 2012 (Minute Nos. 1 - 4) be approved as a correct record.

**8. QUOTATIONS: DESKTOP COMPUTERS AND STAND ALONE PRINTERS
(Town Council Minute No. 37 refers)**

This item had been deferred to the Best Value Committee with delegated authority to consider the quotations and report from the independent professional and accept the preferred quotations.

RESOLVED That the following quotations be accepted **SUBJECT TO** them being circulated to Members of the Policy and Resources Committee for their consideration:

i) **Desktop Computers** (to be purchased from the Town Council's IT Support contractor):

- Acer 1tb HD (i.e. 1000Gb Hard Drive)
- 4Gb RAM
- Processor: i5 quad core
- Operating System: Windows 7 Professional
- MS Office 2010 Professional
- Installation onto the domain/network with emails shared, drives, documents, syncing, etc
- Configuration with updates, drivers, all software

Total cost: £2,954.00 excluding VAT (£3,544.80 including VAT)

- ii) **Monitors:** 3 No. Acer V193WVCvB Monitors be purchased from Company A at a cost of £88.34 each including VAT (Total: £265.02).
- iii) **Keyboards and Mice:** 3 No. Logitech Wireless MK260 Keyboards and Mice be purchased from Company B at a cost of £34.20 each including VAT (Total: £102.60).
- iv) **Stand Alone Printers:** 2 No. HP OfficeJet 6700A Plus e-All-in-One printers be purchased from Company 6 at a cost of £129.00 each including VAT (Total: £258.00) plus delivery.

**9. QUOTATIONS: PROJECTOR AND SCREEN
(Town Council Minute No. 38 refers)**

This item had been deferred to the Best Value Committee with delegated authority to consider the quotations and accept the preferred quotations.

RESOLVED That the following quotations be accepted:

- i) That 1 No. Epson EB-211 Projector be purchased from Company 4 at a cost of £288.74 including VAT plus delivery.
- ii) That 1 No. Simply SAPFL60 Manual Floor Screen be purchased from Company IV at a cost of £199.02 including VAT.

(The Meeting closed at 7.25 p.m.)

Signed

Date