

Our Ref: MD

21 September 2012

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

Dear Councillor

BEST VALUE COMMITTEE

The Best Value Committee will meet at **Burntwood Library, Sankeys Corner** on **Wednesday 26 September 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 28 June 2012 (Minute Nos. 1 - 4) (presented to the Town Council at its meeting on 12 July 2012 (**ENCLOSURE NO. 1**).

5. QUOTATIONS: DESKTOP COMPUTERS AND STAND ALONE PRINTERS (ENCLOSURE NO. 2)

Referred to the Best Value Committee for consideration and decision (Town Council Minute No. 37, 12 July 2012 refers).

6. QUOTATIONS: PROJECTOR AND SCREEN (ENCLOSURE NO. 3)

Referred to the Best Value Committee for consideration and decision (Town Council Minute No. 38, 12 July 2012 refers).

**MINUTES OF A MEETING OF THE BEST VALUE COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD
ON THURSDAY 28 JUNE 2012 COMMENCING AT 5.35 P.M.**

Present

Councillor Constable (in the Chair)
Councillors Mrs Evans, Mrs Fisher (from 6.00 p.m.) and Mrs Evans

In attendance

Mrs M Danby, Town Clerk

1. APOLOGIES FOR ABSENCE

Councillors Drinkwater and Humphreys (Committee Members)
Councillors Campbell and Norman (BTS Working Group Lead Members)

2. DECLARATIONS OF INTEREST

None declared.

3. MINUTES

RESOLVED That the Minutes of the Meeting of the Best Value Committee held on 29 March 2012 (Minute Nos. 16 – 24) be approved as a correct record.

4. BURNTWOOD TOWN STRATEGY (BTS): WORKING GROUPS

Progress reports were received from the Lead Members of the following BTS Working Groups:

Action Area 2	Communication and the image of Burntwood as a place
Action Area 3	Public transport access and traffic management
Action Area 8(a)	Community events and festivals coordination
Action Area 8(b)	Pathways and trails development
Action Area 11	Community champions and volunteering initiative

RESOLVED That:

- a) The Lead Members were thanked for their hard work to date with their respective Working Groups.
- b) The Town Council be **RECOMMENDED** to arrange for a meeting to be called of all the BTS Working Groups Lead Members so that they can share information and discuss whether some of the groups whose work cross reference another group(s) should merge and pool their resources.
- c) The Town Council be **RECOMMENDED** to consider the following recommendations from the Action Area 2 (Communication and image of Burntwood as a place) Working Group:

- Consult residents and lobby organisation (local authorities, Post Office, etc) on promoting the name Burntwood Green for the "village", as opposed to the whole-town name.
 - Lobby Police to align names of policing areas within Burntwood in order to reflect the "villages" and/or wards.
 - Obtain quotations for design of town logo and signature type-face.
 - Engage "Burntwood Live" and "Always Red Events" to research website, social media and town DVD development and to bring back proposals.
 - Support in principle for Chase Terrace Technology College community radio development.
 - Engage "TownTrader" to publish and produce BTC newsletter, with a view to widening and increasing input (current BTC in-house costs = £600 per annum, external quotation = £2,160 per annum).
 - In conjunction with "High Street Innovation Fund" strategy development, increased engagement with local businesses and Burntwood in Bloom, support in principle and seek opportunities for the development of "gateway" features for communities within town.
 - Engage LDC Arts and Community Development workers on proposals from the Working Group (i.e. choir, tile mosaic, SCAMP, community trails, improved markets, etc).
 - Open negotiations with Staffordshire County Council on strategy to improve Chasewater and inward investment opportunities.
 - Discuss future parks and leisure opportunities with Lichfield District Council.
 - Lobby significant land and property owners to support town strategy, proposed town centre and promote use of unoccupied buildings, including for community events, etc.
 - Research opportunities arising from Localism Act 2011, e.g. Community Right to Buy.
- d) The Town Council be **RECOMMENDED** to consider the following recommendation from the Action Area 8(a) (Community events and festivals coordination) Working Group:
- That the Town Council seek to have a stall at the Forward Action Burntwood Summer Fete in August 2012.

(The Meeting closed at 6.32 p.m.)

Signed

Date

**BEST VALUE COMMITTEE
26 SEPTEMBER 2012**

**QUOTATIONS: DESKTOP COMPUTERS AND STAND ALONE PRINTERS
(TOWN COUNCIL MINUTE NO. 37 REFERS)**

Quotations were presented for consideration at the July 2012 Town Council meeting. Members asked that independent advice be sought from Staffordshire County Council (SCC) and that one of their IT specialists assess the viability of the Town Council's IT equipment and what specification should be installed.

SCC's Clients Services Manager (Staffordshire ICT) visited the Town Council's office on 18 July 2012 and he confirmed the following advice in an email on the same date:

"Further to my visit this afternoon to assess your current hardware my suggestion would be to replace the current PCs. This is based on the age of the computers being 4 years old, only having 2 GB of memory and because of their age being able to be compatible with later versions of Office and other key applications which you use. The current PCs are likely to only last for another six months.

The support for both Windows XP and Office 2003 from Microsoft ceases on April 8th 2014. Whilst this is still 18 months away, other organisations you work with will be either moving to Windows 7 and Office 2010 or have done so already. Staffordshire County Council will be moving to both of these systems as its standard from September this year.

The main consideration you need to look at is contacting your software suppliers to obtain assurance that their products are compatible with Windows 7. This shouldn't pose any problems as this product has been out for nearly two years but it helps to get their response before undertaking the replacement.

The specification you have been looking at is very similar to the specification we are currently purchasing which enables us to roll out Windows 7 and Office 2010. This will provide you with performance you require, allowing for memory upgrades if required as and when you have to upgrade any applications in the next two years.

*I have spoken to our Contracts Manager regarding purchasing ICT Hardware from our current contract. I have been told this is possible for you to purchase direct. If you would like the details of the person to contact I can forward them to you. As I said we purchase HP machines, the cost is slightly higher than other suppliers as we pay for a 4 year extended warranty on each machine.**

Looking at costs for Office 2010, you can purchase a two user licence from PC World for £335.80 if you purchase this on line. Being as you are looking at 4 machines this way of purchasing this software looks a good option. It includes Access 2010. (Town Clerk's note: This offer is no longer available.)"

*The extended four year warranty adds approximately £200 to the cost of each PC. The Town Clerk has spoken with the Town Council's IT support contractor and they have confirmed that the support package currently subscribed to by the Town Council would continue to be adequate for our needs at no extra cost.

1. Desktop Computers

The Town Council normally replaces the individual desktop computers every three years and £2,500 has been included in the 2012/13 budget plus £1,590 in Earmarked Reserves (total = £4,090) to provide 3 No. replacement computers.

The current computers are four years old and should ideally have been replaced during 2011/12 and issues are now being experienced due to memory limitations, etc.

The supply and installation of the new computers is time critical in that a new cemetery administration software package will be put onto the PC network in early December (this has had to be rescheduled from September) – installation and commissioning of the new equipment should therefore be completed by late October/early November. It is necessary to place our order as soon as possible to achieve as smooth an installation as possible.

The Town Council's IT support contractor was invited to quote against the specification agreed by the SCC IT specialist. Their quotation for 3 No. desktop PCs (all costs plus VAT) is as follows:

- Acer 1tb HD 4Gb RAM i5 quad core 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 plus VAT (£3,544.80 including VAT)

The original quotations are no longer available but they would have seen 3 No. desktop PCs supplied, installed and configured (**minus installation, configuration and MS Office 2010 Professional**):

Company 1 £1,439.94 including VAT + delivery
(Total overall cost including installation, configuration and MS Office 2010 Professional: £3,283.74 including VAT plus delivery)

Company 2 £1,438.94 including VAT + delivery
(Total overall cost including installation, configuration and MS Office 2010 Professional: £3,283.74 including VAT plus delivery)

Company 3 £1,499.40 including VAT + delivery
(Total overall cost including installation, configuration and MS Office 2010 Professional: £3,343.20 including VAT plus delivery)

RECOMMENDATION That 3 No. Acer desktop computers be purchased from the Town Council's IT support contractor at a cost of £2,954.00 (ex VAT) (£3,544.80 1919.92) plus delivery.

2. Acer V193WVCvB Monitor

Basic Description:

Colour:	Black
Screen Size:	19"
Resolution:	1440x900
Format:	16:10
Contrast:	10,000:1
Response Time:	5ms

Quotation:

Company 1 £89.99 each including VAT + delivery

Company A £88.34 each including VAT

Company B £112.80 each including VAT

RECOMMENDATION That 3 No. Acer V193WVCvB Monitors be purchased from Company A at a cost of £88.34 each including VAT (Total: £265.02).

3. Logitech Wireless MK260 Keyboard and Mouse

Key Features:

- Logitech Advanced 2.4 GHz wireless connectivity with 10 metre range and auto-frequency switching
- 24 month keyboard and 5 month mouse battery life with auto standby
- Eight hot keys
- Plug and play simplicity
- Sleek, compact keyboard with full-size keys and a wide, curved space bar, 1000 dpi optical mouse with finger grooves on top

Quotation:

Company 4 £24.97 each including VAT + delivery **Offer no longer available**

Company B £34.20 each including VAT

RECOMMENDATION That 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).

4. Stand Alone Printers

3 No. stand alone printers are currently used by office-based staff. Staff currently print the majority of work to the photocopier which also serves as a network printer; however a need remains for stand alone printers to be available for occasional printing and for use in the event that the photocopier is unavailable at any time, either due to long job runs or mechanical problems.

It is proposed that 2 No. replacement network printers be purchased, one for use in the ground floor office and the other in the Town Clerk's office.

The following quotations have been sourced:

HP OfficeJet 6700A Plus e-All-in-One

Basic Description:

Type: Thermal Inkjet Printer/Scanner/Copier/Fax

Printing Resolution: Up to 4800 x 1200 dpi

Speed: Black: 16 ppm / Colour: 9 ppm

Quotations:

Company 5 £129.00 each including VAT + delivery **(Offer no longer available)**

Company 6 £129.99 each including VAT + delivery

Company B £166.80 each including VAT

RECOMMENDATION That 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.

TOTAL COST OF PURCHASING 3 NO. DESKTOP COMPUTERS (INCLUDING INSTALLATION, CONFIGURATION AND MS OFFICE 2010 PROFESSIONAL), MONITORS, KEYBOARDS AND MICE AND 2 NO. PRINTERS = £3,475 PLUS VAT.

**BEST VALUE COMMITTEE
26 SEPTEMBER 2012**

**QUOTATIONS: PROJECTOR AND SCREEN
(TOWN COUNCIL MINUTE NO. 38 REFERS)**

£650 has been included in the 2012/13 budget for the purchase of a projector and screen to enable presentations to be delivered at Council/Committee meetings, training sessions, etc.

The following revised quotations have been sourced:

Projector

**Option 1
Epson EB-211 Projector**

Basic Description:

- Max Resolution SXGA 800 x 600
- HD Support 720p
- Brightness 2600/2080 lumens
- Contrast Ratio 3000:1
- Lamp Life: 4000/5000 hours
- Weight 2.3Kg

Quotation:

Company I £288.74 including VAT + delivery

**Option 2
Hitachi CP-RX93 Projector**

Basic Description:

- Max Resolution XGA 1024 x 768
- Brightness 2600 / 1700 lumens
- Contrast Ratio 500:1
- Lamp Life: 3000/4000 hours
- Weight: 2.3Kg

Quotation:

Company I £300.46 including VAT + delivery

RECOMMENDATION That 1 No. Epson EB-211 Projector be purchased from Company 4 at a cost of £288.74 including VAT plus delivery.

**Nobo Portable Floorstanding Projection Screen
Size: 1600 x 1000mm**

Basic Description:

The carry case turns into a full-sized projection screen in less than 5 seconds. The lightweight aluminium design is ideal for the travelling presenter or for use in meeting rooms where a screen cannot be attached to the wall.

Quotations:

Company II £299.99 including VAT (free delivery)

Company III £449.99 including VAT (free delivery)

Simply SAPFL60 60" Diagonal 1220 x 910 Manual Floor Screen**Basic Description**

A quality manual floor screen for many applications. The screen is fitted within a high quality metal cassette finished in high quality matt white material with black borders. The material is black backed preventing light bleeding through if positioned in front a window. Integrated carrying handle. An oil filled hydraulic system allow set up in seconds. No central pole to assemble a high quality scissor action enables easy set up.

Quotation:

Company IV £199.02 including VAT

RECOMMENDATION That 1 No. Simply SAPFL60 Manual Floor Screen be purchased from Company IV at a cost of £199.02 including VAT.

TOTAL COST OF PURCHASING 1 NO. PROJECTOR AND 1 NO. SCREEN = £406.47 PLUS VAT.