**WHITEHAVEN TOWN COUNCIL**

## Clerk and Responsible Financial Officer: Chairman:

Marlene Jewell Telephone: 01946 67366 Councillor Brian O'Kane

## To: Members of Whitehaven Town Council

You are duly **SUMMONED** to attend an **EXTRAORDINARY VIRTUAL MEETING** of **WHITEHAVEN TOWN COUNCIL** which will be held on **Tuesday 9th March 2021 at 6:00pm** on the **Zoom Platform** to transact the business contained in the attached Agenda.

The Meeting takes place under the authorisation scheme outlined in the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Regulations) 2020.

**Join Zoom Meeting:** https://us02web.zoom.us/j/81122593174?pwd=cDYOTig1cGdsTklwRC9zQU1GU1dyUT09

**Meeting ID:** 811 2259 3174

**Passcode:** 830317

Signed....... .. - ....... Dated.. -- ".'. 0-/

Marlene Jewell, Clerk and Responsible Financial Officer

## AGENDA

All Councillors and members of the public attending the virtual meeting should be aware that by joining the meeting they are agreeing to the following guidelines:

1. The meeting may be recorded for the purpose of minute taking and will be disposed of within 24 hours;
2. All attendees should have their microphones on mute;
3. To adhere to the Council's Code of Conduct and Standing Orders;
4. Only unmute microphones when invited to do so;
5. Speak clearly and look into the camera;
6. Turn phones to silent;
7. Be aware of time lags and allow time for participants to respond;
8. Introduce themselves when raising a point;
9. Respond to the Chair when their name is called;
10. Be aware of your background and what others can see behind you

# Apologies for Absence

1. **Declarations of Interest**

To receive declarations of interest by elected Members in respect of Agenda items.

If a Member requires any advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote he/she is advised to contact the Clerk at least 24 hours in advance of the meeting.

# Public Participation

1. **Presentation by Jenny Brumby**
2. **Presentation by John Baker, Chief Executive of Harbour Commissioners**
3. **Telephone Contract**
4. **Photocopier Contract IN PRIVATE**

That prior to the following items of business the Chairman will move the following resolution:

That in view of the special or confidential nature of the business about to be transacted it is advisable in the public interest that the public and or press be instructed to withdraw from the zoom platform

# Application for Councillor Ward Grant - VC

1. **Application for Councillor Ward Grant - BSPTA 10.Application for Councillor Ward Grant- SJJPTA 11.Application for Councillor Ward Grant - SJIPTA**

## WTC 09/03/2021

**Item 6**

**TELEPHONE CONTRACT**

**Purpose of the Report and Recommendation**

To inform the Council about the expiry date of the contract for Samsung integrated Telephone System and to request that the Council considers whether or not to purchase the handsets from the company.

## INTRODUCTION

* 1. A contract for the provision of a Samsung integrated Telephone System (3 handsets) was entered into on 22nd April 2016 with Online Systems and CF Corporate Finance and was for a period of 5 years and expires on 27th May 2021. This will not be renewed.
	2. The Contract with Online Systems is for the service maintenance of the equipment and includes parts and labour necessary to restore the equipment to its full working state. The cost of this is £210.00 plus VAT per annum.
	3. The rental contract with CF Corporate Finance is for the

Samsung integrated Telephone System comprising 3x button display handsets, 1x cabling and 6 double power sockets. The total price of the goods listed was £4897.96 plus VAT and this is paid quarterly at £300.00 plus VAT.

* 1. The Contract expires on 27th May 2021 and the telephones remain the property of Online Systems. The Council has 2 options - to return the equipment to Online Systems (the 3 handsets) or purchase it from Online Systems.
	2. Online Systems have said that the cost of purchase would be £50.00 excluding VAT and that if the Council wished Online Systems to continue to maintain this equipment this would be £250.00 per annum. The phones retail at approximately £30 each.

## RECOMMENDATION

* 1. It is recommended that the Council decide whether
		1. To purchase the phones at a cost of £50.00
		2. To purchase the phones and enter into a maintenance contract at

£250.00 per annum with Online Systems

* + 1. To return the handsets and purchase 3 new handsets

## ECM 09.03.2021

**Item 7**

**PHOTOCOPIER REPORT**

**Purpose of the Report**

To inform Members of the contract for the photocopier with Midshire.

**1.0 INTRODUCTION**

The Council bought a Sharp printer from the company Midshire. The former Clerk entered into a service contract for the Sharp printer with Midshire for a period of 5 years commencing 3rd February 2016 (see Appendix 1).

The service contract covered ink toner and servicing (parts and labour). It cost 0.4 pence per mono copy and 4.0 pence per colour copy.

This contract has now expired and the Council will now have to purchase ink cartridges direct from Midshire, the price of which range from approx. £50 for black cartridges to £75 for colour cartridges.

Should the machine breakdown and require a service a callout fee of

£155 which includes the first 15 minutes of labour and £35 per subsequent 30 minutes would be incurred along with cost of any replacement parts.

Midshire have provided a quote to purchase a new Multi-functional machine at a cost of £1900 plus VAT. They have also advised that a Click Cost contract for a minimum of 5 years be drawn up. This is the serviceable life of a machine.

A Click Cost contract is for the service and maintenance of the machine. Onestop Software is used which collates meter readings, monitors usage and automatically sends replacement ink cartridges and waste drum cartridges when required. It can also detect potential problems early and schedule a visit from an engineer. They guarantee a 4-hour fix period from initial callout to an engineer being on site.

The contract is based on a price per copy and the price per mono copy is 0.25 pence and the price per colour copy is 2.5 pence.

# 2.0 RECOMMENDATION

That Members decide whether to purchase a new machine and enter into a new Click Cost contract for the service and maintenance of the photocopier.

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