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| TITLE OF REPORT: | **TABLETS FOR TOWN COUNCILLORS** |
| PROPOSER: |  |
| SUPPORTED BY:(if applicable) |  |
| BACKGROUND:  Please describe the reasons for this paper.  Is it on behalf of a Working Group?  Please provide relevant details, e.g. previous decisions by the Town Council or any external advice.  Who is likely to benefit from this decision? | At a Town Council meeting held on 17 May 2018 Members considered whether it might be more efficient and cost beneficial for the Town Council to provide Members with a tablet on which they could receive agendas and other Town Council information. It was agreed that the financial implications should be explored before a decision could be made.  Not all councillors receive a hard copy of agendas; some receive them as attachments by email. Below is some data based on the dissemination of hard copy agendas issued in May 2018:   |  |  |  | | --- | --- | --- | | **MEETING** | **NUMBER OF COPIES** | **APPROX. PAGES** | | Town Council | 9 | 84 | | Finance & Asset Management | 6 | 61 | | Planning & Environment | 5 | 6 |     Agendas include copies of previous minutes and supporting information to assist Members in making decisions. It takes time for the printed copies to be collated and stapled together depending on the number of copies. To save on postage costs some councillors collect their agendas from the office but the postage cost for first class delivery is £1.01 up to 100g and £1.40 between 100g and 240g, and most agendas are over 100g. However, it is not often that more than two agendas each month are actually delivered by Royal Mail. |
| ISSUES:  Summarise the key issues arising from the Background (above).  Are there any key dates that are relevant? | Not all councillors are au fait with IT. |
| LEGAL OBLIGATIONS:  Wherever possible please check on any likely legal implications. | Local government legislation and GDPR |
| FINANCIAL IMPLICATIONS:  *Please state the costs if known-*  *capital costs as well as on-going revenue costs.*  *State whether funding will be from external sources or from the Town Council.* | The current cost for printing in:   * black is .003 pence per copy * colour is .033 pence per copy * 1 sheet of paper is 1 pence   The printing cost of hard copies based on the data from May 2018 is as follows (black copies only):   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **MEETING AGENDA** | **AVERAGE**  **PAGES** | **ANNUAL**  **PAPER COST**  **£** | **ANNUAL**  **PRINTING COST**  **£** | **TOTAL**  **ANNUAL COST £** | | Town Council | 756 | 7.56 | 2.27 | 117.96 | | Finance & Asset Management | 366 | 3.66 | 1.10 | 57.12 | | Planning & Environment | 30 | 0.30 | 0.09 | 4.68 | |  |  |  | **TOTAL** | **179.76** |   Tablets are available in various sizes and specifications as follows:   * Samsung Galaxy, 10.1”, 4G, 16GB @ £279.99 * Levov Yoga Tab 3, 10.1”, 32 GB @ £229.99 * ASUS ZenPad, 9.7”, 32 GB @ £269.99 * iPad Pro, 9.7”, 32 GB @ £319   All prices include VAT which the Council can re-claim. Prices may vary at the time of purchase. |

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| COMMUNITY BENEFIT  *Please state what benefit this proposal will bring to the community* ***(mandatory)*** | Efficient use of resources is cost beneficial to the tax payer. | | | | |
| COMMUNICATIONS:  *Who else should be informed if the proposal is approved?* |  | | | | |
| MEDIA AND PROMOTIONS: | *Does this need media coverage?* | YES |  | NO |  |
| TOWN CLERK’S COMMENTS:  Including any implications on Town Council staff requirements. |  | | | | |
| PROPOSAL:  What specifically do you want the Town Council to decide on? |  | | | | |

Date of Town Council meeting at which this will be considered: 5 July 2018

*For office use only*

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| APPROVED: |  | DATE: |  | MINUTE NO: |  |