



Ferryhill Town Council

Town Hall, Ferryhill, County Durham, DL17 8JL

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Dear Councillor,

I Hereby Summon You to attend a **Meeting** of the **Resources Committee, 6.00PM** on **Wednesday, 11th September 2024** the meeting will be held at **Ferryhill Town Hall, Chapel Terrace, Ferryhill, Co Durham, DL17 8JL.**

Dated 04th September 2024

A handwritten signature in black ink, appearing to read "Leeanne".

Leeanne Owens
Town Clerk

Membership: Councillors C, Atkinson, P Atkinson, C Bihari, K Conroy,
J Donald, D Farry, L Fellows, S Jones, J Makepeace, Vacancy

AGENDA

1. Apologies for Absence

2. Declarations of Interest

To invite members to declare any interest they may have.

3. Members Dispensation

To consider written requests for dispensations from members who have declared interests under Disclosable or Non-Disclosable Pecuniary Interests – Section 33 of the 2011 Localism Act.

4. Public Participation (Subject to Public Participation Policy)

Members of the public are permitted to make representations, ask questions and give evidence in respect of any item of business included in the agenda. Questions will not be received by the Council which are in furtherance of a person's individual circumstances, or which are about a matter where there is a right of appeal to the courts, a tribunal or government minister. A question will not be received by the Council where the issue it concerns has been the subject of a decision of the Council in the last six months.

5. **Statement of Accounts and Income**
To approve the statement of accounts and income
6. **Review of Photocopier Provision**
To consider the report from the Town Clerk

REPORT: Review of Photocopier Provision

AUTHOR: Town Clerk

COMMITTEE: Resources Committee

DATE: 11 September 2024

1.0 Purpose

The three year contract for the Toshiba 330AC photocopier, situated in the Town Hall rear office, is coming to an end on 16th November 2024, therefore a review of the contract for the machine has been undertaken.

2.0 Background

- 2.1 The Toshiba copier is leased through Total Business Group, who also have the five year contract for the Develop copier in the front office.
- 2.2 The copier has proved to be reliable and Total Business have offered a reduction in the quarterly rental charge if the machine is retained for a further four years to tie in with the expiry date of the contract for the Develop copier, which is October 2028.
- 2.3 As this new agreement would be run as a co-terminus agreement to the Develop copier, the new agreement would have to commence in October to tie in with the termination date of the Develop, which means there would be a small crossover period between the new agreement commencing and the old one terminating. The Council would be recompensed for this small sum.
- 2.4 By bringing the agreements for both copiers in-line, in the future further savings could be made by having both copiers on the same contract with the same company.
- 2.5 Currently the copier is financed through BNP Paribas, who also charge an additional annual fee of £40 + VAT, however the new contract would be financed through Grenke with no additional charges. The copy costs per page would remain the same at £0.0045 mono and £0.03 colour and would be fixed for the duration of the contract.

	Current Rental (BNP Paribas)	Proposed Rental (Grenke)
Toshiba 330AC Copier	£108.30 + VAT/qtr Plus annual fee	£84.15 + VAT/qtr

- 2.6 The service on the machine would be extended and this would also include a machine exchange warranty, so should the machine become excessively problematic at any point up until the end of the contract term, it could be exchanged.

3.0 Budget

The rental of the machine can be accommodated in current budgets.

4.0 Recommendation

That a four year contract, terminating in October 2028, be undertaken with Total Business Group for the extended rental of the Toshiba 330AC machine, based on the cost detailed in the report.