

Full Council

DATE: 12th June 2024

SUBJECT: Purchase of Office Furniture for the Town Hall

1. Introduction and Purpose of Report

- 1.1. The Town Clerk has noted that there is not adequate storage for documentation which holds personal information. These need to be in a locked cabinet and the current set up does not provide enough space to do this.
- 1.2. The set up of the main office is not suitable for screen use as the window shines on one of the desks. All the furniture is very adhoc meaning that it is difficult to make layout the office without obstacles which can potentially cause a trip hazard.

2. Recommendations

- 2.1. To purchase a lockable tambour cabinet to be placed in the Town Clerk's office to hold payroll documentation (currently locked away) and financial records including bank statements, etc.
- 2.2. To purchase a minimum of two desks to allow for a bank of desks to be set up in the main office.

3. Background

- 3.1. Currently the payroll documentation is locked away, but other documentation is stored on top of a cabinet and accessible by all.
- 3.2. The desk set up in the main office is means that the light from the window shines on the screen of one employee, the blinds are then kept closed meaning it is not a healthy environment to work in. It also makes areas to pass the desks too small.
- 3.3. Pedestals do not match the height of desks or are too big to go under desks.



Item of Furniture	Amazon	A1 Office	ESPO
Tambour Unit	£599.18 + VAT	£700.99 + VAT	£499.00 + VAT
Desk with Return and built in pedestal (1400mm)	£304.02 + VAT (1) £693.16 + VAT (2) (£288.82 each)	£251.40 + VAT	£313.00 + VAT
Desk with return and built in pedestal (1800mm)	£337.79 + VAT £770.16 (2) (£320.90 each)	£285.40 + VAT	£320.00 + VAT Is actually 1600mm
Desk no pedestal (1600mm)	£216.67 + VAT	£174.00 + VAT	£197.00 + VAT
Separate Pedestal	£70.00 +VAT	£124.00 + VAT	N/A

4. Proposal

4.1. To delegate an amount to the Town Clerk to purchase furniture to meet the current needs of the office. Suggested maximum amount to be £3,500 + VAT.

5. Financial Implications

5.1. Cost of purchasing furniture.

6. Policy Implications

6.1. Currently data protection of personal data is a concern.

7. Health & Safety Implications

7.1. Manual handling of deliveries as these will be quite bulky.

7.2. Potential of building furniture.

8. Reporting Officer

Libby White, Town Clerk