

Workington Town Council

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16 May 2019

To Members of Finance and General Purposes Committee

Cllr C Armstrong	Cllr S Melton
Cllr H Briggs	Cllr B Sansom
Cllr G Glaister	Cllr P Scott (Chair)
Cllr H Harrington	Cllr S Stoddart (Vice Chair)
Cllr P McCarthy	Cllr W Wilkinson

(Copy for information only to other members of Workington Town Council)

You are summoned to a meeting of Workington Town Council Finance and General Purposes Committee on Tuesday 21 May 2019 at 6.00 pm in the Mayor's Reception Rooms, Town Hall, Workington.

Yours faithfully

A handwritten signature in black ink, appearing to be 'CB' followed by a long horizontal stroke.

Chris Bagshaw
Town Clerk

AGENDA

1. Apologies

To receive and accept any apologies.

2. Declarations of Interest

To receive any declarations of interest relating to matters on the agenda.

3. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

To consider whether there are any agenda items during consideration of which the press and public should be excluded.

4. Minutes of the Previous Meeting

To receive the minutes of the meeting of the Finance, Property and Employment Committee held on Monday 11 March 2019, and of the Policy and Resources Committee on Tuesday 12 March 2019 and affirm them as a true record.

5. Presentation of the Accounts 2018-19

To receive and note the accounts for 2018-19.

- a) The Schedule of Payments 1-31 March 2019
- b) The Bank Reconciliation Statement as at 31 March 2019
- c) The S137 Payments as at 31 March 2019
- d) The Asset Register as at 31 March 2019
- e) The Budget Statement as at 31 March 2019
- f) The Annual Governance and Accountability Return (AGAR) Section 2 Accounting Statements 18-19

6. Schedule of Payments

To receive and note the Schedule of Payments 1 April to 30 April 2019.

7. Bank Reconciliation Statement

To receive and note the Bank Reconciliation Statement as at 30 April 2019.

8. Budget Monitoring Statement

To receive and note a report on the Budget Monitoring Statement for 2019–2020 to 30 April 2019.

9 Internal auditor's report

To receive and note the Internal Auditor's report for the year ending 31 March 2019.

10. Bank Accounts and Signatures

To consider the arrangements necessary to ensure the Council is able to make payments.

11. Finance Management Software

To receive a brief report on the Council's acquisition of new Finance Management software.

Background

The Council agreed to purchase Finance Management software from Realtas Business Systems, following a recommendation from the Root and Branch review in 2018. The software was installed in March 2019, and the transfer of financial information is scheduled for June 2019. Initially there will be a period of training, after which the Council will amend several of its operating practices, including the format of reports to the Finance committee.

12. Office Printer and Photocopier

To consider a proposal from Apogee Corporation, the Council's copier supplier, for the replacement of the current photocopier.

Background

The Council leases a photocopier/printer/scanner (known as a multi-function printer, or MFP), from Apogee Corporation. The company was formerly Danwood, with whom the Council had a five year lease on the current Kyocera machine, due to expire in 2021. Apogee acquired Danwood in 2017, and in turn were acquired by HP in November 2018. The council pays around £553 per quarter for printing and copying. HP would like to move clients over to their machines and are offering a brand new HP device with booklet finisher for around £569 per quarter. Although the machine element of the lease is more expensive (£249 vs £359 per quarter), the cost per copy is considerably less (0.423p vs 0.3p for mono, 3.288p vs 2.25p for colour). The offer would settle the existing contract, and begin a new 5 year contract.

Decision Required

The Committee should decide whether the Council should take up this offer. If it chooses to do so, the copier charges will increase by approximately £15 per quarter, but the Council will not need to go back into the market in 2021, when it is likely that all costs will have increased. Danwood was the existing supplier in 2016, and it is likely that the costs were pegged down to retain the Council's contract prior to the company being sold.

Recommendation

On balance, over the next five years, the offer from Apogee/HP seems to be a worthwhile upgrade. Although the fixed costs will be greater, the costs per copy will actually come down, with the marginal price difference probably allowing the move to be viewed as cost neutral.

12. Employment Issues

To note a report of any appropriate employment issues raised by the clerk for a future decision or to aid in his delegated decision making.