

# WESTON ON THE GREEN PARISH COUNCIL

6<sup>th</sup> April 2022 Parish Council Meeting



## Agenda Item 22.379.15: Purchase of new laptop for Parish Clerk work

### 1. Background

The parish clerk laptop is starting to run increasingly slower and at times can be exceedingly time consuming. As discussed previously the traffic speedwatch scheme requires a separate laptop on which to store the speed camera results and approval was granted to purchase one (up to £400) at the 1<sup>st</sup> September 2021 Parish Council meeting.

If in agreement the suggestion is to purchase a new clerk laptop instead and then utilise the current clerk laptop for the traffic advisory group.

### 2. Cost Breakdown

Mark East kindly recommended some laptop options and it was decided that the following laptop would be most suitable: Asus VivoBook K553 with Intel i5 processor, 512 storage and 16gb Ram.

Currys - £799 (incl VAT) NB. On 1<sup>st</sup> April 2022 the price was noted as reduced to £699.

<https://www.currys.co.uk/products/asus-vivobook-k553-15.6-laptop-intel-core-i5-512-gb-ssd-silver-10224577.html>

It appears that Currys are the only retailer to stock that particular model, or it is a model that is about to be or has been superseded.

For price comparisons below are three links to a similar model with the same specifications:

<https://www.costco.co.uk/Computers/Laptops-MacBooks/ASUS-VivoBook-Intel-Core-i5-16GB-RAM-512GB-SSD-156-Inch-OLED-Laptop-K513EA-L11068T/p/391003>: £729.99 (incl VAT)

<https://ao.com/product/k513eal11068t-asus-laptop-silver-89126-251.aspx>: £619.00 (incl VAT)

[https://www.box.co.uk/K513EA-L11068T-ASUS-VivoBook-15-OLED-Intel-Core-i5-16GB\\_3813144.html](https://www.box.co.uk/K513EA-L11068T-ASUS-VivoBook-15-OLED-Intel-Core-i5-16GB_3813144.html): £799.96 (incl VAT)

Antivirus software and a Microsoft Office package will also be required:

**Antivirus software** recommended AVG internet security: £33.49/year

<https://www.avg.com/en-gb/internet-security#pc>

**Microsoft 365** (personal package): £59.99/year

<https://www.microsoft.com/en-gb/microsoft-365/p/microsoft-365-personal/cfq7ttc0k5bf?activetab=pivot%3aoverviewtab>

At the time of ordering the retailer with the best price available will be used but approval will be requested for up to £850.00 (including VAT) for the laptop to allow for cost alterations plus £100.00 (including VAT) for antivirus software and a Microsoft Office package.

### 3. Funding

It is proposed to use the 'IT/Laptop & Printer Replacement' budget line to fund the purchase, this budget line currently has £1000.00 remaining for FY 2022/23.

The current printer used by the clerk still prints adequately, although it has lost its wireless connection and ability to print double sided but it is manageable. Mark East has also kindly offered to see if he can fix the problem.

4. **Resolution: To Approve** that the Parish Council purchase a new laptop for the Parish Clerk's use plus antivirus software and a Microsoft Office package up to a total cost of £950.00 (including VAT).