

REPORT TO THE BUILDINGS, ASSETS & INFRASTRUCTURE COMMITTEE

To consider replacing photocopiers in the office and information centre

Meeting Date: 5th February 2024

Agenda Item: 10

Released to Council on: 30th January 2024

Prepared by Deputy Town Clerk

The current photocopiers in both the office and information centre were purchased in 2017, making them seven years old. Whilst this does not seem like a long time, upgrades in technology mean that the machines have become outdated. The result of this is that potentially within the next few months, the technology in the copiers will not be able to communicate with the computers. Already, the information centre copier is unable to scan, and requires IT support to rectify.

Clarity Copiers with whom we are currently under contract for maintenance, have provided a quote for equivalent updated models. An online search has shown their prices to be competitive. In addition, they will remove the old machines and recycle them and install the new ones.

Council Office - Sharp BP50C26 £1,995.00

Information Office - Sharp MXC303W £1,495.00

The Council currently has a service and supply agreement with Clarity Copiers where they pay per copy per month. In return they supply toner, consumables and spare parts. Engineer call outs, telephone support and maintenance programme.

As you can see the cost reductions are quite large which will show a considerable savings on a monthly basis for your running costs:

Machine	Mono Colour	Colour
Current Council office	0.00576p	0.05758p
New Council office	0.00325p	0.0325p
Current Information office NB: In reality they don't usually do the minimum amount of copies so are charged the min fee of £35.43 a month.	0.01231p	0.08858
New Information office NB: The minimum charge will also reduce to £20.	0.0068p	0.068p

Decision

Whether to replace the office and information centre copiers. Please note that we are already over budget for office furniture and equipment this year so the cost would come from general reserves although there are plenty to meet this expenditure.