

**Preston under Scar Parish Council
Council Meeting – 25 February 2025**

Record of decisions taken by the Clerk to the Parish Council under delegated powers between 10 December 2024 and 17 February 2025

Subject of decision:

Acceptance of quote from WJPS for the supply of a 15 inch monitor DELL Inspiron laptop, wireless keyboard and mouse, installation of Office 365 Professional (discounted pro-rata for previous payment to same supplier for provision of Office 365 STD email), installation of Anti Virus Software and set up cost at a total cost of £984.60 (incl VAT). The laptop has been received and is now being used by the Clerk.

Summary of information considered:

Quote submitted by WJPS.

In the absence of potential alternative suppliers within a reasonable distance, from whom alternative quotes could reasonably be obtained, an on line comparison of prices for individual elements of the required package was undertaken. This indicated that the cost of an equivalent laptop was significantly higher (c£1000) than that provided for in the quote. There were various deals available online for Office which suggested that this could be purchased more cheaply but would then have to be loaded onto a laptop purchased separately, along with anti virus software. The anti virus software purchased separately was more expensive.

Advantages in accepting the WJPS quote:

1. It would provide the PC with a fully set up IT framework
2. Using the same anti virus software means that WJPS will be alerted to any issues with the operation of the laptop and the software concerned uses less resource
3. WJPS are a local supplier who are easily accessible in the event of any problems

Outcome of consultation with Parish Councillors who were all supportive of accepting the quote.

Decision Taken:

To accept the quote as detailed above.

Date of Decision: 4 February 2024