

Report Purpose:

IT Contractor for New Office

Author:

Town Clerk

Background

As part of the Town Council's planned relocation to new office premises at Park Green, new IT systems and network infrastructure must be installed to support staff and Councillors.

The Council currently uses Cheshire East Council (CEC) IT Services at a cost of £2,025 + VAT per year. An audit of the existing equipment confirmed that several devices require upgrading. This was anticipated, and it was agreed to delay replacements until the office move.

The Council currently pays separately for Office 365 licenses, and these licenses will now come under the IT contract as detailed below. Anti-virus software has been prepaid for three years, with two years remaining (no additional cost until 2028). Additional software such as Rialtas and Canva will continue to be paid for separately.

Update

To ensure modern and reliable IT provision at the new premises, the following equipment is required:

- 6 new desktop computers
- 2 new laptops
- Upgrades to current laptops

Three quotes for IT installation and ongoing support were sought from suitable providers. Following an evaluation, the preferred supplier is Prism, based in Congleton, with a proven track record of supporting Town and Parish Councils.

Costs are as follows:

Network installation and new equipment purchase: £9,933.01 (One-Off Cost)

Monthly Ongoing Cost £380.10 + VAT, including: Office 365 subscription, IT support and maintenance, security and backup.

Internet and phone services plus phones will be a further cost.

Other software packages (e.g., Rialtas, Canva) remain separate and unaffected.

Approval is now required to ensure timely installation ahead of the move to Park Green.

Proposals

- To approve the contract with Prism for the installation of IT systems and networks at the Park Green office for a cost of £9933.01.
- To approve the monthly support costs of £380.10