

Meeting Type: Full Council	Agenda Item: 13																														
Date of Meeting: 12 th August 2026																															
OAKHAM TOWN COUNCIL																															
Report Author: Samantha Haywood, Locum Clerk/RFO	Purpose: Decision																														
Title: Laptop for the Clerk																															
I would like to recommend that a laptop is purchased for the Clerk. Advantages of a laptop: • Attendance at council meetings. The Clerk can bring agendas, minutes, financial records, and reports to meetings without printing large quantities of paper. • Hybrid or remote meetings. A laptop can be used for video meetings, presentations, or sharing documents where appropriate. • Working from different locations. Should the Clerk have a need to work from home at any time a Clerk specific laptop allows secure access to council records from each location. • Business continuity. If the council office becomes inaccessible, the Clerk can continue working. • Immediate access to records. During meetings, councillors may ask to see policies, contracts, budgets, or previous minutes. A laptop allows instant access. • Locum Clerk. If the Clerk is absent for any reason and a locum is recruited, the laptop can be easily passed to the Locum. • GDPR/Security. The data on the Council laptop is regularly backed up by the I.T. provider, has relevant security and controls. A laptop would alleviate the need for a locum Clerk to use their own device. I have asked the I.T. contractor to quote as they handle all Councils I.T. and would have to set it up as they have controls on the I.T. which would prevent me from setting some of it up. It can take a lot of time to set up a laptop. The contractor has only quoted one hour which I consider very reasonable and would be cheaper than paying for my time to set it up. I am also too busy with other priorities. Quote: <table border="1"> <thead> <tr> <th>Description</th> <th>Quantity</th> <th>Unit Price</th> <th>VAT</th> <th>Amount GBP</th> </tr> </thead> <tbody> <tr> <td>HP ProBook 4 G1i 14" Business Laptop - Intel Core Ultra 5, Windows 11 Pro, 16GB RAM, 512GB SSD</td> <td>1.00</td> <td>1,127.99</td> <td>20%</td> <td>1,127.99</td> </tr> <tr> <td>Installation Time - Per hour</td> <td>1.00</td> <td>121.50</td> <td>20%</td> <td>121.50</td> </tr> <tr> <td colspan="4" style="text-align: right;">Subtotal</td> <td>1,249.49</td> </tr> <tr> <td colspan="4" style="text-align: right;">TOTAL VAT 20%</td> <td>249.90</td> </tr> <tr> <td colspan="4" style="text-align: right;">TOTAL GBP</td> <td>1,499.39</td> </tr> </tbody> </table> Council could consider buying a laptop from a different company and pay the I.T. contractor to set it up. The £1,249.49 quoted is the same price as quoted on the HP website. Looking at other suppliers, the cost is roughly the same. There are some cheaper suppliers but I cannot find reviews on them and would propose that Council buy from a reputable supplier.		Description	Quantity	Unit Price	VAT	Amount GBP	HP ProBook 4 G1i 14" Business Laptop - Intel Core Ultra 5, Windows 11 Pro, 16GB RAM, 512GB SSD	1.00	1,127.99	20%	1,127.99	Installation Time - Per hour	1.00	121.50	20%	121.50	Subtotal				1,249.49	TOTAL VAT 20%				249.90	TOTAL GBP				1,499.39
Description	Quantity	Unit Price	VAT	Amount GBP																											
HP ProBook 4 G1i 14" Business Laptop - Intel Core Ultra 5, Windows 11 Pro, 16GB RAM, 512GB SSD	1.00	1,127.99	20%	1,127.99																											
Installation Time - Per hour	1.00	121.50	20%	121.50																											
Subtotal				1,249.49																											
TOTAL VAT 20%				249.90																											
TOTAL GBP				1,499.39																											

MOTION:

MOTION: That Council approve the purchase of a laptop for the Clerk from the Council I.T. contractor at a cost of £1,249.49 + VAT to be taken from general reserves.

For completion by the office

<i>In Budget</i> ☐	<i>Spend Authorised</i> ☐	<i>Budget Header:</i>			<i>Amount:</i>	
<i>Estimates</i> ☐	<i>Quotes</i> ☐	<i>Emergency Spend</i> ☐	<i>Sole supplier</i> ☐	<i>Specialist</i> ☐		
<i>P.O</i> ☐	<i>Invoice Checked</i> ☐	<i>Reason for spend:</i>				
<i>Legal Power: Local Government Act 1972</i> <i>amend as necessary</i>		<i>Contract Finders</i> ☐	<i>Supplier:</i>			