

Minutes of the Meeting of the **IT WORKING GROUP** held at the Town Hall, Swanage on **MONDAY, 21st JULY 2003** at 1.00 p.m.

PRESENT:-

Councillor A.H. Miller (Town Mayor)

Councillor C.R. Bright

Councillor M.W. Pratt

Councillor M.A. Tyrer

1. **APOLOGIES**

An apology for his inability to attend the Meeting was received from Councillor Suttle.

2. **IT REQUIREMENTS**

The Clerk outlined the background of the Council's decision (Minute No. 3 (b) D) of the Special Meeting of the Council held on 23rd June 2003 refers) and the scope of the Working Group in assessing the quotation received from the Council's IT equipment suppliers.

The Clerk made it quite clear that the Council could either purchase the equipment outright or rent. Lease purchase agreements were classified as a contravention of Government capital financing restrictions and were not an available option.

Detailed consideration was given to the specification and proposals received. Some anomalies were identified and clarified regarding warranties and labour costs quoted.

Discussion also ensued regarding issues relating to back-up procedures, disaster planning and recovery arrangements, and insurance requirements. Consideration was also given to purchasing and servicing options through alternative suppliers.

After a lengthy debate, it was **AGREED UNANIMOUSLY:-**

That the quotation dated 8th July 2003 received from Four Counties Services Ltd to rent IT equipment at a cost of £717.50 per month for a 36 month period be accepted.