



Edenbridge Town Council



Town Clerk: Caroline Leet

Full Council | 27 Jan 2020 | Full Agenda (Excludes Confidential Items) | v:1

To Councillors: J Aldridge, A Baker (Vice-Chair), A Damodaran, V Jennings, A Layland, N Lloyd, M McArthur, S McGregor, A Read, P Smith, S Sumner, B Todd (Chair).

Notice is hereby given of a Council Meeting of Edenbridge Town Council to be held in Rickards Hall on 27 January 2020 at 7:45 pm, which Councillors are summonsed to attend.

Town Clerk
22 January 2020

To assist in the speedy and efficient dispatch of business members wishing to obtain factual information on items included on the Agenda are asked to enquire of the Town Clerk prior to the day of the meeting. Council Meetings may be recorded.

Any person intending to make recordings is advised to notify the Clerk in advance so that appropriate arrangements can be made

MEMBERS ONLY: Members are reminded at 6.30 pm, Doggetts Barn, Police Sergeant Nathan Cox, Sevenoaks Community Safety Unit, will be talking about what they do at the Community Safety Unit and in relation to Edenbridge

Agenda

In view of the confidential nature of agenda items 11.4, 11.5, 11.6, 16, 17 and 18 to be discussed, the Chairman will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960 and the Local Government Act 1972 s100 and 102.

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1 **To Receive Apologies for Absence**

2 **Declaration of Interests or Predetermination**

The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.

3 **Public Questions and Statements**

Members of the public, and members with prejudicial interests on items on the Agenda, may make representations, answer, ask questions and give evidence at this meeting in respect of items on the Agenda. (This is the only opportunity for members of the public to make a contribution during the meeting.)

Both public and members are limited to three minutes per person to speak and the total time designated for public questions shall not exceed fifteen minutes unless directed by the Chairman of the meeting.

4 **To Receive, Adopt and Sign the Minutes of the Council Meeting held on 09 December 2019 (2299-9303)**

https://www.edenbridgetowncouncil.gov.uk/mc-events/council-meeting-7/?mc_id=500

5 **To Receive County and District Councillor Reports**

5.1 **County Councillors**

5.2 **District Councillors**

6 **To Adopt the following Reports / Minutes of Meetings**

6.1 **Finance Committee - 16 December (9306-9310)**

https://www.edenbridgetowncouncil.gov.uk/mc-events/finance-committee-149/?mc_id=503

6.2 **Planning and Transportation Committee - 16 December (9304-9305); 13 January (9311-9313)**

https://www.edenbridgetowncouncil.gov.uk/mc-events/planning-transportation-committee-61/?mc_id=502

https://www.edenbridgetowncouncil.gov.uk/mc-events/planning-committee-4/?mc_id=520

7 **To Receive Reports and any Recommendations from Working Groups; Delegated Reports; Clerk's and Officers' Reports**

7.1 **Clerk's Report**

 Confidential Annex 1 (omitted from public documents): ClerksReport.pdf

8 **To approve the Draft Budget and Precept for 2020/21, as recommended by the Finance and Administration Committee (December 2019)**


 Annex 2: DraftBudget.pdf

9 **Matters arising from the Minutes for Report and Not Elsewhere on the Agenda**


9.1 **Draft Local Plan update**

The Inspector has advised SDC to withdraw its Plan; she says that SDC has not adequately undertaken constructive engagement with neighbouring authorities to resolve the issue of unmet housing need in the District and has failed to plan strategically by not sufficiently examining how these needs could be accommodated. SDC has responded that SDC is not proposing to voluntarily withdraw the plan from examination and has requested the Inspector's report as soon as possible, so that we can move forward.

Does Edenbridge Town Council want to consider a response to SDC or wait for the Inspector's detailed report? Does the Town Council want to consider reconvening the Neighbourhood Plan Steering Group?

 https://www.sevenoaks.gov.uk/info/20069131/local_plan_examination/447/news_and_updates

9.2 **To adopt the updated Terms of Reference (reflecting the revised meeting and committee structure)**

 Confidential Annex 3 (omitted from public documents): Updated ToR 2020.pdf


9.3 **New Committees structure: To appoint Members to Committees where there are vacancies**

9.4 **Remembrance Sunday Service**

To discuss the role of the Town Council with the future organisation, responsibility and to nominate representation for a meeting to be organised with the main organising parties

10 **Health and Safety**

To receive the annual inspection report

 Confidential Annex 4 (omitted from public documents): HS Assessment.pdf

11 **Other Business including items referred from Committees for decision**


11.1 **To receive a verbal report from the Chairman of the Emergency Planning Committee**

Including an update following the floods on 20 December

11.2 **To receive a verbal update on the land transfers at Stangrove Park from SDC to ETC**

11.3 **Storm Brendan**

To ratify the expenditure for fencing repairs as a result of two fallen trees of up to £650. The clearance of two fallen trees at Stangrove Park have been completed by the groundstaff, and RWE who carried out work under budgeted works approved from the periodic tree survey report (Open Spaces Committee September 2019)

 Confidential Annex 5 (omitted from public documents): Storm Brendan Damage.pdf

In view of the confidential nature of agenda items 11.4, 11.5, 11.6, 16, 17 and 18 to be discussed, the Chairman will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960 and the Local Government Act 1972 s100 and 102.

11.4 **[CONFIDENTIAL] Market Yard car park/Churchyard boundary wall**

Confidential item omitted from public papers.

11.5 **[CONFIDENTIAL] Public Toilets**

Confidential item omitted from public papers.


11.6 **[CONFIDENTIAL] Outstanding insurance claim**

Confidential item omitted from public papers.

11.7 **Commemoration of VE day Friday 8 May 2020**

To consider whether the Town Council should commemorate VE day Friday 8 May 2020, and if so how.

 <https://www.veday75.org/>

 <https://www.gov.uk/government/news/2020-may-bank-holiday-will-be-moved-to-mark-75th-anniversary-of-ve-day>


11.8 **Social Media Awareness and Conduct Training**

To consider training for staff and councillors on Social Media Awareness and Conduct, and approve the expenditure of up to £950

 Annex 6: SocialMedia.pdf

11.9 **SLCC Regional Conference**

To approve the expenditure of £75 for the Town Clerk to attend the SLCC Regional Conference (24 June); Councillors may also book places (expenditure to be approved)

 Annex 7: SLCC.pdf

11.10 **Electronic Visual Display facilities at meetings:**

To consider if the Council would benefit from such a facility and consider a suitable expenditure budget

 Annex 8: DisplayFacilities.pdf

12 **Annual Town Meeting**


Monday 2 March: to agree the agenda and set a date to review the content

13 **Consultations**

13.1 **KCC 5-year Plan – have your say – 6 January to 17 February 2020**

 <https://kccconsultations.inconsult.uk/consult.ti/fiveyearplan/consultationHome>

13.2 **SDC – Abandoned shopping trolley consultation – deadline 6 March**

 https://www.sevenoaks.gov.uk/info/20073/consultations/491/abandoned_shopping_trolley_consultation

14 **To Receive Reports from Councillors who have attended Meetings of Outside Bodies**

15 **To Consider Any Press Releases**

16 **[CONFIDENTIAL] Matters for Future Agendas**

Confidential item omitted from public papers.

17 **[CONFIDENTIAL] LEGAL MATTERS: update**

Confidential item omitted from public papers.

18 **[CONFIDENTIAL] To receive the results nominations for Civic Medallion**

Confidential item omitted from public papers.

19 **DATE OF NEXT MEETING**

Monday 9 March

Edenbridge Town Council - Draft Budget 2020/21

£	2019/20 by Department					2019/20 Total	Mvmt year on year	2020/21 Total	2020/21 by Department							
	Council	Open Spaces	Central Services	Emgcy Plan	Commy Warden				Council	Open Spaces	Central Services	Emgcy Plan	Commy Warden			
Staff costs	-	116,425	176,690	-	15,070	308,185	41%	22,777	7.4%	330,962	43%	-	164,623	150,269	-	16,070
Services and Utilities	-	19,035	19,780	-	-	38,815	5%	2,954	7.6%	41,769	5%	-	20,416	21,353	-	-
Equipment, Tools, Materials, Vehicles	14,511	38,975	16,050	-	2,335	71,871	9%	(3,900)	-5.4%	67,971	9%	14,800	31,936	16,175	-	5,060
Small projects, contingencies, other	12,990	9,120	7,350	360	2,625	32,445	4%	4,125	12.7%	36,570	5%	13,710	9,500	13,000	360	-
Vandalism	-	5,000	-	-	-	5,000	1%	100	2.0%	5,100	1%	-	5,100	-	-	-
Footpaths, lighting maintenance	-	17,000	-	-	-	17,000	2%	400	2.4%	17,400	2%	-	17,400	-	-	-
10/30 year maintenance programme	-	167,475	60,635	-	-	228,110	30%	(25,119)	-11.0%	202,991	26%	-	162,107	40,884	-	-
Legal & professional, audit	3,605	-	-	-	-	3,605	0%	3,695	#####	7,300	1%	5,000	-	2,300	-	-
SLA - House, Museum, Twinning	14,000	-	-	-	-	14,000	2%	620	4.4%	14,620	2%	14,620	-	-	-	-
Grants	7,725	-	-	-	-	7,725	1%	155	2.0%	7,880	1%	7,880	-	-	-	-
Capital funds	5,000	-	-	-	-	5,000	1%	(5,000)	#####	-	0%	-	-	-	-	-
						-	0%	-	#####	-	0%	-	-	-	-	-
						-	0%	-	#####	-	0%	-	-	-	-	-
Church House	-	-	3,460	-	-	3,460	0%	140	4.0%	3,600	0%	-	-	3,600	-	-
Public Toilets	-	-	9,625	-	-	9,625	1%	8,589	89.2%	18,214	2%	-	-	18,214	-	-
Rickards Hall	-	-	14,110	-	-	14,110	2%	(110)	-0.8%	14,000	2%	-	-	14,000	-	-
Total Expenditure	57,831	373,030	307,700	360	20,030	758,951	100%	9,426	1.2%	768,377	100%	56,010	411,082	279,795	360	21,130
Precept*	12,678	269,325	223,932	360	7,000	513,295		41,678	8.1%	554,973		50,215	284,658	209,350	323	10,427
Maintenance Provision Releases	-	61,190	33,318	-	-	94,508		(23,169)	-24.5%	71,339		-	57,772	13,567	-	-
Other income #	-	42,515	25,450	-	9,500	77,465		559	0.7%	78,024		-	35,804	32,720	-	9,500
Transfer from Reserves	45,153	-	25,000	-	3,530	73,683		(9,642)	-13.1%	64,041		5,795	32,848	24,158	37	1,203
	57,831	373,030	307,700	360	20,030	758,951		9,426	1.2%	768,377		56,010	411,082	279,795	360	21,130
Houses - Band D						3,556			4.0%	3,697						
Average Precept*	3.56	75.73	62.97	0.10	1.97	144.33		5.77	4.0%	150.10		13.58	76.99	56.62	0.09	2.82

* The Precept is not strictly split by service but is done so here to help demonstrate where funding goes.
incl cemetery fees, rents, grants

Edenbridge Town Council - Draft Budget 2020/21

£	2019/20 by Department					2019/20 Total	2020/21		2020/21 by Department							
	Council	Open Spaces	Central Services	Emgcy Plan	Commy Warden		Mvmt year on year	Total	Council	Open Spaces	Central Services	Emgcy Plan	Commy Warden			
Expenditure																
Staff costs		116,425	176,690		15,070	308,185	38%	22,777	7.4%	306,097	39%	157,427	132,720	15,950		
Travel/training/PPE/Med							0%		n/m	24,865	3%	7,196	17,549	120		
Utilities		13,490	9,660			23,150	3%	463	2.0%	23,613	3%	13,760	9,853			
New - amenity collections		-				-	0%	1,000	n/m	1,000	0%	1,000				
Services		5,545	10,120			15,665	2%	1,491	9.5%	17,156	2%	5,656	11,500			
Eqpt, tools, materials	14,511	20,535	5,150		835	41,031	5%	(7,166)	-17.5%	33,865	4%	14,800	13,130	5,100		
Baskets, buildings, vehicles		18,440	10,900		1,500	30,840	4%	641	2.1%	31,481	4%	18,806	11,075	1,600		
Small projects, contingencies, other	12,990	9,120	7,350	360		29,820	4%	6,750	22.6%	36,570	5%	13,710	9,500	13,000		
Vandalism		5,000				5,000	1%	100	2.0%	5,100	1%	5,100				
Footpaths, lighting maintenance		17,000				17,000	2%	400	2.4%	17,400	2%	17,400				
10/30 year maintenance programme		167,475	60,635			228,110	28%	(25,119)	-11%	202,991	26%	162,107	40,884			
Legal & professional, audit	3,605					3,605	0%	3,695	#####	7,300	1%	5,000	2,300			
SLA - House, Museum, Twinning	14,000					14,000	2%	620	4.4%	14,620	2%	14,620				
Grants	7,725					7,725	1%	155	2.0%	7,880	1%	7,880				
Capital funds	5,000					5,000	1%	(5,000)	-100%	-	0%	-				
CW Management					2,625	2,625	0%	-	0.0%	2,625				2,625		
Charity Acct Trnsfr / Working Balanc	30,000		19,500			49,500	6%	(30,000)	-60.6%	19,500	2%		19,500			
Church House			3,460			3,460	0%	140	4.0%	3,600	0%		3,600			
Public Toilets			9,625			9,625	1%	8,589	89.2%	18,214	2%		18,214			
Rickards Hall			14,110			14,110	2%	(110)	-0.8%	14,000	2%		14,000			
Total Expenditure	87,831	373,030	327,200	360	20,030	808,451	100%	(20,574)	-2.5%	787,877	100%	56,010	411,082	299,295	360	21,130
	11%	46%	40%	0%	2%	100%				100%		7%	52%	38%	0%	3%
Income																
Cemetery fees		10,000				10,000		500	5.0%	10,500		10,500				
Rents		16,480				16,480		330	2.0%	16,810		16,810				
Maintenance services, solar		6,365				6,365		129	2.0%	6,494		6,494				
Sundry receipts		9,670	2,925			12,595		2,389	19.0%	14,984		2,000	12,984			
Interest (investments)			2,200			2,200		44	2.0%	2,244			2,244			
Other Funders					9,500	9,500		-	0.0%	9,500					9,500	
Charity Acct Trnsfr / Working Balanc	30,000		19,500			49,500		(30,000)	-60.6%	19,500			19,500			
Church House			6,285			6,285		126	2.0%	6,411			6,411			
Rickards Hall Lettings			12,000			12,000		(3,000)	-25%	9,000			9,000			
WI Hall Mgmt fees			2,040			2,040		41	2.0%	2,081			2,081			
Total - Other Income	30,000	42,515	44,950	-	9,500	126,965		(29,441)	-23.2%	97,524		-	35,804	52,220	-	9,500
Maintenance provision release		61,190	33,318			94,508		(23,169)	-25%	71,339			57,772	13,567		
Total - After Maintenance provision	30,000	103,705	78,268	-	9,500	221,473		(52,610)	-24%	168,863		-	93,576	65,787	-	9,500
Precept - general	12,678	269,325	223,932	360	7,000	513,295		41,678	8.1%	554,973		50,215	284,658	209,350	323	10,427
Reserve Transfer					3,530	3,530		(3,530)	-100%	-						-
Total Income	42,678	373,030	302,200	360	20,030	738,298		(14,462)	-2.0%	723,836		50,215	378,234	275,137	323	19,927
Department deficit	(45,153)	-	(25,000)	-	-	(70,153)				(64,041)		(5,795)	(32,848)	(24,158)	(37)	(1,203)
Houses - Band D						3,556			4.0%	3,697						
Average Precept	3.56	75.73	62.97	0.10	1.97	144.33		5.77	4.0%	150.10		13.58	76.99	56.62	0.09	2.82
						513,295		0.58	p/mth	554,973						
						513,295				533,628						

Precept: 0% increase: increase in Tax Base (141 Band D homes)

Training for the councillors and staff on a social media conduct awareness

OPTION 1: Recommendation from and SLCC trainer (6.30-9.30 pm Doggetts Barn)

As this will be a 'closed' event, and you are able to provide / organise the venue and any refreshments required, we would just charge you the cost of the trainer (.

Here are the options currently available:

Trainer 1:

- Will cost £912.50 + VAT, and doesn't require accommodation
- Dates currently available:
 - February 2020: 10th / 11th / 12th / 18th / 19th
 - Other dates available

Trainer 2:

- Will cost £800 + VAT (plus the cost of accommodation)
- Dates currently available:
 - February 2020: 4th / 5th / 18th / 19th
 - Other dates available

BRIEF: The types of things I think should be included in the training are:

- effective good practice
- managing positive and negative stories effectively
- how to get the best from social media
- consideration of the separation of councillor persona from private social media user (if indeed there can be any separation these days)
- dealing with trolls and highly negative commentaries

OPTION 2: Barry O'Brien, Learning & Development Co-ordinator, Local Government Information Unit (times tbc)

Social media session in-house for up to 18 members at £795 + expenses + VAT. Expenses will include travel costs.

Please see below an outline of the session:

Using Social Media Effectively for Local Govt.

This training and development day is designed to enable delegates with the skills, confidence and plan to use social media more effectively. The course will concentrate on effective good practice, brand management, using social media to listen and choice of social media networks.

The session will be highly interactive and delegates will be encouraged to take advantage of the networking opportunities from the day and discuss current challenges facing organisations using social media.

The objectives of the course are:

- To consider how your organisation's or department's message and brand can be supported effectively on social media
- To be aware of good practice, staying legal and managing positive and negative stories effectively
- To understand the importance and of how to use social media for listening and understanding your service users.
- To consider how to get the best from social media –creating interesting content, engaging and two-way communication.
- To be aware of the different uses of the most popular social media platforms and their relative strengths, including Facebook, Twitter, Instagram and LinkedIn and WhatsApp and awareness of using social media management tools.
- As part of the programme, participants will be able to build an action plan based on a topic or issue that they are currently considering.



Regional Training Seminar 2020 Agenda

Home » Regional Training »

TIME	SESSION
08.30am	Arrival & Registration Network with fellow clerks and exhibitors
09.15am	Welcome & Introductions Linda Larter MBE FSLCC, SLCC President
09.20am	Becoming Carbon Neutral Friends of the Earth <i>Friends of the Earth provide 20 simple steps to ensure your council is doing their bit.</i>
10.00am	Finance & VAT Update Crispin Taylor, SLCC Finance & VAT Advisor <i>Understand the latest finance and VAT regulations</i>
10.40am	Refreshments
11.20am	Legal Update SLCC Legal Advisor
12.20pm	Lunch with the Exhibitors Your last chance to network with fellow clerks and exhibitors
1.20pm	Website Compliance – How to get there Aubergine 262 <i>This session will set out the landscape and summarise the typical challenges related to GDPR, W3C/WCAG and general accessibility before providing practical help and information.</i>
2.05pm	Creating Engaging Content For Social Media Sam Flynn, Social Media Trainer <i>There is so much content on social media, how do you stand out from the crowd and encourage engagement with your content? This practical session will explain how to make the most of your council's social media channels and engage your community.</i>

TIME

SESSION

3.05pm

Refreshments

Dementia Friendly Communities

Alexandra Taylor, Senior Dementia Friendly Communities Officer,
South West, Alzheimer's Society

3.35pm

The Alzheimer's Society present the Dementia-Friendly Communities Programme ensuring that people with dementia are able to contribute to their community.

4.15pm

Your Local Branch Update

Hear what your local SLCC Branch have planned for 2020

4.20pm

Conclusion of the day and close of your Regional Training Seminar



January 2020

PROPOSAL FOR ELECTRONIC DISPLAY FACILITIES AT MEETINGS

At the Forward Planning Committee meeting in October, Members considered the viability to provide facilities at Council and Committee meetings to allow the visual display of planning applications and other information on a large screen.

1. Introduction

- 1.1. Current planning distribution system
 - 1.1.1. Sevenoaks District Council (SDC) provided hard copy of all plans to Council office
 - 1.1.2. In parallel SDC have scanned all plans and relevant correspondence and uploaded them to their Planning Portal website
- 1.2. Residents and Councillors options to view plans
 - 1.2.1. Visit the office and view the hard copy or
 - 1.2.2. View them on the Planning Portal
- 1.3. Proposal is to allow viewing of planning applications at Planning Committee meetings
 - 1.3.1. Councillors and any members of public attending view the projected version of the plans

2. Observations with current system

- 2.1. Viewing plans via the portal on a laptop or small screen can be difficult
- 2.2. Not all Councillors have access to portable devices to view papers
- 2.3. Correspondence/images/plans has to be dealt with on a case by case basis via discussion as projection is not possible (unless equipment is brought in which is not practical)
- 2.4. Councillors and members of the public cannot currently view the planning applications at the same time as discussion.
- 2.5. Paper copies have to be circulated around the table

3. Future

- 3.1. A number of District Councils have already stopped providing town and parish councils with paper copies as they are available to view on the planning portal.

- 3.2. Whilst SDC has been resisting this, it is likely that eventually plans will be only scanned and uploaded with correspondence to the Planning Portal web site (i.e. no hard copy will be sent). *This has already been hinted by SDC*
- 3.3. Councils will need to provide viewing facilities
- 3.4. Residents who do not have computer access will need facilities in the office to view plans.
 - 3.4.1. It is not practical to use the Town Clerk or other employees computer and desks
 - 3.4.2. The desk would have to be cleared and other work will be disturbed

4. Considerations

- 4.1. For residents viewing plans
 - 4.1.1. Plans should be viewed in an area to avoid office disturbance.
 - 4.1.2. Access to Rickards Hall is not always available so a laptop may need to be available in the office
 - 4.1.3. In daytime light from the window means that any projected image is difficult to see
- 4.2. For Council Planning and other meetings
 - 4.2.1. In daytime, light from the window means that any projected image is difficult to see (or the room darkened by drawing the curtains)
 - 4.2.2. Peripheral light from a projector either on a table or ceiling mounted causes, or would considerable, inconvenience to those sat in the direction of the bulb
 - 4.2.3. A projector would require a secure unit and fixing set from the ceiling beams
 - 4.2.4. A television screen would require a secure lockable unit for it to sit behind
 - 4.2.5. A facility that would provide clear images viewable at a distance in Rickards Hall
 - 4.2.6. If considering investing in visual display equipment, it would be sensible to future-proof, as possible, and needs to be a compatible screen to mirror the display of most modern laptops.
 - 4.2.7. Wireless facility
 - 4.2.8. Wired-fall-backed: HMMI cables can run over 20 metres, but the degradation will start around that length

5. Proposal

- 5.1. Purchase large 65inch (minimum size) TV screen mounted on wall at far end of the Hall. Power is available (by double power socket) on the far wall. Larger screens are available
- 5.2. Purchase new laptop for use with the TV screen to enable access to planning applications and other meeting documents or presentations.
- 5.3. Laptop and TV should be able to connect via the router and/or wireless network.
- 5.4. For Council meetings

Laptop would be used to control the display of images/plans and would be visible for Councillors and members of the public.
- 5.5. For residents

Laptop would be used to access the Planning Portal with plans either displayed on the laptop; (a guest only access login for members of public would be needed to be able to view planning applications only).

6. Option 1 Budget (TV screen option)

Not all options on TVs prices have been investigated, and change depending on current offers (prices exclude VAT):

Alternatives

- | | |
|--------------------------------------|---|
| • 65 inch TV from Currys | £550 (75inch TVs approx. £850-900 plus) |
| • Laptop quote | £400 (or approx. £1,000 higher spec laptop) |
| • Laptop set up fee | £75 |
| • Wall Mounting bracket | £30 |
| • HDMI cable (?) | £15 |
| • Microsoft Wireless display adapter | £54 (wireless Chromecast £70 dongle) |
| • <u>Miscellaneous fixings</u> | <u>£50</u> |

Sub Total £1,174 **or £2,074**

- **Would need a secure lockable cabinet box purpose made – approx. cost £500-700**

7. Option 2 projector Budget (Projector)

Not all Projector options have been investigated (and they vary considerably), and change depending on current offers (prices exclude VAT):

Alternatives

- | | |
|------------------------------------|---|
| • Office Projector from Currys | £299 (just projectors Optoma £684) |
| • Wall/Ceiling mount screen Currys | £ 80 |
| • Screen secured to ceiling | £100 (est. and would need fixings) |
| • Laptop quote | £400 ((or approx. £1,000 higher spec laptop) |
| • Laptop set up fee | £75 |
| • Ceiling telescopic mount bracket | £40 |
| • Wireless projector adapter | £96 (not sure if Microsoft option works with proctor) |
| • <u>Miscellaneous fixings</u> | <u>£50</u> |

Sub Total £ 1,140 **or £2,195**

- No electrical socket in the roof space so would need to be fitted, est cost £ tbc
- Secure purpose built lockable security case estimate cost £tbc

Estimated additional costs for the above– approx. £300

Possible savings

The Council does have two older spare laptops which could be used, but these are at least 4 years old. It also has a projector, but not sure if this is suitable to be fixed and secured (needs further investigation).

If an expenditure budget was approved, further research could be obtained (nominate one or two Members) to ensure the appropriate equipment is purchased, in consultation with the Buildings Manager and Town Clerk