

<b>TITLE OF REPORT:</b>	<b>i-pad /card reader for Guildhall</b>			
<b>PROPOSER:</b>	Trudi Barrett			
<b>SUPPORTED BY:(if applicable)</b>				
<b>BACKGROUND:</b> Please describe the reasons for this paper. Is it on behalf of a Working Group? Please provide relevant details, e.g. previous decisions by the Town Council or any external advice. Who is likely to benefit from this decision?	At the meeting held on 23 <sup>rd</sup> July 2019 the Finance & Asset Management Committee agreed to purchase a card reader for use in the Guildhall to enable purchases to be made by debit card.			
<b>ISSUES:</b> Summarise the key issues arising from the Background (above). Are there any key dates that are relevant?	To simplify the use of the card reader, it is recommended that a reconditioned i-pad be purchased. This would enable the use of software that comes with the card reader and would be more user friendly for the custodians. It would also automatically record the sales and manage stock levels, reducing administration for the Guildhall and office staff.  There is a laptop for use in the Guildhall, but this is currently in use by the RFO, for working from home.			
<b>LEGAL OBLIGATIONS:</b> Wherever possible please check on any likely legal implications.				
<b>FINANCIAL IMPLICATIONS:</b> <i>Please state the costs if known-capital costs as well as on-going revenue costs. State whether funding will be from external sources or from the Town Council.</i>	The cost of a reconditioned i-pad and card reader together would be up to £200 (depending on options/offers available at the time of purchase).  The cost of a stand-alone card reader would be £99.			
<b>COMMUNITY BENEFIT</b> <i>Please state what benefit this proposal will bring to the community (mandatory)</i>	Customers are able to make purchases by payment card.			
<b>COMMUNICATIONS:</b> <i>Who else should be informed if the proposal is approved?</i>	Guildhall custodians Customers			
<b>MEDIA AND PROMOTIONS:</b>	<i>Does this need media coverage?</i>	YES		NO
<b>TOWN CLERK'S COMMENTS:</b> Including any implications on Town Council staff requirements.				
<b>PROPOSAL:</b> What specifically do you want the Town Council to decide on?	To agree to purchase a re-conditioned ipad for use with the card reader.			

Date of Finance & Asset Management Committee meeting at which this will be considered: 21<sup>st</sup> July 2020

*For office use only*

<b>APPROVED:</b>		<b>DATE:</b>		<b>MINUTE NO:</b>	
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