

**LLANTWIT FARDRE COMMUNITY COUNCIL  
CYNGOR CYMUNED LLANILLTUD FAERDREF**



**29<sup>th</sup> JANUARY 2024**

**REPORT OF THE CLERK**

**1. PURCHASE OR LEASE OF NEW PHOTOCOPYING MACHINE**

- 1.1 The current photocopying machine owned by the Community Council has now become irreparable. The machine is over 15 years old, and it has been brought to the Clerks attention that parts for this machine are no longer available.
- 1.2 It is paramount that the Council look to either purchase or lease a new machine as a matter of urgency. This will allow the Clerk and staff to carry out essential day to day running of the office.
- 1.2 The General Services Manger sought quotes for both purchasing and leasing of a new photocopying machine.
- 1.3 The three quotes below show the purchase price and lease price of photocopying machines which is set on a five-year lease with the option to upgraded after three years:-

Quote 1	Purchase Price	Lease Price
Company A	£4000 plus VAT  Cost of copy: £0.22p Mono 2.2p Colour with an agreement to fix CPC for 2 year	Lease cost would be £271.08 per quarter on a five-year lease + VAT. Cost of copy: £0.22p Mono 2.2p Colour with an agreement to fix CPC for 2 year

Quote 2	Purchase Price	Lease Price
Company B	<p>£2,600 + VAT</p> <p>Cost of copy: £0.3p Mono 2.9p Colour</p>	<p>Lease cost £52.00 per month on a five-year lease +VAT.</p> <p>Cost of copy: £0.3p Mono 2.9p Colour</p>

Quote 3	Purchase Price	Lease Price
Company C	<p>£2850 +VAT Cost of copy: £0.39p Mono 0.35p Colour</p> <p>Ex-Showroom                      model =£1450 +VAT.</p> <p>Cost of copy: £0.55p Mono 0.05p Colour</p>	<p>Lease cost £65.00 Per Month for New Machine +VAT.</p> <p>Lease cost for Ex-showroom</p> <p>Cost of copy: £0.0039p Mono 0.035.9p Colour</p>

1.4. Should Members wish to proceed then consideration is needed as to whether the machine is purchased out right or leased.

## **2. RECOMMENDATION**

2.1 to consider whether to purchase or lease a new office photocopying machine.

2.2 if in agreement with recommendation 2.1 Member would need to decide which company to proceed with.

