**REPORT TO TINTWISTLE PARISH COUNCIL**

**21 March 2022**

**Report Author: Cllr Allan Dyer**

1. **Purpose of the Report**

To outline and explain the opportunity to upgrade our photocopier.

1. **Decisions of the Parish Council**

To approve the following:

* + To terminate the existing 5-year agreement between Lynbrook Photocopiers and TPC
  + To sign up for a new 5-year agreement for a new photocopier

1. **Background**

Up until the term of this Parish Council, the existing photocopier was being used mainly for a two sided black and white Newsletter and general office photocopying by the Clerk and Councillors. Its use was minimal.

However, with the introduction of a much bigger (now 8 page) Newsletter, in colour and often with Flyers covering various topics, its use has increased significantly and the existing rates per copy are expensive, leading to increased costs for the Council.

Additionally, the existing copier is not designed for our current and future use. It is time consuming, doesn’t fold or staple the Newsletters and on the existing terms, expensive.

Lynbrook were approached to establish what deal could be offered to upgrade the copier with a revised financial package, particularly as we have over a year left on the existing agreement.

Two other suppliers were also asked to quote on a like for like basis and Lynbrook came out as

the best financial option.

1. **Option / Benefits**

Lynbrook are prepared to:

1. Terminate the existing arrangement without penalty to the Council
2. Offer a brand-new machine, faster and capable of folding and stapling the Newsletter and other documents on a 5 year arrangement (This new machine will also be able to submit readings directly by Wi-Fi rather than manually thus ensuring more accurate, timely billing)
3. Relocate the machine when the existing building is demolished to a temporary location FOC
4. **Conclusion**

The existing arrangement is time consuming and costly and this opportunity ensures better use of time and money and will be far more efficient than the existing photocopier. Lynbrook are a known and trusted supplier to us and there is no benefit in changing to another suppler.

Overleaf – comparison of all quotations

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| **PHOTOCOPIER REPLACEMENT PLAN** | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Company** | **Monthly AverageMono**  **Copies** | **Price per copy** | | **Monthly Total Mono** | | **Monthly Average Colour**  **Copies** | **Price per copy** | | **Monthly Total Colour** | | **Monthly Rental** | | **Monthly Grand Total** | | **Existing lease buy**  **out cost** | | **First Year Annual Total** | | **Notes** | | **Remaining Lease** | | **Cost to relocate for new**  **building** | | |
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| Lynwood\* | 100 | £ | 0.0035 | £ | 0.35 | 3000 | £ | 0.035 | £ | 105.00 | £ | 85.80 | £ | 191.15 | £ | - | | **£ 2,293.80** | | New Machine /  5 year deal | | Write off | | FOC |
|  |  |  | |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |  | | |
| MPS | 100 | £ | 0.0025 | £ | 0.25 | 3000 | £ | 0.025 | £ | 75.00 | £ | 99.96 | £ | 175.21 | £ 2,097.62 | | **£ 4,200.14** | | New machine /  5 year deal | | £2,097.62 | | TBC | | |
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| PDS | 100 | £ | 0.0025 | £ | 0.25 | 3000 | £ | 0.025 | £ | 75.00 | £ | 109.00 | £ | 184.25 | £ 2,097.62 | | **£ 4,308.62** | | New machine /  5 year deal | | £2,097.62 | | TBC | | |
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| \* Existing supplier. | |  | |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |  | | |

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