



To: Full Town Council Members

Meeting Date: Tuesday 28th April 2026

Agenda Item 13: Review of IT Equipment

Report Author: Safia Kauser – Locum Clerk/RFO

Summary

A review has been undertaken of the council's existing IT equipment, specifically the age and suitability of two council monitors and the laptop currently being used by the Locum Clerk/RFO. The review identifies that the monitors are outdated and no longer meet modern display standards, and that the laptop in use is not appropriate for regular professional use. Quotations have been obtained for replacement equipment, and council approval is sought to proceed with the recommended purchase and associated IT setup costs.

Monitors

Two HP2311X monitors currently in use are over 10 years old. The brightness and display quality no longer meet modern standards and may contribute to eye strain during prolonged use. Replacement is therefore recommended.

Quotes obtained:

- **IT Supplier:** £237.36 for two Dell P2425H 24" monitors
- **Laptops Direct:** Similar pricing to IT supplier
- **Dell UK:** Comparable pricing

There is no cost advantage in purchasing monitors from Dell UK.

Laptop

The laptop currently being used by the Locum RFO is a 15" Dell Inspiron originally designated as a training laptop for the maintenance team. It is several years old and not suitable for frequent administrative use. The laptop is required for training purposes and it is recommended that:

- The existing Inspiron laptop should remain allocated as a training laptop for the maintenance team.
- A new laptop should be purchased for the Locum Clerk/RFO with a larger screen and improved performance.

Quotes obtained:

- **IT Provider:**
 - Dell Pro 15 Essential (15.6", i5, 16GB RAM, 512GB SSD, Windows 11 Pro) – **£796.95**
- **Laptops Direct:**
 - Equivalent specification – **£912.00 total including monitors**
- **Dell UK:**
 - Dell Pro 16 Laptop – starting at **£969.47**, significantly higher than Laptops Direct

IT has also quoted **£105.00** for setup and configuration of the new laptop.

Quote from IT

Description	Net Amount	QTY	Total
DELL PRO 15 ESSENTIAL PV15250 - 15.6" - 15.6" Screen - Intel Core i5 Processor - 16GB RAM - 512GB SSD - Windows 11 Pro	£796.95	1	£796.95
DELL P SERIES P2425H. DISPLAY DIAGONAL - 24" Monitor - 1920 X 1080 Resolution - Full HD	£118.68	2	£237.36
Total Purchase of Equipment:			£1,034.31

Quote from Laptops Direct

Category	Manufacturer	Stock code	Description	Unit	Qty	Net
Included Items						
Notebook	dell	HT0V6	Dell Pro 16 Intel Core 5 16GB RAM 512GB SSD 16 Inch Windows 11 Pro Laptop	699.00	1	699.00
Monitors\23-25"	Dell	DELL-P2425H	Dell P2425H 24" IPS Full HD USB-C Monitor	104.00	2	208.00
Misc	PAYMENT	MISC/PO	Payment by Purchase Order		1	
Carriage	LaptopsDirect	CAR/LD/R/D1	Next working day.	5.00	1	5.00
Total Purchase of Equipment:						£912.00

Quote from Dell UK

The Dell Inspiron Laptop was purchased directly from Dell UK.

A like for like quote with Laptops direct is expensive.

Dell Pro 16 Laptop – retails from £969.47 – see link: [Dell Pro 16 Laptop - FHD+ Touch screen Laptop | Dell UK](#)

RECOMMENDATIONS:

It is recommended that the council:

- 1. Approves the purchase of the laptop and two monitors from Laptops Direct at a total cost of £912.00.**
- 2. Authorises IT to undertake the setup of the new laptop at a cost of £105.00.**
- 3. Confirms that the existing Dell Inspiron laptop remains designated as a training laptop for the maintenance team, with IT assigning an appropriate login.**