

OFFICE FURNITURE EXPENDITURE

Recommendation:

1. That the report be noted, and Council give direction to officers on the purchase of office furniture.

	Yes	No
Does the decision involve new expenditure?	Y	
Is there an existing budget for the proposed expenditure (insert code)	4060	
What procurement level is required?	Quote	
Are there equalities impacts / an equalities assessment required?		N
Does this require a full council decision? (Reports for full council decision should still be sent to the relevant committee where possible.)	Y	
Is there a background paper or papers? (provide links below).	Y	
Equalities Impact Assessment N/A		
<ol style="list-style-type: none"> 1. Office furniture requirements for the new office are: 4 desks, a meeting table for committees and meeting chairs and matching filing cabinets (including chairs for the public). The other required furniture (desk chairs and filing cabinets, etc.) can be reused from the existing stock. 2. The intention is for the office to reflect the Town's colours of red and blue and be bright and friendly. For the front office, white walls and blue with white desks, grey office chairs, accented with red 2-draw filing cabinets. To distinguish the meeting area and make the space warmer we suggest a wood veneer meeting table accented with red meeting chairs. 		
Issues arising from proposal:		
None		
Julian Smith		

Suggested Office Furniture

Desks

Flatpack desks with a modesty board for a similar price. (large desks are not required).

The suggested desk is a lower cost option and white is suggested rather than wood effect to brighten the office space.

Cost: 4 desks x £218.21 = £872.84



Desk Chairs

We already have 4 relatively new office desk chairs we are currently using. Whilst not all the same model they are all a very similar colour (dark grey) and therefore would look matched, especially with matching desks. **Cost: £0**

Meeting Table

To seat 12 (ie committees plus officers). The suggested desk is a lower cost option. A wood veneer surface to distinguish from the office section of the room.

To seat 12 **Cost: £589**



Meeting Room Chairs

Standard meeting chairs, red and stackable.

12 seats for members/officers and 12 seats for any meetings that the public are invited to. The chairs do not have arms.

Cost: 24 x £42 = £1008



Filing and storage

The office currently includes a range of unmatched lockable filing cabinets and storage units and some of these can be used in the private “back rooms” as required.

We will require 4 matching lockable cabinets for staff as part of our clear desk policy. We suggest 2 draw cabinets to hold laptops overnight and working documents. We suggest red.

Cost 4 x £149.95 = £599.80



Bucket Chairs

For reception at the front of the office.

Cost: 2 x £221.95 = £443.90



Cost to equip the office (based on the above)

4 Desks	£872.84
4 Desk seats	£0.00
1 Meeting table	£589.00
24 Meeting & public chairs	£1008.00
4 Filing and storage	£599.80
2 Reception seats	£443.90
Total cost	£3513.54