

Briefing Note
Renewal of Clerk's Laptop

The Clerk's laptop is three years old and is showing signs of age, with a low battery life, a loose charging point, and temperamental keys.

This briefing note seeks approval to purchase a new portable laptop, plus a monitor and wireless keyboard/mouse for home use. An external hard drive for additional backing up of data is also required.

This briefing note seeks the approval of Full Council for a budget not exceeding £1500 to purchase and set up the necessary equipment. The exact make and model of computer has not been identified, but to give an example, the costs could look something like the following:

HP

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| • Probook 440 G8 14" – 16GB Memory/1TB Internal Storage | £898 + VAT |
| • Monitor (HPE22) | £158 + VAT |
| • Slim Wireless Keyboard & Mouse | £ 40 + VAT |

Dell

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| • Inspiron 14" - 16GB Memory/512GB Internal Storage | £789 + VAT |
| • 21.5" monitor (SE2222H) | £105 + VAT |
| • Multi-device wireless keyboard and mouse (KM7120W) | £ 60 + VAT |
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| • Seagate 4TB external hard drive | £ 62 + VAT |
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Additional costs, such as an on-site support warranty should also be factored in (these vary depending on make and models but come in at roughly £125 + VAT for three years when purchased with the hardware).

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