

Office Improvements

Photocopier

As agreed at the March meeting of the Planning, Contracts and Work Meeting the Town Council Office will soon be making way for a new photocopier that will be used for the following:

- as a shared printer
- to scan documents for email or file save
- to duplex and sort large print runs
- to produce high quality posters, etc without having to go to external supplier (in some cases)

It is expected that the copier which is a Toshiba E-Studio, will be housed in the corner immediately opposite the door as you walk in, with the table angled differently and a new tall storage unit for stationary and 'Events' paraphernalia.

The Council has entered into a 5 year contract with NCS Ltd. (who manage all communication for Prudhoe Community Partnership) that will be charged £150/quarter plus copying costs based on a three- tier system of black and white (0.004p/copy), utility (0.015p/copy) or colour (0.04p/copy). This is expected to save the council approximately £2,000/year when compared with the present set-up. There will be no additional costs for consumables, servicing, etc.

As well as the cost saving there is the advantage that staff will no longer have to leave the office to carry out print runs.

Telephones

From moving into the Spetchells Centre both staff have made use of a basic telephone provided as part of the fixtures and fittings of the office; calls are charged quarterly via Prudhoe Community Partnership (PCP) under a BT contract. As part of a discussion on office improvements the staff liaised with PCP and their communications supplier to provide a handset that better meets the needs of the office.

- The handset will show if there is a message waiting.
- If both users are on the telephone there will be an automated message that asks the caller to leave a message as the line is busy.
- A standard timed message can be added that asks callers to leave a message outside of office working hours if required.
- Voicemail can be activated when the office is empty.
- We hope to have caller display but presently the number receives all calls via a call forwarding service rather than direct-dial, once this is resolved we will also have caller display.

The handsets will cost £50 each and voicemail activation and re-programming (engineer visit) will cost £125. The handsets presently in the office will be given to PCP as they are part of their contract with NCS Ltd. NCS Ltd. will carry out this additional work and will invoice the Town Council accordingly.