



**AGENDA REQUEST FORM
(FOR ITEMS OUTSIDE OF WORKING GROUP MATTERS)**

PLEASE NOTE THAT AGENDA ITEMS MUST BE SUBMITTED IN ADVANCE OF THE MEETING IN LINE WITH THE TIMESCALES SCHEDULE THAT HAS BEEN CIRCULATED

Please note the clerk will endeavour to include your request, however the clerk will decide its suitability in line with statutory guidelines and other agenda items may take precedence.

NAME:	Nicola Cobb	DATE:	5 January 2021
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AGENDA ITEMS - INSERT WORDING TO APPEAR ON THE AGENDA. REMEMBER TO MAKE IT CLEAR WHAT YOU ARE ASKING COUNCILLORS TO DECIDE. PLEASE ALSO NOTE IF YOU ARE LOOKING FOR A SPECIFIC RESOLUTION.

“To consider...” “To note...” “To review...” “To agree...”

1. To consider the purchase of a trolley for the delivery of parish magazines
2. To agree whether the clerk can order a trolley, up to the value of £85

BACKGROUND INFORMATION - INSERT AS MUCH INFORMATION AS POSSIBLE SO THAT COUNCILLORS HAVE THE DETAIL THAT THEY NEED IN ORDER TO MAKE AN INFORMED DECISION.



During the delivery of the last magazine it was mentioned that, with the increase in number of pages, the magazine is now considerably heavier than it has been in the past. This means that fewer magazines can be carried at one time and journeys to and from a car are required to restock.

It was suggested that we could consider purchasing a trolley to assist with magazine delivery which could be used by any future delivery team.

This link gives an example of a trolley that may be appropriate:

https://www.aosonline.co.uk/folding-mail-trolley-383472?language=en¤cy=GBP&dfw_tracker=19727-46302_gb&gclid=EAlaIqObChMI68PJmfuE7gIVSeDtCh2UjgI3EAQYAIAABEgKjcPD_BwE

BACKGROUND DOCUMENTS LIST NAMES OF ANY DOCUMENTS OR SUPPORTING INFORMATION TO BE ATTACHED. ALL DOCUMENTS MUST BE SUBMITTED WITH THE REQUEST.

n/a

COSTS - INSERT DETAIL OF COSTS ASSOCIATED WITH THE DECISION THAT YOU ARE ASKING THE COUNCIL TO MAKE (IF KNOWN).

The cost on the above website is £80.45 including VAT and this appears to be an average cost for similar items. Delivery on this particular site is free. Viking direct have the same trolley for £107. Ebay have a similar one for around £55 but with £20 delivery.