

PC075 2627b) IT Equipment

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Overhead Expenditure							
4190 Office Furniture & Equipment	0	0	1,000	1,000		1,000	0.0%
Total Overhead	0	0	1,000	1,000	0	1,000	0.0%
Total Income	0	0	0	0			0.0%
Total Expenditure	0	0	1,000	1,000	0	1,000	0.0%
Net Income over Expenditure	0	0	(1,000)	(1,000)			

Please note sufficient funds NOT available on 4190 Office Equipment budget – remaining funds would be retrieved from a suitable reserve.

IT equipment for the office

It is proposed that the office requires IT equipment to update provision for current staff member and provide equipment for new member of staff (Community Coordinator).

It would be beneficial for the Finance Administrator to have a laptop to enable working elsewhere – the current desktop PC means this role can only be carried out from the office. To support flexible working and provide the most efficient service we would like to upgrade to a suitable laptop. A laptop, dock and relevant software transfer is required.

It is hoped that advertising for the new Community Coordinator role will commence soon – a laptop, dock, screens and relevant software is required for the role.

4 screens total are required to provide new screens for new role and upgrade current set ups of RFO and Deputy Clerk.

One additional 365 licence and security software should be calculated at £14.30 per month.

Due to fluctuating hardware prices quotes are only valid for up to 24 hours. To address this, it is proposed that a budget of up to **£2,500** for hardware be considered.

Quotation Number : **44712**

Date : 15 July 2026

Abi Williams
Melbourn Parish Council
Melbourn Community Hub
30 High Street

Melbourn
SG8 6DZ

Lucid Systems Ltd
Blue Sky Business Centre
Silver Hill
Hintlesham
Ipswich
IP8 3NJ

RE : **2 New Laptops**

Qty	Item / Description	Unit Price	Total
2	Lenovo Laptop AMD Ryzen 5 7520U Laptop 39.6 cm (15.6") Full HD 16 GB LPDDR5-SDRAM 256 GB SSD	525.00	1,050.00
2	New PC Installation Setup of a standard business computer onto customer network. Transfer of any data required from previous computer where machine is a replacement. Installation of remote access software and anti-virus software where applicable. Documentation and asset tagging of machine.	225.00	450.00
2	Lenovo Dock	150.00	300.00
4	Lenovo 24" monitor 1080p monitor 100Hz refresh rate	89.99	359.96
2	Display port to HDMI cable	7.00	14.00
1	Microsoft 365 Business Standard (NCE COM 1YR MTH) Best for businesses that need Office apps across devices plus professional email, cloud file storage, and online meetings & chat. For businesses with up to 300 employees. For existing subscribers the committed Licence Period is from Order Date until your next Annual Licence renewal date. For new subscriptions the committed licence period is 12 months. Payable Monthly.	10.30 (Per Month)	10.30
1	Lucid Managed EDR Solution Comprehensive security solution designed to prevent, detect, and respond to ever-changing cyber threats. Leveraging advanced machine learning and AI, providing real-time threat detection, automated remediation, and rollback capabilities.	4.00 (Per Month)	4.00

Qty	Item / Description (Continued)	Unit Price	Total
1	Delivery	15.00	15.00

Subtotal £ 2,203.26

Due to ongoing fluctuations in hardware prices, quoted pricing is valid for 24 hours.

VAT at 20 % £ 440.65

Total £ 2,643.91

To confirm your order of the above items/services please sign and return to Lucid Systems.

Signed.....Date..... PO No.....

Full Terms and Conditions on all of our products available at <http://www.lucidsystems.co.uk/terms>