

**Okehampton Town Council
Policy & Resources Committee 17 April 2023
Meeting Report**

Date:	11 th April 2023
Name:	Emma James

Mobile Phone – To consider the purchase of a mobile phone for use of office staff

A mobile number is often required for deliveries, in addition some websites do not recognise the council's 'short' phone number and a mobile number is required to be added in its place.

A mobile is also required for events, for example the Coronation, when a number needs to be given to various contactors and/or volunteers; examples of these are marshals and first aid.

Various business contracts are available but the most suitable appears to be EE's small Business Pay as You Use plan:

- No need to top-up or prepay as monthly calls are billed in arrears, by direct debit
- Only pay for calls and texts that are used each month
- Minimum 1 year contract
- Data is purchased separately:
 - 30 days 1GB is £7.60
 - 30 days 250MB is £2.84
 - reoccurring monthly 1GB is £4.74
 - reoccurring monthly 250MB is not available
- Monthly subscription charge of £1.25 +VAT

The Committee is requested to consider:

- Approval of a 1 year contract with EE at the cost of £1.25 p/m plus any call or text charges to be paid by direct debit
- The additional purchase of 250MB of data as necessary
- The purchase of a second-hand mobile phone up to the value of £120