

POLICY & RESOURCES COMMITTEE

WEDNESDAY 12TH FEBRUARY 2020

PURCHASE OF A MOBILE PHONE FOR THE TOWN CLERK

1. PURPOSE OF THE REPORT

- 1.1 To agree to purchase a mobile phone for the Town Clerk.

2. BACKGROUND

- 2.1 Currently the Town Clerk is using her personal mobile for work. During events it is important that she is available and therefore her mobile phone number has been given to some Councillors and other parties. Her personal mobile number is provided as the point of contact on Event Safety Advisory Group documentation.
- 2.2 When working from home the Clerk is not contactable by phone unless through her personal mobile.
- 2.3 By not having a work phone, the boundary between work and personal life has the potential to become blurred.

3. PROPOSAL

- 3.1 It is proposed to purchase a mobile phone at a cost of approximately £100 and a SIM package of £6 a month.
- 3.2 The mobile phone will be the property of the Town Council and will transfer to subsequent Town Clerks and if needed can be used by other Town Council staff.

4. RECOMMENDATIONS

- 4.1 To approve the purchase of a mobile phone at a cost of approximately £100 and a SIM package of £6 a month