

Malmesbury Town Council

Policy & Resources 5^{.2.20}

Electronic Point of Sale (EPOS) for Information Centre

1. Purpose of the report

- 1.1 To request the expenditure of up to £1200.00 for an EPOS (Electronic Point of Sale) in the Information Centre (C&TP 09/01/2020)

2. Background

- 2.1 Staff currently input data manually onto a hard copy, populate a spreadsheet detailing sales and use the till although calculations are not made on the till.
- 2.2 The Community & Town Promotion Committee is likely to have surplus funds at the end of the financial year however, since its meeting on the 9th January quotes received are in excess of £1200.00.
- 2.3 The till in use at present serves no purpose other than an electronic cash box, it is obsolete.
- 2.4 The effective use of staff time would be dramatically improved as a multitude of reports can be generated very quickly & acted upon.
- 2.5 Electronic data collection/sales reduces error margin.

3. Financial implications

- 3.1 Quotes received;
1. £1400+vat one off payment and £30+vat monthly subscription
 2. £70+vat a month on a 3 yr. lease to own agreement and £30+vat monthly subscription
 3. £1300+vat with no monthly subscription
 4. £737.50+vat and £25+vat monthly fee

4. Proposal

- 4.1 Members consider the benefits of the installation of an EPOS
- 4.2 Members approve payment of one of the quotes. In the event that C&TP is overspent, funding to come from reserves.

Claire Mann
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