

To receive a recommendation from the Policy and Finance Committee and consider any actions and associated expenditure.

Report to:

Services

Date of Report:

16.07.2026

Officer Writing the Report:

Administration Officer

Pursuant to:

P&F held on 7.07.26 Minute nr.49/26/27 point 8.

Officer's Recommendations

Members are asked to consider and approve that the cost of the external PA system of £2,158.21 be funded from budget code 6414 GH Equipment (Guildhall), negating the need for a budget virement to budget code 6287 EMF Website as recommended by the P&F Committee.

Report Summary

At the meeting of the Policy & Finance Committee held on 7 July 2026, Members resolved to utilise funds from an interim budget - budget code 6287 EMF Website to facilitate priority technology improvements, including audio-visual and public address (PA) equipment, enabling the works to proceed without delay.

The original recommendation included virement of associated costs from budget code 6414 GH Equipment (Guildhall) to budget code 6287 EMF Website to support the various upgrades. Since that decision, the project has developed and the Town Council has explored alternative in-house PA solutions together with improvements to internal technology systems to enhance live streaming and audio quality within the Long Room, rather than the Council Chamber.

As a result, expenditure from budget code 6287 EMF Website has not been required for many of the proposed improvements contained within the Audio Visual, Democratic Services, Telephony and Internet Provisions report apart from the external PA system.

The cost of the external PA system remains outstanding and is yet to be paid.

It is therefore recommended that the cost of the external PA system at a total cost of £2,158.21 be met directly from budget code 6414 GH Equipment (Guildhall), rather than undertaking a virement to an alternative budget code which is no longer required for the wider project.

Budgets

Budget Code:

6414 GH Equipment (Guildhall)

Budget Availability:

£10,069

Signature of Officer:

Administration Officer