

To receive a report on allotment software and consider any actions and associated expenditure

Quotes have been sought for a software package that would allow efficient management of the Town Council owned allotments. Most available software packages allow for full management and inspection of allotment plots. The intention is to obtain a package that will cover the following.

- Plot site records
- Invoicing
- Site inspection records and schedules, with the ability to complete on site digitally
- Tenancy agreements and notices
- Outstanding fees and reminders
- Waiting list management
- Offer letters.

Quotations as follows:

Company A – 3 Year Contract		
Item	Cost + VAT	Comments:
Initial Set up	£144	<ul style="list-style-type: none"> • 1 concurrent user. • 5 year, 3 year, 1 year & monthly contracts available (3 year shown) • Initial setup includes user setup, email and configuration of module. • Band 3 account up to 100 plots. • Inclusive of inspection app integration. App only available on Android devices. • Digital maps can be created for an additional charge. • Software and data held on UK servers. • Samsung Android Tablet with carry strap, hand strap case to install site inspection app.
Training (2 Hour Online)	£164	
Annual Fees	£264	
Total Year 1	£572	
Ongoing Yearly Cost for Length of Contract	£264	
Android Tablet with case including carry strap and hand strap.	Up to £200	
Company B – 3 Year Contract (Minimum)		
Item	Cost + VAT	Comments
Purchase of Software	£375	<ul style="list-style-type: none"> • Inspection app is at an additional annual cost for integration to management software. • Integration app is from a third Party and is at an additional cost. (Price detailed). • Inspection app compatible with Android and IOS devices. • Annual license fee allows access for 5 users. • Cloud based software, not locked to one computer for access. • Data would be stored on STC server.
Online set up and training	£275	
Annual support and maintenance multi 5 user licenses	£225	
Total Year 1 (with mobile inspection App)	£1,125	
Total Year 1 (Without Mobile inspection App)	£875	
Ongoing Yearly Cost for Length of Contract	£225	
Inspection App Charge (Third Party)	£150	
Inspections App Integration	£100	

Company C – 1 Year Renewal

Item	Cost + VAT	Comments
Monthly Subscription of £35 (Billed Annually)	£420	<ul style="list-style-type: none"> • No requirement for app as package is web based / cloud based. • Can operate from any device with a web browser. • Unlimited users. • Mapping software is included in the price (mapping is scheduled for release in September this year). • Unlimited user access to the account at any one time. • Compliant with UK and EU data protection regulations. • Training for new users is provided at no extra cost. • Data backups and support at no extra cost.
On Boarding Fee	£249	
Total Year 1	£669	
Ongoing Monthly Subscription of £35 (Billed Annually)	£420	

Members are asked to consider budgeting for a software package to assist with the work of the allotments and to improve efficiencies going forward.

Budget Code: 6503 Allotments

Budget Availability: £1,194

The report states there are available funds however the funds are for unknown water costs and maintenance works to plots therefore Members are asked to consider creating a new budget code titled - Subscriptions - and budget the cost for the year 2024-25.

End of report

Assistant Town Clerk