


Sevenoaks Town Council  
Record of Officer Decision

Local Audit and Accountability Act 2014  
The Openness of Local Government Bodies Regulations 2014

<b>Reference Number (YYYY-REF):</b> 2015 - 1
<b>Topic of decision:</b> Upgrade of systems to Windows 365
<b>Date decision was made:</b> 19/8/2014
<b>Record of decision with reasoning in full, including alternative options considered and rejected:</b> Systems consultants advised STC to upgrade to Windows 365. Benefits - increased memory (10gb to 50gb); annual cost savings estimated at £1.590pa.
<b>Costs incurred as a result of decision:</b> £4,226.44 Annual fee + £1,500 installation.
<b>Evidence of delegation:</b> None deemed required - reduced annual fee.
<b>Councillor conflicts of interests (declarations or dispensations granted):</b> N/A
<b>Decision taken by:</b> JULIE LOBLEY
<b>Signed:</b> 
<b>Date recorded and published:</b> 23/6/15
<b>Background information attached:</b> Invoices, meeting minutes, per annum costings estimate

ACS

16803

### Invoice: 3349

Order Number: N/A	Invoice Date: 31/03/2015	Account: SEVENOAK
Terms: NET 15 DAYS	Payment Due: 15/04/2015	Order Taken By: MANAGER

# Heliocentrix

Genuine Solutions

email: info@heliocentrix.co.uk  
phone: 01732 373013

**INVOICE TO:**

Sevenoaks Town Council  
Bradbourne Vale Road  
Sevenoaks  
Kent  
TN13 3QG

FAO: Esther Collens

**PAYMENT TO:**

Heliocentrix Ltd.  
Pipers Business Centre  
220 Vale Road  
TONBRIDGE  
Kent  
TN9 1SP

VAT Reg No: 971 7999 48

Items	Quantity	Unit Price	Disc	Net Amount	VAT %	VAT
IT Support - March 2015	1.00	£400.00		£400.00	20.00	£80.00
Cloud Backup Licences	2.00	£5.00		£10.00	20.00	£2.00
Cloud Backup Usage	1.00	£49.05		£49.05	20.00	£9.81
Hosted Exchange Additional Space	14.00	£2.00		£28.00	20.00	£5.60
Hosted Exchange Active Sync Service	2.00	£2.00		£4.00	20.00	£0.80
Web Email Packages - Per Domain	2.00	£2.00		£4.00	20.00	£0.80
Hosted Email Service	26.00	£10.00		£260.00	20.00	£52.00
Email Archiving	26.00	£3.00		£78.00	20.00	£15.60
Office 365 Migration	3.00day(s)	£500.00		£1,500.00	20.00	£300.00

DATE OF SIGNATURES



624-0131

COUNTY OF KENT

Approved: *M. Alford*

Approved:

**PAYMENT METHODS:****BACS:**

Account Number: 18730825  
Sort Code: 60-24-77  
Reference: Either Invoice or Account Number

**Cheque:**

Please make all cheques payable to Heliocentrix Ltd.  
quoting either Invoice or Account Number on rear

<b>Total Discount</b>	
<b>Total Net Amount</b>	£2,333.05
<b>Carriage Net</b>	
<b>Total VAT Amount</b>	£466.61
<hr/>	
<b>Invoice Total</b>	£2,799.66

15/11/15

16549

### Invoice: 3243

Order Number: 1424	Invoice Date: 31/01/2015	Account: SEVENOAK
Terms: NET 15 DAYS	Payment Due: 15/02/2015	Order Taken By: John Speed

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email: info@heliocentrix.co.uk  
phone: 01732 373013

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TN9 1SP

VAT Reg No: 971 7999 48

**Details**

Details	Quantity	Unit Price	Disc	Net Amount	VAT %	VAT
Microsoft Windows Server Standard	2.00	£232.16		£464.32	20.00	£92.86
Microsoft Windows Enterprise	19.00	£41.88		£795.72	20.00	£159.14
Microsoft Office 365 E1	6.00	£44.40		£266.40	20.00	£53.28
Microsoft Office 365 E3	18.00	£150.00		£2,700.00	20.00	£540.00

**OFFICER SIGNATURES**

Certified..... *h. h. to*

Certified..... *[Signature]*

**COUNCILLOR SIGNATURES**

Approved..... *[Signature]*

Approved..... *[Signature]*

31/6240

**PAYMENT METHODS:****BACS:**

Account Number: 18730825  
Sort Code: 60-24-77  
Reference: Either Invoice or Account Number

**Cheque:**

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quoting either Invoice or Account Number on rear

**Total Discount**

**Total Net Amount** £4,226.44

**Carriage Net**

**Total VAT Amount** £845.28

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**Invoice Total** £5,071.72

## IT Meeting 19 August 2014 Minutes

Present:

John Speed (Heliocentrix)

Hugh D'Alton

Julie Loble

### Windows 365

JS – Certain staff are running out of disk space – need to upgrade Windows. Windows 365 has been trialled for a year and is recommended by Heliocentrix. It covers Windows, Sharepoint (intranet – currently little used in STC) and e:mail. Offers 50gb memory instead of current 10gb. E:mails would be available on mobile phones.

Offers cost saving – currently pay £92/computer license /yr – 365 will cost £12.50 under Option 2E£ (see attached). For 20 computers, saving of £1,590 pa.

But initial installation costs to bear – 2-3 days time including moving archives onto new system - costing £1,000-£1,500. Installation over a weekend would limit disruption.

Youth café have no e:mail so wouldn't fall under this package – recommend buying software for their 3 PCs outright (rather than annual subscription). Other package – Option 2 E1 (cost £3.70pa per computer) would be offered to the 3 councillors who need a council e:mail, but no Windows Office)

Timescale – recommend Sept-Dec 2014. Current licenses expire January 2015 – JS to deal with the cancellation of these on our behalf.

Currently JAL PC uses Windows XP due to Omega reporting issues – this will need to be updated as Windows XP now obsolete.

BACS

Heliocentrix

Per annum cost (net of VAT)	<u>Previous £</u>	<u>New £</u>
Server license (x2)	310	557
Windows 7 (will be 8) (x19)	646	955
Windows 365 Annual charge		3,220
Previous Email/ Office - Annual charge (19 x £92.34)	1,755	
Monthly charge (£309 x 12)	<u>3,708</u>	
	6,419	<u>4,732</u>