



# Andover Town Council

To **consider** actions to take with relation to office equipment no longer required by the Town Council.

Item No. **16**

Produced for: **Policy & Resources**

By: Admin Assistant

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## Background:

- Andover Town Council has recently moved offices and have surplus equipment which can no longer be stored within the office.

## Proposals:

That Andover Town Councillors discuss what is done with the below equipment which is no longer required for use within the Town Council Offices.

The Town Clerk requests permission to dispose of all items, and guidance on those that should be sold and at what price.

## Equipment:

Large black desk lamp








10 drawer filing cabinet



Air conditioning machine (in working order)



<p>Air conditioning machine (in working order)</p>	
<p>One computer monitor screen (lead not included)</p>	
<p>One computer monitor screen (lead not included)</p>	
<p>One computer monitor screen (lead not included)</p>	
<p>One vertical fan</p>	

One Microsoft ergonomic wireless keyboard  
(USB connector missing)



Five wireless keyboards  
(USB connectors missing)



Printing Calculator with paper reels included.



Lime green filing cabinet



Large white desk IKEA Skarsta.  
(Sit / Stand desk, but no idea if this is working.)  
Size 160cm x 80cm



Tables x 2  
(140cm x 80cm)



Filing cabinet

(40cm wide, 60cm deep, 114cm high)



Underdesk cabinet.

No key.



**Recommendations:**

Officers recommend that the equipment is sold on a second-hand marketplace such as Facebook marketplace or Next-door for an amount agreed by the Councillors. The money obtained from these items' sale will then be put back into the bank account of Andover Town Council.