

Town Council

Date: 17th January 2023

Title: Crosscut Shredding Contract

Purpose of Report:

For members to consider outsourcing the office/wardens shredding after a recent trial.

Recommendation:

Members to resolve to approve a rolling 30 day contract with Crosscut Shredding to shred the office confidential documents.

Background:

1. The Town Council purchased a Fellowes 225Ci Cross Cutter Shredder on 18th September 2018 for £544.08 (ex VAT).
2. There has been no contract in place for disposal of the shredded paper, cardboard, plastics etc.
3. Some of the bags of shredded paper were taken by South Somerset District Council's Street Scene staff when the office was located on North Street. Cardboard, plastics etc have been taken to the recycling centres at Chard or Yeovil by the Deputy Town Clerk during office hours.

Report:

4. The bags of shredded paper are left in the office until the possibility of disposing of them by catching the Street Scene staff on East Street. This takes up space and is also a fire hazard.
5. Officers were contacted in September 2022 by Crosscut Shredding and asked to take part in a 3 month free trial for confidential documents to be collected every 4 weeks and be securely destroyed offsite.
6. Once the documents are shredded, the company supply a destruction certificate which assist with one of the auditing areas the Internal Auditor can look at.
7. Following the end of the trial, the company offered to continue with this service on a 30 day rolling contact at a cost of £18.00 every 8 weeks.
8. The trial has worked well and has saved officers a significant amount of time not having to shred documents daily and then struggling to dispose of the bags of shredded paper.
9. The cost and the 8 week collection is based on our usage during the 3 month trial.

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10. Included in the cost is a 10% discount which will remain on the account for as long as we remain with the company.
11. The office would receive a destruction certificate after every collection.

Vicky Freeman
Administration Officer
January 2023