

<b>DECISION NO:</b>	<i>For Member Services use only</i>
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Concurrence No:	066381
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<b>Action under delegated authority of Chief Executive</b>	
<b>Action under delegated authority of Director of Finance and Cabinet Member for Finance</b>	
<b>Action taken by Chief Executive in consultation with Cabinet Member(s)</b>	

Subject: Replace the till system for Food and Beverage at CPGC

Signature and designation of officer(s) taking action:

_____ Chief Executive	_____ Date	_____ Director of Finance	_____ Date
		_____ Head of Finance	_____ Date

**Name of Cabinet Member(s) Consulted:**

I have been consulted and concur with the proposals set out below:

Councillor P Mason

\_\_\_\_\_  
Cabinet Member for Finance and Business Services

\_\_\_\_\_  
Signature: Date:

Councillor Mrs S Monaghan

\_\_\_\_\_  
Cabinet Member for Housing and Community Services

\_\_\_\_\_  
Signature: Date:

Name of any member who has declared a conflict of interest in relation to this decision: \_\_\_\_\_

**THIS DOCUMENT WILL BE PUBLISHED ON THE COUNCIL'S WEBSITE**

The report overleaf sets out the decision to be taken, the reasons for the decision, and the details of alternative options, if any, considered and rejected.

Officer decisions are available for public inspection, both at the Borough Offices and on the Council's website, for a period of six years after the decision is made. Background papers are available for four years.

**RECOMMENDED that:**

- a) Approval is given for an exception to Contract Standing Orders to allow the urgent replacement of the Food and Beverage till system at CPGC to be undertaken by PointOne Epos Ltd; and**
- b) Approval is given to fund the purchase from the 2019/20 Broxbourne Sport and Broxbourne Leisure and Culture Equipment Replacement Budget to the value of £3,995**

**Purpose**

To seek approval to replace the till system for Food and Beverage income at Cheshunt Park Golf Centre using the 2019/20 Broxbourne Sport and Broxbourne Leisure and Culture equipment replacement budget; and to seek approval for an exception to Contract Standing Orders to allow PointOne Epos Ltd to provide the system.

**The Project**

The current till system was implemented in 2017 as an extension of the Broxbourne Sport XN leisure system. Unfortunately it has proved to be incompatible and unfit for purpose for use in a bar and restaurant function, requiring continuous support from IT. It does not allow for multiple users at any one time, which is a necessity for a busy bar, causing one user to be logged into the till for functions with all other staff using this one log in. This means that discrepancies are hard to investigate as there is no audit trail relating to each till user. The tills often lose connectivity as the PCs being used are very old. Not only does this effect the service being provided to customers, it also makes it difficult to keep track of stock. When the till loses connectivity during a function, sales are manually recorded, this can lead to errors and possible loss of income.

The Council currently has four Food and Beverage sites. The Golf Club is the only one that uses the XN system. The Service at Laura Trott and John Warner Sport Centres are currently being tendered. This will leave The Spotlight and Cheshunt Park Golf Centre continuing to be run in-house.

PointOne has been used at the Spotlight since 2012 and by installing it at Cheshunt Park Golf Centre it will bring the two remaining food and beverage sites together. This will create a unified service where staff can work easily across both sites, reducing the need for staff training. The new system will use Windows 10 technology ensuring the Council maintains PCI compliance and will be fully supported by PointOne, seven days a week from 9am to 8pm. The tills also have a fingerprint log in for each user reducing the risk of potential fraud.

Therefore, an exception to Contract Standing Orders is requested, on the basis of it being in the best interests of the Council to purchase this till system from PointOne Epos Ltd, to maintain compatibility and functionality across the food and beverage service.

## **Financial, Legal and Risk Management Implications**

With the new system, each user will have their own log in ensuring compliance with financial and audit regulations.

The system is completely supported by PointOne, this will reduce time spent by IT resolving problems.

It is proposed to fund this purchase from the 2019/20 Broxbourne Sport and Broxbourne Leisure and Culture Equipment Replacement Budget at a cost of £3,995. This will leave a remaining balance of £39,062.

## **Alternative Options Considered and Rejected**

There are no alternative options as the current tills are unreliable and incompatible. The new system will integrate the Council's two remaining Food and Beverage areas.

## **Contribution to the Council's Objectives**

Meet Council service standards and deliver good customer care.

## **Conclusion**

That approval is given to spend £3,995 to replace the till system for F&B at CPGC, funded from the 2019/20 Broxbourne Sport and Broxbourne Leisure and Culture Equipment Replacement Budget and for an exception to Contract Standing Orders to allow PointOne Epos Ltd to supply the new till system.

Contact Officer: Julie Fallace

Ext.: 5672

Date:18/02/2020

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Action reported to the Cabinet on:

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Facility	BLMSO equipment replacement 2019-20	Planned expenditure £	Agreed expenditure
CPGC	Garden furniture and golf equipment	£4,834	£4,834
CPGC	Coffee Machine	£3,467	£3,467
CPGC	PointOne Till upgrade	£3,995	£3,995
CPGC	Greens Iron	£9,500	£9,500
<b>CPGC Total</b>		<b>£21,796</b>	<b>£21,796</b>
Spotlight	Ticket Printers	£4,034	£4,034
Spotlight		£0	
Spotlight		£0	
<b>Spotlight total</b>		<b>£4,034</b>	<b>£4,034</b>
LTLC	Pool Inflatable	£3,283	£3,283
LTLC	Self Service Kiosks	£3,690	£3,690
LTLC			
<b>LTLC Total</b>		<b>£6,973</b>	<b>£6,973</b>
JWSC	5-a-side pitch re-surface	£50,429	£50,429
JWSC	Soft Play Refurbishment	£11,425	£11,425
JWSC	Self Service Kiosks	£3,690	£3,690
JWSC	Spin Bikes	£29,532	£29,532
JWSC			
JWSC			
JWSC	Scrambles furniture c/f	£7,124	£7,124
<b>JWSC Total</b>		<b>£102,200</b>	<b>£102,200</b>
<b>Grand total</b>		<b>£135,003</b>	<b>£135,003</b>
Agreed budget including c/f		<b>£162,640</b>	
Remaining Budget		<b>£27,637</b>	