



REPORT FROM: Adele Waddington  
PRESENTED TO: Trawden Forest Parish Councillors  
DATE: 26<sup>th</sup> April 2022

Clerk's Office

Purpose

To decide whether the Clerk should pursue the option of a screen for when she is in the office, and there are other people using the building. This should alleviate the interruptions.

Background

At the Clerks annual appraisal, it was determined that a division screen could be used to discourage other users of the Community Centre from interrupting the Clerk whilst she is in the office.

Recommendations

To purchase a concertina screen, on wheels so that it is easy to manoeuvre around and be easy to store when not in use.

Financial Implications ((2 panels = 1m)) All costs exc VAT



Southern Office Furniture

4 panels x 1.5m tall     £307

[Concertina Mobile Room Divider Screen | Southern Office Furniture](#)

Go Displays

4 panels x 1.8m tall     £342

[In-Stock Room Dividers | Portable Partitions | In Stock Screens \(go-displays.co.uk\)](#)

Office Reality

4 panels x 1.5m tall     £353.43

4 panels x 1.8m tall     £365.26

[Display Screens - Set of 4 - Concertina - Office Reality](#)

Ecological Implications

None