

CHIGWELL PARISH COUNCIL
OFFICER'S REPORT TO THE PARISH COUNCIL

Meeting Date: 25/09/2025

Subject: Proposal to purchase an Apple iPad for cemetery and surrounding areas management

1. Purpose of report

Approval is sought to purchase an Apple iPad 11 inch with cellular connectivity, 256 GB, in silver, together with a protective case and an Apple Pencil. The device will support cemetery and surrounding areas management, including grave inspections, memorial safety inspections, grave risk assessments before funerals, issuing contractor permits and recording works.

2. Background

The Council has a duty of care to manage cemeteries and adjacent areas safely and efficiently. Routine inspections and pre-funeral assessments are required to identify risks such as unstable memorials, unsafe grave conditions and other hazards in the vicinity. The Council also oversees contractors working in cemeteries and nearby areas. At present, many inspections, permits, and records rely on paper or office based systems which slows reporting and record keeping.

An iPad with cellular connectivity, used with a protective case and an Apple Pencil, will allow officers to record inspections and assessments on site, take photographs for risk assessments, access cemetery and surrounding areas management software remotely, issue and track contractor permits, record works carried out by staff and contractors and take digital notes with direct annotation of documents. This will improve efficiency, ensure accurate records and support compliance with health and safety obligations.

3. Proposal

It is proposed to purchase one Apple iPad 11 inch with cellular connectivity, 256 GB, in silver, together with a protective case for on site use and an Apple Pencil for annotation and digital note taking.

Proceeding with John Lewis is recommended as, although it is not the lowest price, the products come with a two year guarantee rather than the one year standard offers by Currys PC World and Apple

The estimated cost is £585.50 for the iPad from John Lewis & Partners, with additional costs for the case and the Apple Pencil. Funding will come from the C&OS Equipment Purchase budget, code 109.

4. Quotes

Three competitive quotes have been obtained for the iPad: Curry's PC World at £579.99, the Apple Store at £582.00, and John Lewis & Partners at £585.50, each for an Apple iPad 11

inch with cellular connectivity, 256 GB, in silver, 2025 model. Quotes for the protective case and the Apple Pencil will be obtained and the items purchased alongside the iPad.

5. Council responsibilities and considerations

Finance and best value for money. The purchase will be funded from budget code 109 (C&OS Equipment Purchase). Moving to digital working will reduce paperwork and improve efficiency in cemetery and surrounding area operations.

Governance. The iPad, case, and Apple Pencil will be logged as Council assets and used in line with Council IT and data protection policies.

Community engagement. More efficient inspections, permit management, and recording of works will reassure families and residents and improve service delivery.

Equal opportunities. No adverse impacts are identified.

Crime and disorder. The device will be security marked, insured and protected by password and other security controls.

Human rights. No impacts are identified.

Health and safety. The proposal supports the Council's duty to manage risks in cemeteries and surrounding areas by enabling accurate inspections, effective oversight of permits and reliable on site recording of works.

Biodiversity. There is no direct impact, although digital working reduces paper usage.

6. Recommendation

That Chigwell Parish Council approves the purchase of one Apple iPad 11 inch with cellular connectivity, 256 GB, in silver, together with a protective case and an Apple Pencil, for cemetery and surrounding areas management. The cost of the iPad is £585.50, with additional costs for accessories, funded from the C&OS Equipment Purchase budget, code 109. It is further recommended that officers are authorised to procure the device, SIM card, case and Apple Pencil and to configure them for use in the cemetery and surrounding areas.

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