

STRATFORD-UPON-AVON TOWN COUNCIL
ASSET REGISTER REVIEW GROUP MEETING NOTES

11 MARCH, 2021

Present:
Councillors:

Cllr Coles
Cllr Cleeve
Cllr Lee
Cllr Taylor
Cllr Warren-Howles

Clerks: Admin Officer, Responsible Financial Officer

1. Apologies

Apologies were received from Cllr Alcock.

2. Notes

The Draft Notes from the Asset Register Review Group meeting held on 28 February, 2020 were approved.

3. To review activities since the last meeting - Cllr Lee's Asset Register Database Development

Cllr Lee reported that we have a good working copy of the Asset Register database as of August, 2020.

LC noted that she found the database very easy to use until she had to upload photographs. Cllr Lee confirmed that Access does not store photographs well and that it is possibly worth using another software for this.

Cllr Coles suggested that we could discuss this with our insurers to see if they could recommend a way to encrypt our database and photographs. The Responsible Financial Officer agreed to mention this to the insurers.

4. To review progress with the cyclical physical verification of the Asset Register on a four-year rolling cycle – Cllr Warren-Howles’ trial to physically verify Ward amenities

In November 2020, the Admin Officer printed a hard copy of the Avenue Ward amenities for Cllr Warren-Howles. She then went out to physically check that the amenities on the list were where they are supposed to be and took photographs of them. The list and photographs were then sent back to the Admin Officer to log on the database.

Cllr Warren-Howles noted that it was a very straightforward process and that most items were where they are supposed to be, some were not, and some were found that were not listed – but these could possibly be SDC owned as they were not marked.

Cllr Coles suggested that Town Councillors could now all complete the verification of their Ward lists, lockdown permitting. After this, the rest of the asset register can be broken down into smaller chunks and distributed between members.

Members were advised that the Open Spaces Foreman undertakes an annual review of the Cemetery assets/equipment to provide updates prior to the internal audit. He has also undertaken a check of the items at Hatton Rock in the last 6 months.

It was Proposed, Seconded and

RECOMMENDED: that the Admin Officer compiles the Ward amenity lists to send to Councillors. These lists will be sent in PDF format but can be printed at the Town Hall if required. It will be suggested that a month should be a good timespan for completing these checks, but this will be checked with Councillors.

5. Date of Next Meeting

It was agreed that a date for the next meeting will be set once progress with amenity checks has been reviewed.

The meeting closed at 3:30pm.