

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

23 JULY 2019

Present:
Councillors:

Cllr Alcock	Cllr Coles
Cllr Lee	Cllr Taylor
Cllr Warren-Howles	

Clerks: Admin Officer, Deputy Town Clerk

Apologies: Cllr Cleeve

1. To elect Chairman and Deputy Chairman

It was Proposed, Seconded and

RESOLVED: that Cllr Elizabeth Coles be appointed
Chairman of the Asset Register Review Group
for the ensuing year.

It was Proposed, Seconded and

RESOLVED: that Cllr Toby Lee be appointed Deputy
Chairman of the Asset Register Review Group
for the ensuing year.

2. Apologies

Apologies were received from Cllr Cleeve.

3. Notes

The Draft Notes from the Asset Register Review Group meeting held on 12 February, 2019 were approved.

4. Activities since the last meeting

For the benefit of new members, Cllr Alcock gave a brief history of the progress made with the asset register in the last eight years.

The Deputy Town Clerk also informed members of the various valuations that the Town Council had undertaken in previous years. Much of the original asset register valuation information was taken from a report undertaken by Locke and England in 2003, and Bigwood Auctioneers completed a revaluation on Civic Regalia and Paintings in 2016. Bigwood also undertook a further revaluation of the Steinway piano and the Shakespeare Statue in June 2017. An insurance reinstatement valuation survey of the major physical assets has also been undertaken by a specialist surveyor earlier this year, as required by the Town Council's insurers as part of the insurance policy renewal process.

5. Reviewing progress with the cyclical physical verification of the Asset Register on a four-year rolling cycle;

The Deputy Town Clerk described the cyclical review that was agreed in September, 2015. It was agreed that the Asset Register would be verified over a four-year rolling cycle using the following schedule:

- Year 1 – Town Hall and Hatton Rock
- Year 2 – SBT
- Year 3 – Guild Chapel and other Stratford properties
- Year 4 – remainder of Assets not covered above

The Deputy Town Clerk confirmed that the activities relating to the first two years of the review had been undertaken. Difficulties were encountered in trying to complete the review of Town Hall assets because descriptions in the original Asset Register were not always sufficient to identify all the assets.

A review of the assets held at Hatton Rock resulted in a number of them being determined as no longer needed and were scrapped or sent to auction, where a small sum of money was raised.

Town Council assets held by SBT have been reviewed by the Museum Collections Officer there and an updated list provided to the Deputy Town Clerk. An update of the Asset Register is required to reflect this.

It was agreed that the group should decide a way to move forward with this four-year review and that the current plan should be analysed and discussed at the next meeting.

It was brought to members' attention that the Admin Officer is currently working on a new version of the Asset Database which also includes photographs of the items. It is the intention that this new version will be cross-referenced to the old version at some point to assist in verifying all assets and determining actions to be taken to update the asset register.

Members agreed that various assets that fit into Years 3 and 4 of the original plan may be easier to confirm, such as the Community Assets i.e. the American Fountain, and Garden of Remembrance, etc.

6. Plan of Action;

The following plan of action was agreed:

- Admin Officer to send all previous notes of the Asset Register Review Group to members;
- Admin Officer to send all Councillors the excel spreadsheet of the Asset Register and the Amenities list and advise Councillors to begin the Ward-Walkabout to plot amenities in their ward;
- To review the current four-year plan and consider whether we continue with this plan or create a new one;
- Cllr Lee to look at current Access Database and consider whether it is fit for purpose;
- Members to visit items on Year 3 & 4 of the current plan to determine whether their locations can be confirmed;
- Admin Officer to contact SBT regarding a visit to look at the Borough Records Archive

7. Date of Next Meeting

The next meeting has been scheduled for Tuesday, 10 September 2019 at 4:30pm.

The meeting closed at 12:10pm