

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

28 FEBRUARY 2020

Present:  
Councillors:

Cllr Cleeve
Cllr Lee
Cllr Warren-Howles

Clerks: Admin Officer, Deputy Town Clerk

1. Apologies

Apologies were received from Cllrs Alcock, Coles and Taylor.

2. Notes

The Draft Notes from the Asset Register Review Group meeting held on 7 January, 2020 were approved.

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

Cllr Lee demonstrated that he had completed Version 1.0 of the new Asset Register Database (attached as **Appendix 'A'** to these minutes) he had been developing.

Cllr Lee showed members the Verification Lists that he had produced as part of the database. This arranges assets by their primary location and secondary location. Once the location choices have been selected, the database displays a form to which the following items can be ticked off:

- Found?;
- At Location?;
- Photograph Taken?;
- Date

There are currently 48 locations on the database, and it is thought that Councillors could work through these locations to eventually tick off all the assets. Cllr Lee confirmed that the database was now “good-to-go” and that data can now be collected, and the verifications can begin.

The Deputy Town Clerk reported back on his recent meeting with the Internal Auditor who confirmed that valuations of items need to be included in the database and that it should ideally be password protected – Cllr Lee will action this. It was also agreed that street amenities should be added to the database as a record of furniture we own but should not necessarily be included for audit/value purposes.

It was Proposed, Seconded and

**RECOMMENDED:** that Cllr Lee create a report of items with value for the Internal Auditor. This would be based on category of item and its nominal value. All borough, property and historic items with a value of more than £0.00 would be included and operational items with a value of more than £50.00. This would include some exceptions if members believed something outside of these rules should feature in the report. An option to export to Excel will also be provided.

Cllr Lee gave himself a deadline of 31 March 2020 to complete this report. The Internal Auditor will be returning to the Town Hall during May but Asset Register details need to be provided prior to this next visit.

4. To review progress with the cyclical physical verification of the Asset Register on a four-year rolling cycle

There are 48 lists of locations of the database, with 9 of these being Town Wards. It was agreed to start with reviewing the street furniture in each ward. Cllrs Cleeve and Warren-Howles will do a “dry-run” first to test out the form.

Cllr Lee and the Admin Officer will distribute the lists with ward maps and instructions to Cllrs Cleeve and Cllr Warren-Howles week commencing 9 March. Once the dry run has been completed, lists can then be issued to the remaining ward members with a deadline of the beginning of May. When distributing these lists Cllr Lee will also list the other 39 locations that need to be verified and ask if Councillors have a preference on any particular locations. These locations can then be allocated to members at the next meeting.

#### 5. Date of Next Meeting

It was agreed that the next meeting should be after the ward lists had been verified and around a similar time to when the Internal Auditor will visit again. It was therefore decided that a date in early May would be preferable, but the specific date will be decided at a later date.

*The meeting closed at 2:52pm.*