

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

28 MARCH, 2022

Present:  
Councillors:

Cllr How  
Cllr Warren-Howles

Clerks: Admin Officer, Responsible Financial Officer

1. Apologies

Apologies were received from Cllrs Cleeve, Coles, Lee and Taylor.

The meeting was not quorate so continued on an information only basis.

2. Notes

The meeting was not quorate so the Draft Notes from the Asset Register Review Group meeting held on 11 March, 2021 could not be approved.

3. To review activities since the last meeting

The Admin Officer advised that since the last meeting, amenities in Avenue, Guildhall and Hathaway Ward had been verified by Councillors. Assets in the Anteroom, Ballroom, Council Chamber and Committee Room have also been checked by the Town Council's Clerical Support Assistant.

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

The Responsible Financial Officer noted that on last year's Internal Audit Report, it had been recognised that excuses had

been made for the last two years as to why movement had not been made on the cyclical verification of assets.

The RFO requested that work is done in order to be able to show progress has been made when the Auditor returns in May.

The Admin Officer agreed to send an email to Councillors to highlight this.

5. Date of Next Meeting

To be determined.

*The meeting closed at 11:15am*