

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

29 OCTOBER 2019

Present:  
Councillors:

Cllr Coles	Cllr Lee
Cllr Taylor	

Clerks: Admin Officer, Deputy Town Clerk

1. Apologies

Apologies were received from Cllrs Alcock, Cleeve and Warren-Howles.

2. Notes

The Draft Notes from the Asset Register Review Group meeting held on 23 July, 2019 were approved.

3. To review activities since the last meeting;
- Visit to SBT Borough Collection;

Cllr Coles gave an update on the visit that she had undertaken with two other members to view the Borough Collection items at Shakespeare Birthplace Trust. SBT are storing and conserving these items for STC.

Cllr Coles expressed that it may be worth considering for future events such as Heritage Open Days that we stage a “pop-up display” of some of these items, as they are currently being stored and maintained by SBT but are unable to be viewed by the general public.

Cllr Coles requested that the Admin Officer contact SBT to thank them for facilitating the recent visit, and to ask whether

we could undertake a similar visit, to this time view a selection of the documents that they currently hold on behalf of STC.

Cllr Lee queried as to whether it would be feasible for us to view the entire collection that SBT store for us, and it was agreed that it was not. The Museum Collections Officer at SBT recently sent an updated summary of Borough Collections with inventory (Attached as **Appendix 'A'** to these minutes). The Admin Officer will cross-reference this list with the current Asset Register in order to determine whether there are any anomalies. The Deputy Town Clerk will then contact the Internal Auditor to query whether we can sign off the SBT items on this basis.

Cllr Lee then suggested that it was arranged that STC visit SBT annually to review a subset of the Borough Collection. The Admin Officer will enquire about this when she arranges for the document-viewing visit.

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

Cllr Lee talked members through the Database Review he had completed (**Appendix 'B'**). Members were in agreement that these updates and amendments should be made. Cllr Lee offered to complete a first draft of this work. The timescale for completion of this work is outlined under Plan of Action, below.

Cllr Coles thanked Cllr Lee on behalf of the group for volunteering to complete this piece of work.

5. Plan of Action;

The following plan of action was agreed:

- Admin Officer to express gratitude to SBT for facilitating the members' visit to view the Borough Collection and to arrange another visit to view the documents stored at SBT;
- Admin Officer to cross-reference SBT's list of items with our current Asset Register to uncover any anomalies;

- The Deputy Town Clerk to contact the Internal Auditor to query whether we can sign off the SBT items;
- Cllr Lee to begin working on the new draft database based on review recommendations within the following timescale:
  - Initial deadline for first draft – 30 November;
  - Review between Cllr Lee, Deputy Town Clerk and Admin Officer in early December;
  - Finalise reviewed database in early January;
  - Councillors to test out practice audits using the new database throughout January and report back;
  - Members to complete this years' work from the cyclical review in February and March before the end off the financial year.
- Deputy Town Clerk to review the new asset database with the Internal Auditor in January/February.

#### 6. Date of Next Meeting

The next meeting has been scheduled for Tuesday, 7 January 2020 at 10:00am.

*The meeting closed at 12:04pm*