

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

7 JANUARY 2020

Present:  
Councillors:

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

Clerks: Admin Officer, Deputy Town Clerk

1. Apologies

Apologies were received from Cllr Alcock.

2. Notes

The Draft Notes from the Asset Register Review Group meeting held on 29 October, 2019 were approved.

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

Cllr Lee demonstrated his progress with the new Asset Register Database (attached as **Appendix 'A'** to these minutes) he had been developing. The main table in the database contained fields for:

- ID;
- Short Name
- Asset Description;
- Principal Location (i.e. Town Hall);
- Secondary Location (i.e. Council Chamber);
- Postcode;
- Easting; } Cllr Lee to complete this at a later date in order to plot assets on a map.
- Northing; }
- Location Description;
- ID Status (Current/Disposed/Unknown);

- ID Category (Borough Records, Historic, Operational etc.);
- Loaned In;
- Loaned Out;
- Date Acquired;
- Date Disposed;
- Notes

Cllr Lee then directed the members to look at the relating tables for Valuation and Review. Eventually it would be advantageous to have photo updates of the assets in order to review their condition – this is something that members could assist with on their rolling reviews of assets.

Cllr Lee showed members the Verification List 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.

The Deputy Town Clerk suggested that a blank form would also be helpful, to log items that have been found but are not on the original Asset Register.

Cllr Lee and the Deputy Town Clerk agreed to have a valuation reconciliation in advance of the Internal Auditor's visits in February and May.

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

It was agreed to start with reviewing the street furniture in each ward. Cllr Coles will engage with Councillors to advise them of

this exercise; however, members of this sub-committee will do a “dry-run” first to test out the form.

Cllr Lee agreed to continue developing the database and has given himself a deadline of Friday 31 January, 2020.

5. Date of Next Meeting

To be decided. The Deputy Town Clerk will confirm the date of his meeting with the Internal Auditor in February. A meeting date will then be arranged in advance of the Finance and Scrutiny Committee Meeting on 10 March, 2020.

It was however agreed that 4:30pm is a more suitable time for most members of this sub-committee and therefore future meetings will be at this time.

*The meeting closed at 11:06am*