



WILLAND PARISH COUNCIL

Fixed Asset Register

1. Information.

1.1 Local Councils must maintain an Asset Register to ensure fixed assets are appropriately safeguarded.

1.2 An Asset Register has four main purposes.

1. It forms a basis for completion of box 9 in the 'Annual Return'.
2. It informs decisions on risk and insurance issues.
3. It provides information on the age and potential lifespan of certain items.
4. It provides assurance of the continued existence of Council's property.

1.3 The Current Willand Parish Asset Register is contained on a basic spreadsheet which contains limited information. There are items listed which may not be the responsibility of the Parish Council and also there are items which are not listed. Those listed are recorded with the simplest of descriptions that some may not be able to even identify them.

1.4 To act as a starting point for discussion a potential document has been prepared and circulated as referred to in paragraph 3.3 below.

1.5 A Fixed Asset Policy found on the internet is attached to this paper as an example of what is done by one Town Council. This may suggest that Willand Parish Council Policy may be 'going over the top'. Alternatively it may be considered that the more comprehensive register will be more useful to Councillors and Clerks in having a focal reference point to which future incumbents can refer and avoid doubt.

2. Intention.

2.1 The intention of this paper is to raise the issue for discussion by Parish Council and for it to:

- a. Confirm that it requires a Fixed Asset Register
- b. Decide the format of the register;
- c. Decide the content of the register;
- d. Draw up and agree Terms of Reference and Administrative Procedure to ensure that any register is up to date relevant and useable.

2.2 Any Register produced contains relevant and sufficient information in a format which is user friendly by current and future Councillors and Clerks.

2.3 Any Register should be in a format to be made available for public inspection subject to redaction of any access codes for locks or similar sensitive information. Consideration could be given for the Register to be made available via the website if thought necessary.

3. Method.

3.1 Consider and decide a way forward to meet the **Intentions** as set out in paragraph 2 above, if they are agreed.

3.2 In the first instance the matter should be considered by the Finance and Administration Committee of the Parish Council who will finalise a document to be presented to the Full Parish Council for approval and adoption.

3.3 A suggested document has been prepared for consideration. Some questions/observations are contained in it for decision. It is a large document due to the use of photographs to identify items and the avoidance of doubt. The document will need to be shared via Teams.

4. Administration.

4.1 The maintenance and amendment of the register will be the responsibility of the Clerk who may seek assistance to obtain photographs or physical inspection. The Parish Council may decide for a member to also be able to amend the register if needed.

4.2 The Finance and Administration Committee will have overall responsibility for ensuring that the Register is kept up to date. It is suggested that this should be done by having the update and maintenance of the Asset Register as an item on every agenda.

4.3 The Font used for the typeface in the suggested document is Calibri 11 and all the pictures are cropped to 3.5cm high in the Word Document. The information is contained in Tables which allow for the easy insertion or removal of rows or columns.

4.4 An Asset Number system should be agreed and used which may be amended each time an Asset is added or removed.

5. Concluding Comment.

5.1 This document and a suggested format for an Asset Register has been prepared by Councillor Barry G J Warren. It is his personal effort and suggestion and does not reflect or commit any decisions by the Parish Council.

5.2 The work has been carried out with the approval of the Parish Council as recorded in the previous minutes.