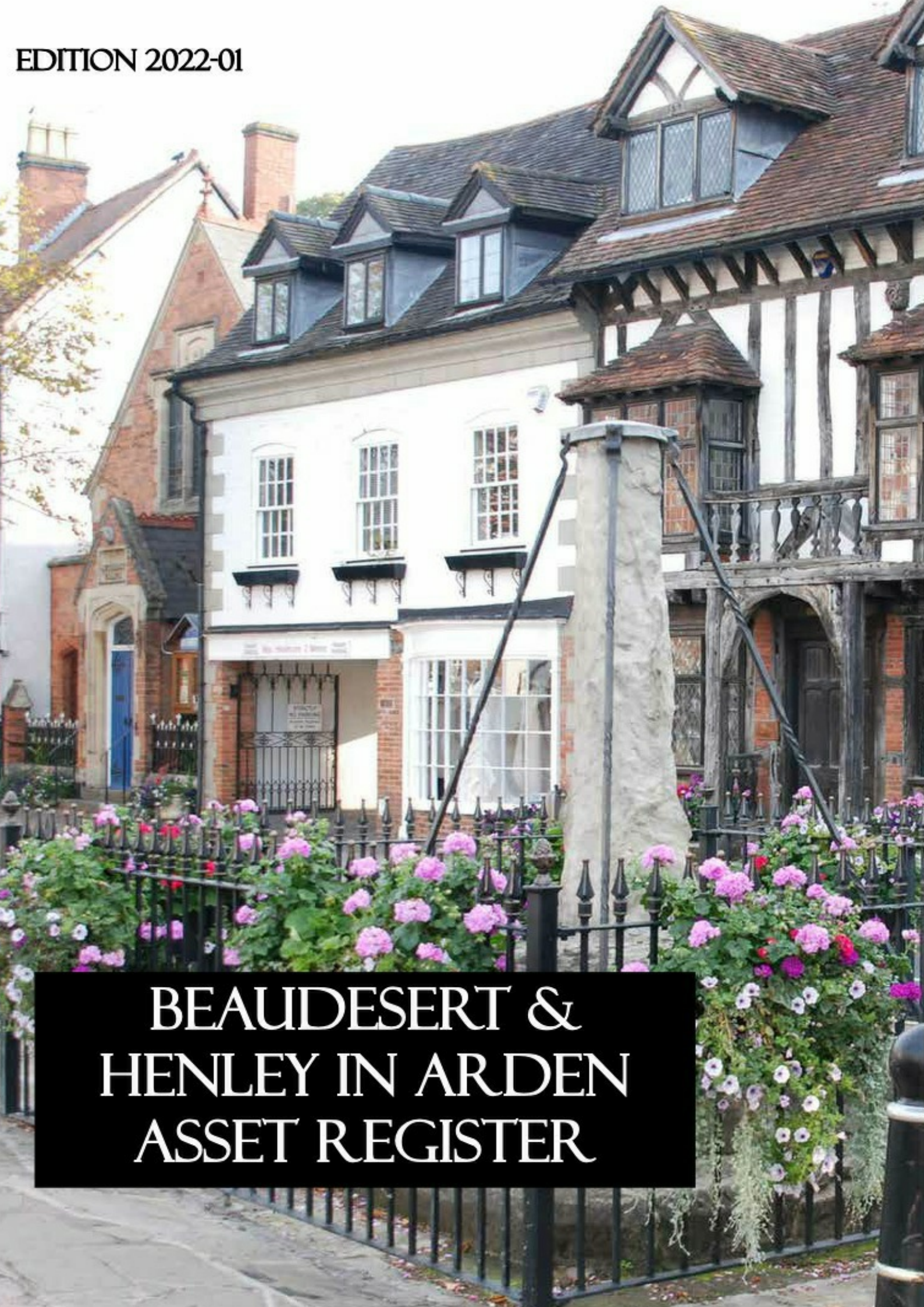


EDITION 2022-01



# BEAUDESERT & HENLEY IN ARDEN ASSET REGISTER

# 1. What is a fixed Asset Register?

It forms a basis for completion of box 9 in the 'Annual Return.' [AGAR]

- It forms a basis for decisions on risk and insurance issues.
- It provides information on the age and potential life span of certain items.
- It provides assurance of the continued existence of Council's property.
- The Register is adopted by the Council at the end of each Municipal Year but is a working document over the following Municipal Year, during which the Clerk will update and amend details as necessary.

## 2. Scope of the Asset Register

In order to ensure transparency and reasonableness, the following items are included in the Council's asset register, whether purchased, gifted or otherwise acquired, together with their holding location:

- ☐☐ land and buildings held freehold or on long term lease in the name of the Council
- ☐☐ community assets
- ☐☐ vehicles, plant and machinery
- ☐☐ assets considered to be portable, attractive or of community significance
- ☐☐ other assets estimated or known to have a minimum purchase or resale value of £50.00
- ☐☐ long term investments, shares and loans made by the Council
- ☐☐ The values indicated in the asset register will inform the 'total fixed assets' section of the Annual Return with the exception of assets held on trust. The following items fall outside the definition for inclusion and are therefore excluded from the Council's asset register:
  - ☐☐ land and buildings held on short term lease or rented
  - ☐☐ land and buildings maintained or serviced, but not owned by the Council
  - ☐☐ assets rented by or loaned to the Council
  - ☐☐ stock items intended for resale • stationery and other consumable items
  - ☐☐ boundaries of land owned (e.g. fences, hedges and gates)
  - ☐☐ floor or land surfaces and drainage
  - ☐☐ plants and trees
  - ☐☐ assets with a purchase or resale value of less than £250 (other than items listed as for inclusion in the asset register)
  - ☐☐ repairs
  - ☐☐ cash, short term investments and other current assets
  - ☐☐ intangible assets (e.g. trademarks, Internet domain names, contingent assets, broadcast rights)
  - ☐☐ negative' assets (e.g. provisions, borrowings, creditors and contingent liabilities)

### 3. Valuation of Assets

Once recorded on the asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils (Governance and Accountability for Local Councils: A Practitioner's Guide (England)).

Assets must be valued by one of the following means based on available information:

- ☐☐ ideally, apply the purchase price (net of VAT if VAT has been reclaimed);
- ☐☐ otherwise, apply the purchase price (gross of VAT if VAT has not been reclaimed or where the VAT status of the purchase is unclear)

Where it is not possible to trace the purchase price of the asset the insurance valuation should be applied. As a last resort, a nominal value of £1 may be applied. This should also be used for assets gifted to the Council. There is no guidance where land or buildings have been subject to substantial renovation and improvement to such an extent that the new market value bears no relation to the original purchase cost. In order to avoid renovation and improvement work being separately recorded on the asset register and in these exceptional circumstances only, a market value supplied by a qualified surveyor may be entered.

### 4. Procedure for Updating the Asset Register

The start point is the asset register that has been agreed for the end of the previous financial year. The financial ledger should be reviewed for all purchases made during the year. A discussion should be held with all Council officers to identify any assets that have been gifted to the Council. Any new assets which fall in the categories stated above should be added to the asset register, with their values recorded at the purchase price (net of VAT if VAT is being reclaimed or at £1 if gifted to the Council).

The financial ledger should also be reviewed for all asset sales made during the year. A discussion should be held with all Council Officers and Members to identify any assets that have been lost, disposed of or gifted by the Council. Any assets which fall in the categories above should be removed from the asset register and recorded in the schedule of disposals. The asset register should record any assets loaned by the Council, including the person or organisation borrowing the asset, its location and the date when the loan period ends.

A 'stock take' of asset register items should occur to ensure that all asset register items can be physically verified. Any assets which cannot be located should be removed from the asset register and recorded in the schedule of disposals.

**REGISTER - TOTAL VALUATION EDITION 2022-01****£159,630.00**

Asset	ASSET NUMBER	Value 2021-2022	Page
<b>LAND</b>			
Jubilee Park	<b>1</b>	All 1.00	<b>4</b>
Littleworth Fields [Skatepark]	<b>2</b>		<b>6</b>
Riverlands [Embankments to Warwick Road]	<b>3</b>		<b>7</b>
Land Adjoining No. 3 Riverside Gardens	<b>4</b>		<b>9</b>
Croft Car Park	<b>5</b>		<b>10</b>
Allotments	<b>6</b>		<b>11</b>
	Totals	<b>6.00</b>	
<b>MAINTAINED STREET FURNITURE &amp; OUTDOOR FIXTURES</b>			
[Fencing at Gates Cost Approximately £50.00 per meter]			
Fencing and gates Jubilee Park [100m]	<b>1</b>	5,000.00	<b>4</b>
Fencing and gates Littleworth Fields [150m]	<b>2</b>	7,500.00	<b>6</b>
Fencing and gates Riverlands [100m]	<b>3</b>	5,000.00	<b>7</b>
Footbridge Littleworth Fields	<b>1</b>	1,000.00	<b>6</b>
Foot bridge Riverlands	<b>3</b>	1,500.00	<b>7</b>
Footbridge Prince Harry Road	<b>3</b>	2,500.00	<b>7</b>
High Street Bollards [Appx 40}	<b>V</b>	2,000.00	
Town Signage	<b>V</b>	4,000.00	
Town Lighting	<b>V</b>	0.00	
Bus Shelters	<b>8</b>	22,000.00	<b>12</b>
Grit Bins [32]	<b>7</b>	6,400.00	<b>12</b>
Dog Waste Bins [JPC Property 6]	<b>V</b>	1,200.00	
General Waste Bins [JPC Property 10]	<b>V</b>	2,000.00	
Benches Jubilee Park [2]	<b>1</b>	500.00	
Bench Littleworth Fields [1}	<b>2</b>	500.00	
Benches Riverlands [3]	<b>3</b>	1,500.00	
Play Towers Riverlands	<b>3</b>	18,500.00	
Toddlers Enclosure Riverlands Play Equipment	<b>3</b>	14,500.00	
Toddlers Enclosure Riverlands Fencing [60m]	<b>3</b>	3,000.00	
Pond Jetty Riverlands	<b>3</b>	3,000.00	
Outdoor Gym Equipment Jubilee Park	<b>1</b>	9,000.00	
Defibrillator Equipment CoE School	<b>V</b>	250.00	
Skateboard Park Littleworth Fields	<b>2</b>	27,694.00	
Notice Boards [High Street, Beaudesert & Arden]	<b>V</b>	1,500.00	
Town Clock [St Johns]	<b>9</b>	15,000.00	<b>13</b>
<b>V</b> = Various distributed	Totals	<b>155,044.00</b>	
<b>MATERIAL POSSESSIONS</b>			
Chair's Chain and Badge of Office [Ceremonial]		2,500.00	
Chair's Chain and Badge of Office [General]		750.00	
	Totals	<b>3,250.00</b>	
<b>CLERK'S OFFICE</b>			
ASUS Personal Computer		1,250.00	
HP ENVY Printer		80.00	
	Totals	<b>1,330.00</b>	
<b>STORAGE UNIT MATERIALS</b>			
To be valued prior to annual return	<b>10</b>	00.00	<b>13</b>

## ASSET NO. 1 [LAND] – JUBILEE PARK

Map showing park and play area





## ASSET NO. 2 [LAND] – LITTLEWORTH FIELDS

Green Space and Skatepark Littleworth Fields



## ASSET NO. 3 [LAND] – RIVERLANDS

Outline Map showing green space and play areas



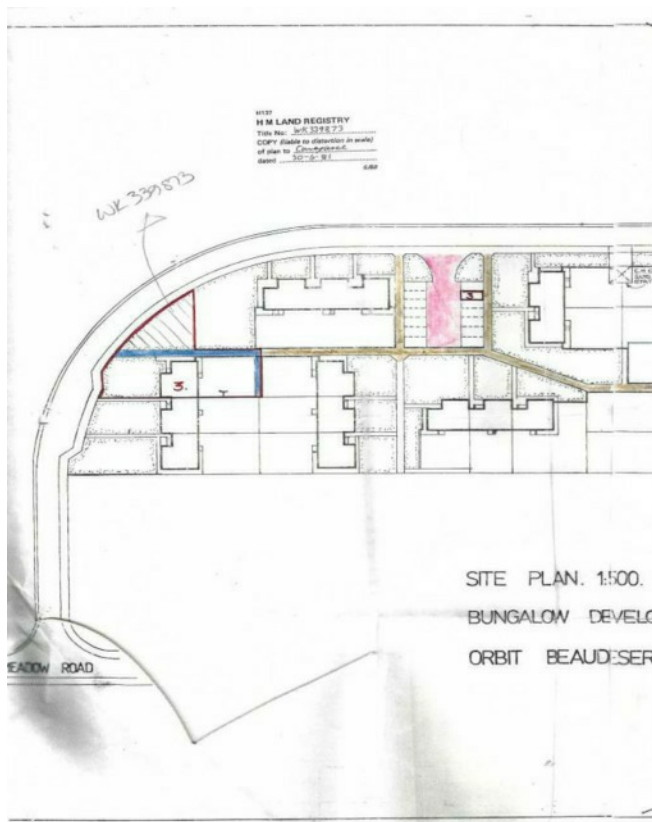
Toddlers Play Area



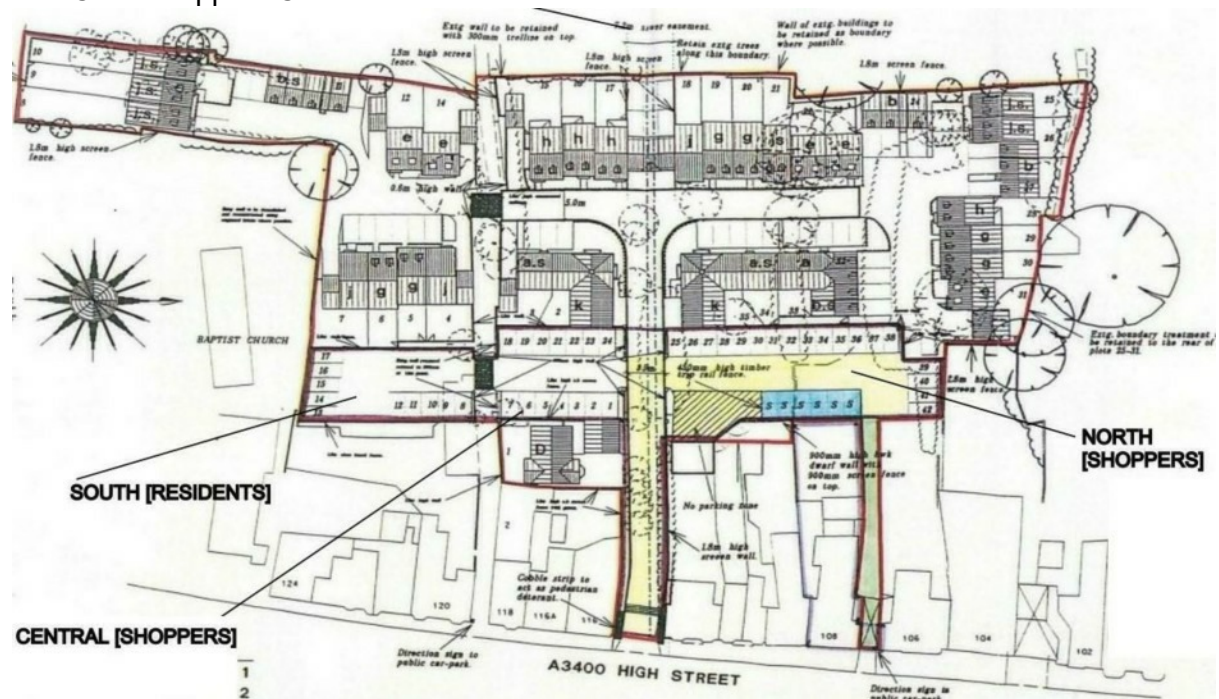


# ASSET NO. 4 [LAND]

Land Adjoining No. 3 Riverside Gardens



## The Croft Shoppers Car Park

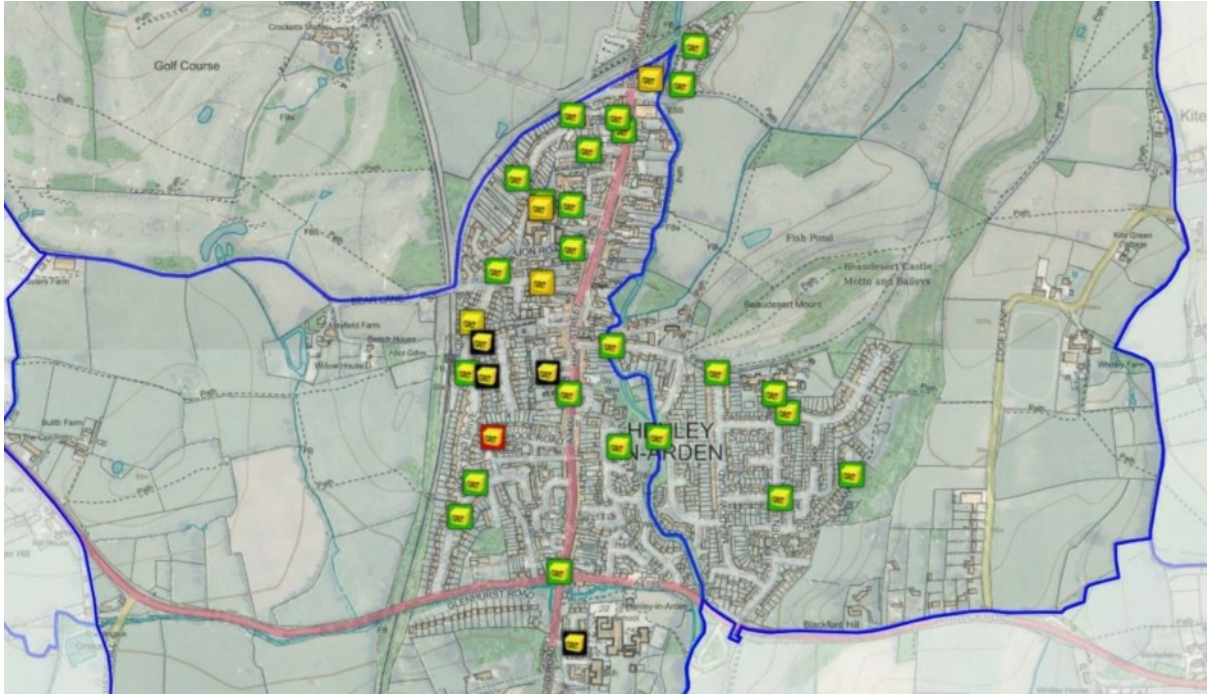


## ASSET NO. 6 [LAND] – THE ALLOTMENTS BEAR LANE



# STREET FURNITURE & OUTDOOR FIXTURES

Grit Bins Asset No. 7



Bus Shelters Asset No. 8





#### **Town Clock Asset No. 9**

The original clockwork hand wound mechanism was replaced with an electrical motor driven system which cost approximately £5,000.00. The dials are valued at approximately £3,000.00 each. The complete set of equipment should be valued at £15,000.00 for insurance purposes.

#### **JPC Storage Various Assets No. 10**

The Clerk recommends that all items in storage be written off and that the JPC uses the facility for the storage of emergency items such as road signs, cones, barriers and materials such as timber, cement used by the Town Handyman. The value placed on the contents in the storage unit following a stock check, date to be advised.