

**MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE**  
(District of South Cambridgeshire)

**A meeting of the Finance & Good Governance Committee held on Monday 18 March 2024, at 19:30 in the Austen Room, Community Hub, 30 High Street, Melbourn, SG8 6DZ**

**Present:** Cllrs Alexander, Campbell, Clark, Hart, Kanagarathnam (Chair), Kilmurray

**Absent:**

**In attendance:** Abigail Williams (Parish Clerk), Shelley Coulman (RFO)

**FINANCE & GOOD GOVERNANCE COMMITTEE: MINUTES**

*Meeting started 19:30*

**FG045/24** To receive and approve apologies for absence

None received.

**FG046/24** **To receive any Declarations of Interest and Dispensations. Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.**

a) To receive declarations of interest from councillors on items on the agenda

b) To receive written requests for dispensations for disclosable pecuniary interests (if any)

c) To grant any requests for dispensation as appropriate

None received.

**FG047/24** **Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item).** Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

There were no members of the public in attendance.

**FG048/24** **To approve the minutes of the Finance & Good Governance Committee Meeting held on 18 December 2023**

Note corrections made to original DRAFT.

FG042/23b) – corrections to typo in vote result. Copy & paste error.

Addition of comment re increase costs to maintenance contracts in FG042/23d).

It was RESOLVED to approved the minutes of the Finance & Good Governance Committee Meeting held on 18 December 2023 as an accurate record.

Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

**FG049/24** **To report back on the minutes of the Finance & Good Governance Committee Meeting held on 18 December 2023**

Nothing to report.

*Cllr Kilmurray joined the meeting 19:33*

**FG050/24** **To review the Timetable for Recurring Agenda items**

RFO noted that the timetable would be more appropriate if we were to move the March meeting to April and the June meeting to July. This would allow time for the internal audit to have been completed and reported and for VAT returns etc to be filed.

It was RESOLVED that the timetable of recurring agenda items would be adjusted to reflect these suggestions after June 2024.

Proposed by Cllr Clark, seconded by Cllr Hart. All in favour.

**FG051/24** **To note quarterly VAT return/refund**

It was noted that the previous VAT refund had been received and that the next return would be made at the end of March.

**FG052/24** **To note that as the internal audit is not taking place until 20 March the evaluation of the Annual Review of the Effectiveness of Internal Controls will be brought to the June meeting**

It was noted.

**FG053/24** **To receive an update on the Asset Management Reserves**

RFO presented the Asset Management Reserves action plan for 2024 with highlighting:

- PRIORITY: Resurfacing of an area of Little Hands car park.

Signed..... Date.....

- All Saint’s church wall repairs are to be investigated but this is a long term plan not expected to be undertaken this year.
- External redecoration of The Hub is not expected to be carried out this year.
- External redecoration of Little Hands has been allowed in the asset management reserves for 2024/25. The replacement of the oil storage tank needs to be considered.
- Boundary railing and timber fencing to the Moor Play park is expected to be carried out by the Wardens with limited cost.
- **PRIORITY:** Surfacing at Clear Crescent park has been accounted for in 2024/25 asset management reserves.

Cllr Kilmurray noted that if replacement of the oil storage container is required at Little Hands we should look at alternative solutions such as heat pumps etc.

**FG054/24 To review the Fixed Asset Register**

The fixed asset register was noted.

RFO noted that the asset register would be moving to the new accounting software in the future so will be reported differently after this time.

**FG055/24 Policies: To consider and review policies as per Policy Review Schedule**

- a) To note that Financial Regulations are due to be updated and will not be reviewed at this time.

It was noted.

- b) To consider approving the draft Investment Strategy for 2024/25

The draft Investment Strategy was discussed and it was concluded that the RFO would investigate alternative banking options for some immediate release savings.

It was proposed that the RFO would investigate other options and report back to full council for review.

Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.

- c) To consider approving the draft Subject Access Request Register

It was noted that only the dates had been changed from the previous version.

It was **RESOLVED** to recommend the approval of the Subject Access Request Register to Full Council.

Proposed by Cllr Kilmurray, seconded by Cllr Clark. All in favour.

- d) To consider approving the draft Record of Processing Activities

It was noted that the only changes were that Alex Coxall had been added as the data protection officer and a change to the review date.

It was **RESOLVED** to recommend the approval of the Record of Processing Activities to Full Council.

Proposed by Cllr Kilmurray, seconded by Cllr Hart. All in favour.

**FG056/24 To note date of next meeting: Monday 17 June 2024**

The date of the next meeting was noted as Monday 17 June 2024.

*Meeting closed 20:16*

**MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE**  
(District of South Cambridgeshire)

**A meeting of the Finance & Good Governance Committee held on Monday, 18 December 2023, at 19:30 in the Austen Room, Community Hub, 30 High Street, Melbourn, SG8 6DZ**

**Present:** Cllrs Alexander, Campbell, Clark, Hart, Kanagarathnam (Chair), Kilmurray

**Absent:**

**In attendance:** Abigail Williams & Alexandra Coxall (Parish Clerks), Shelley Coulman (RFO)

**FINANCE & GOOD GOVERNANCE COMMITTEE: MINUTES**

*Meeting started at 19.34*

**FG033/23** To receive and approve apologies for absence

None received.

It was noted that Cllr Kilmurray would arrive late.

*Shelley Coulman, RFO, joined the meeting at 19.35*

**FG034/23** **To receive any Declarations of Interest and Dispensations. Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.**

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

Declaration of interest was made by Cllr Clark in item FG042/23b – dispensation was granted to stay for the discussion but not to vote.

Cllr Kilmurray declared an interest in items related to the Hub finances – dispensation was granted to stay for the discussion. No votes were needed specifically about the Hub.

**FG035/23** **Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item).** Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

There were no members of the public in attendance.

**FG036/23** **To approve the minutes of the Finance & Good Governance Committee Meeting held on 6 November 2023**

It was RESOLVED to approve the minutes of the Finance & Good Governance Committee Meeting held on 6 November 2023 as an accurate record.

Proposed by Cllr Clark, seconded by Cllr Hart. All in favour.

**FG037/23** **To report back on the minutes of the Finance & Good Governance Committee Meeting held on 6 November 2023**

It was noted that previous recommendation of approval of updated Financial Regulations FG031/23d) had been deferred by Full Council and new updates will be discussed as item FG043/23a).

**FG038/23** **To review the Timetable for Recurring Agenda items**

It was noted that the timetable should reflect the update RESOLVED at the previous meeting item FG023/23 – September meeting should be moved to October.

**FG039/23** **To note quarterly VAT refund of £5,297.85 received**

It was noted.

**FG040/23** **To consider a review of Little Hands rent**

It was proposed that the rent be kept at £27,000 for the coming year.

Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

**FG041/23** **To consider charges for internal audit by CAPALC**

Charges for the internal audit by CAPALC were accepted.

Proposed by Cllr Hart, seconded by Cllr Clark. All in favour.

**FG042/23** **BUDGET 2024/25**

- a) To consider approval of figures for installation and use of Rialtas finance system.

Signed..... Date.....

It was RESOLVED to recommend the installation of the Rialtas finance system to Full Council.

Proposed by Cllr Hart, seconded by Cllr Clark. All in favour.

*Cllr Kilmurray joined the meeting at 19.52*

- b) To consider impact of long-term financial strategy report for Melbourn & District Warden Scheme on precept.

It was RESOLVED to propose to Full Council that we continue to precept £7,500 for Melbourn & District Warden Scheme and fund the additional required (£3,000) from the Parish via an application to the Community Grant Funding scheme each year.

Proposed by Cllr Hart, seconded by Cllr Campbell.

In favour: Cllrs Alexander, Campbell, Hart, Kanagarathnam, Kilmurray

Abstain: Cllr Clark

- c) To consider quotes for resurfacing project on Clear Crescent Play Park and include impact on precept.

It was discussed that funds should be taken from asset reserves for any work and it would be deferred to full council.

- d) To consider a draft estimate of income and expenditure for the forthcoming financial year for recommendation to full council.

Draft precept calculations were presented by the RFO and discussed, key points were:

- Income to remain at current levels.
- The maintenance costs for tree works are to be consolidated rather than spread across multiple budgets.
- Included in this years precept are the maintenance costs for the Moor Play parks as the new park will soon be out of warrantee.
- Insurance increases were discussed.
- Note was taken that maintenance contracts are due for review in 2024 and increase over the past 3 years should be taken into account, contracts going forward will take rising costs into account.

It was RESOLVED to recommend the draft budget for 2024/25 increased by 4.65% (£5.74 per band D household) to full Council.

Proposed by Cllr Kilmurray, seconded by Cllr Clark, all in favour.

**FG043/23 Policies: To consider and review policies as per Policy Review Schedule**

- a) To consider updates to Financial Regulations as per Hub agreement.

It was RESOLVED to recommend the updates to the Financial Regulations to Full Council.

Proposed by Cllr Hart, seconded by Cllr Clark. All in favour.

**FG044/23 To note date of next meeting: Monday 18 March 2024**

The date of the next meeting was noted as Monday 18 March 2024.

*Meeting closed 21.27*

Signed..... Date.....

## Melbourn Parish Council – Finance and Good Governance Committee

**Timetable for Recurring Agenda Item** - Meeting dates Jan, Mar, Jun, Sept, Dec (additional meeting in Jan if extra time needed for Precept)

Task	Purpose	PC Meeting	FGGC meeting
Election of Chair of FGGC	Statutory		Jun
Internal audit report – year end Not in TOR	Consideration of recommendations		Jun
Annual review of Allotment Fees	For recommendation to PC prior to allotment renewals	Jul	Jun
Annual review of Pavilion hire /match fees	For recommendation to PC	n/a	Jun
Policy reviews/risk assessments – per Policy Review Schedule	Review policies delegated to FGGC		Jun
VAT return/refund	Quarterly check that VAT return/refund has been made	n/a	Jun
Future grant funding	Discuss future grant funding for when there is no longer money from the Solar farm		Jun
Review of Financial Risk Assessment	Recommendation to PC		Oct
Annual Review of burial fees	Recommendation to PC		Oct
Review of FGGC terms of reference		Oct	Oct
Policy reviews/risk assessments – per Policy Review Schedule	Review policies delegated to FGGC		Oct
VAT return/refund	Quarterly check that VAT return/refund has been made	n/a	Oct
Policy reviews – investment strategy	Recommendation to PC	Oct (review 6 monthly)	Oct
Review of draft Precept for proposal to Parish Council	Recommendation to PC	Mid Jan	Dec
Internal audit report – interim Not in TOR	Consideration of recommendations	Jan	Dec
Annual Review of Effectiveness of Internal Audit		Jan	Dec
Policy reviews/risk assessments – per Policy Review Schedule	Review policies delegated to FGGC	n/a	Dec
Annual review of Littlehands rent	For recommendation to PC in Jan and to allow Littlehands time to budget for changes in rental	By rent review date	Dec
Review of Insurance Arrangements	Recommendation of changes to PC – renewal due Oct	Sept	Dec
VAT return/refund	Quarterly check that VAT return/refund has been made	n/a	Dec
Publication of information - Transparency Code 2015	Update statutory information	Jan	Dec
Annual Review of Effectiveness of Internal Controls	To allow PC to sign off AGAR	May	Mar
Policy reviews – investment strategy	Recommendation to PC	Mar (must be prior to new FY)	Mar
Review of Fixed Assets Register	Ensure it is up-to-date	Ideally prior to AGAR	Mar
Policy reviews/risk assessments – per Policy Review Schedule	Review policies/risk assessment delegated to FGGC	n/a	Mar
VAT return/refund	Quarterly check that VAT return/refund has been made	n/a	Mar

Also Changes to Standing Orders and Financial Regulations – per Policy Schedule unless new versions are issued or changes needed

*Timetable approved by F&GG December 2023*

# Asset Management Reserve action plan 2024.

## **Background**

The asset management reserve has been established to ensure that any maintenance for the assets held by the village is accounted for and planned to ensure that they can be effectively managed.

## **Asset Management Reserve Policy**

MPC have an approved Asset Reserve Policy which under section 3.3 states that Parish Council Assets requiring attention with an expenditure in excess of £5000 will fall under the Asset Reserve Management program. The parish council obtained a report from Croyland in which advises of a number of actions required during the 5 year cycle some of which fall and will fall well below the £5000 threshold.

It was concluded that some of these items may well fall under the remit of the Wardens, such as guttering work, repainting and minor repair works. There are other low cost jobs that will need to be outsourced to professional contractors and should be included in future precept budgeting as they come due for action, during the 5 year cycle.

During 2023 the drainage works for little hands was completed.

## **Asset Reserve Actions for 2024/25**

Area's assessed as requiring attention during 2024/25 as detailed in the report are:-

### **1) The car park at Littlehands The Moor.**

The work on the degrading concrete and the removal of the grassed area replacing it with a concrete finish and increasing the car park capacity is currently scheduled take place over 2024/25.

### **2) The Church yard wall. (along the high street by the cross).**

Item 2 has been identified for action as in need of serious repair. Quotes have been obtained. It has not been decided as to what action will need to be taken and when.

### **3) External redecoration of the Hub.2024**

The costing for redecoration looks high but will need to be assessed and then if deemed necessary multiple quotes requested, this is currently not scheduled for 2024/25.

### **4) External decoration of Littlehands nursery.**

Redecoration of Little hands was noted for 2024 this has been allowed within the calculations for the asset management reserves to be utilies in 2024/25. The replacement of the oil storage tank should be considered.

**5) Boundary railing and timber fencing The Moor Playpark.**

The repair and redecorating of the railings and gate and recoating of the timber fences. Some of this work will be undertaken by the wardens.

**6) Matting Clear Crescent Park.**

It came to light that the matting needed replacing in Clear Crescent park, it was determined that this should be taken from the asset management reserve. This has been accounted for in 2024/25

**Conclusion 2024**

**We believe that the top 2 priorities for 2024 should be number 1 the Moor car park repair work and the additional concreted area of the car park**

**The second priority should be Clear Crescent park.**

**Finally we should ensure that we continue to precept appropriate levels of financing to enable us to maintain an ongoing maintenance program to ensure the longevity of MPC assets.**

**Cllr Clark**

**Date.....**

Calculation for Investment Strategy using reserves

		Running Per Month	Immediately Available	40-45 day notice	100 day notice	6 Months	1 year
Precept 2024/25 excluding addition to reserves	316,524.00	26,377.00	158,262.00				6 Months of Precept should be immediately available per reserves
General Reserve	238,342.38		158,262.00	40,040.19	40,040.19		
Asset Management reserve	87,611.71			30,000.00		10,000.00	57,611.71
S106 - See Working	191,996.78		31,906.40	21,609.05	21,609.05	21,609.05	95,263.23
Mayd	1,806.77		1,806.77				
Community Benefit Fund	3,055.36		3,055.36				
Election reserve	2,775.00		2,775.00				
Timebanking Events & Grants	689.91		689.91				
Deferred Expenditure	4,826.25		4,826.25				
S106 Community Transport	40,054.95		5,000.00			35,054.95	
Old Rec Ground Easement	5,000.00			5,000.00			
Salary Reserve	1,903.12		1,903.12				
Martins	21.55		21.55				
Debtors, Creditors, Petty Cash and Debit Cards	4,482.43		4,482.43				
	582,566.21		214,728.79	96,649.24	61,649.24	66,664.00	152,874.94
			374,580.38	147,985.83	-	-	60,000.00
			- 159,851.59	- 51,336.59	61,649.24	66,664.00	92,874.94
			-	-	-	-	-



## Melbourn Parish Council

### Reserves

Mar-24

	£	Notes
General Reserves	238,342.38	As at the 29/02/24
Asset Management Res	87,611.71	
S106	192,480.11	
Mayd	1,806.77	6,500.00 To be transferred i
Community Benefit Grant Funding	3,055.36	Unused
Election Reserve	2,775.00	
Timebanking Events & Grants	689.91	
Deferred Expenditure	4,826.25	No idea what this was for
S106 Community Transport	40,054.95	
Old Rec Ground Easement	5,000.00	
Salary Reserve	1,903.12	Will be used in March
Martins	21.55	
	<u>578,567.11</u>	

### Bank Accounts Feb 24

Cambs & County 1 year	60,000.00	
CCLA Public Sector	85,000.00	
Charity Bank 40 days	31,018.16	
Nationwide 45 days	116,967.67	31,967.67
Unity Current	110,779.72	
Unity Bank instant access	178,386.59	159,166.31
Petty Cash & Debit Cards	414.07	
	<u>582,566.21</u>	

Difference relates to debtors and creditors 3,999.10

**Melbourn Parish Council**  
**Asset Register**  
**Total year ended 31 March 2023**

<b>Land</b>	<b>£36.00</b>
<b>Buildings</b>	<b>£1,754,122.97</b>
<b>Community Assets</b>	<b>£13,785.00</b>
<b>Plant, Equipment &amp; Vehicles</b>	<b>£752,312.49</b>
<b>Total</b>	<b><u>£2,520,256.46</u></b>

Fixed Asset reconciliation year ended 31 March 2023

Opening balance 01/04/23 £2,513,152.37

Changes in year:



Melbourn Hub Signs and Electricity	30/04/2023	£2,110.61
2 X King Charles bench	05/05/2023	£1,198.60
Book Supports For Library	27/06/2023	£420.00
Mix Music Flight Case, Subwoofer and DJ Booth	01/08/2023	£456.00
Mix Music Speakers and DJ Kit	07/08/2023	£2,328.00
Multi Matting	21/09/2023	£590.88

**Closing Balance 31/03/23** **£2,520,256.46**

**Difference** **£0.00**

## **Melbourn Parish Council Asset Valuation Policy**

Wherever possible assets are included at historic cost.

Where historic cost is not known a proxy estimated value has been used.

Assets that have been gifted to the parish or transferred from a principal authority eg via s106 agreements are included at a nominal value of £1.

Assets remain at historic cost/proxy value unless work has been done that significantly extends their useful life or enhances their size. In which case enhancement costs are added to the total asset value.

Assets under £200 cost are not included in the asset register but are noted on the inventory sheet.

MPC undertakes to carry out a professional valuation of its' buildings every 5 years for insurance purposes - this was last carried out in 2021/22. These assets will remain at historic cost value in the asset register.

Melbourn Parish Council Asset Register - Land						
		Asset Details				
Location	Address	Use	Area	Nominal Value	Maintenance	Statutory
83 High Street	High Street	Gardens	?	1.00	Yes	
All Saints Church Yard	Station Road	Burial	Owned by Church	Maintained by Parish council	Yes	Yes
Allotments	The Moor	Leisure activities	3.5 Acre	1.00	Yes	Yes
Allotments	Greys	Leisure activities	?	1.00	Yes	Yes
Armingford Crescent		Open Space	?	1.00	Yes	?
Beechwood Avenue	Beechwood Avenue			1.00	Yes	
Beechwood Avenue Verge 1	Junction Water Lane SE side	Verge		1.00	Yes	
Beechwood Avenue Verge 2	Junction Water Lane NW side	Verge		1.00	Yes	
Beechwood Avenue Verge 3	Junction Cedar Close SW side	Verge		1.00	Yes	
Beechwood Avenue Verge 4	Junction Cedar Close N side	Verge		1.00	Yes	
Beechwood Avenue Verge 5	Junction Ash Grove S side	Verge		1.00	Yes	
Beechwood Avenue Verge 6	Opposite Ash Grove turning	Verge		1.00	Yes	
Beechwood Avenue Verge 7	Junction Ash Grove N side	Verge		1.00	Yes	
Beechwood Avenue Verge 8	Junction Maple Way SW side	Verge		1.00	Yes	
Beechwood Avenue Verge 9	Junction Maple Way NW side	Verge		1.00	Yes	
BMX Site	London Way	Leisure activities	2.7 Acre	1.00	Yes	Yes
Car Park	High Street	Parking	0.6 Acre	1.00	Yes	Yes
Car park and access road	Little Hands	Parking/access		1.00		
Chalkhill Barrow	Water Lane	Open Space	?	1.00	Yes	?
Clear Crescent Play Area	Clear Crescent	Leisure activities	0.51 Acre	1.00	Yes	Yes
Elm Way	Elm Way	Leisure activities	0.5 Acre	1.00	Yes	?
Golden Jubilee Orchard		Orchard	?	1.00	Yes	?
Haggers Close	Land to SW side of Haggers Close	Verge		1.00	Yes	
Maple Way	Junction with Orchard Road	Verge		1.00	Yes	
Maple Way	Junction with Orchard Road	Verge		1.00	Yes	
Millenium Copse	Adjacent to Recreation Ground	Leisure activities	2.9 Acre	1.00	Yes	?
New Recreation Ground (1)	The Moor	Leisure activities	9.5 Acre	1.00	Yes	Yes
New Road Cemetery	Of Victoria Way	Burial	2.9 Acre	1.00	Yes	Yes
Old Recreation Ground		Leisure activities	3.0 Acre	1.00	Yes	Yes
Orchard Road	opposite Orchard Gate	Verge		1.00		
Old Fire Engine House	Station Road	Storage	Station Road	1.00	Yes	Yes
Orchard Road Cemetery	Orchard Road	Burial	2.0 Acre	1.00	Yes	Yes
Stockbridge Meadows	Dolphin Lane	Leisure activities	15 Acre	1.00	Yes	?
The Moor Play Area	The Moor	Leisure activities	Included in (1)	1.00	Yes	Yes
Village Hub - land	High Street	Local Community and Business Activity	0.3 Acre	1.00	Yes	Yes
War Memorial - land	The Cross	Memorial		1.00	Yes	Yes
Worcester Way	Worcester Way	Leisure activities	0.5 Acre	1.00	Yes	Yes
<b>TOTAL</b>				<b>36.00</b>		

Insurance Value\*

51,000.00

99 yr lease from SCDC from 03/08/10

\* Insurance value based on professional valuation Sept 2021

Melbourn Parish Council Asset Register - Buildings											
Properties	Land location	Use	Asset Details								
			Historic Cost FY22/23	EDGE Asset Number	Insurance Value*	Photo folder	Photo	Build Date	Warranty Expiry	Maintenance	Statutory
The Hub	30 High Street	Local community activities	£612,150.00	89	£1,994,000.00			18/12/2013	18/12/2014	Yes	Yes
The Hub extension - side, rear & front	30 High Street	Local community activities	£160,133.61	339	included above			01/10/2021		Yes	Yes
Little Hands Nursery	New Recreation Ground	Nursery tenancy	£490,751.00	88	£1,648,000.00					Yes	Yes
Sports Pavilion	New Recreation Ground	Sports and leisure activity	£208,425.00	84	£1,134,000.00	Pavilion Assets	037			Yes	Yes
Old Fire Engine House	Station Road	Storage	£31,660.93	87	£99,000.00					Yes	Yes
Workshop	Car park, High Street	General storage	£1,200.00	136	£171,000.00						
Cemetery Lychgate	Orchard Road cemetery	Entrance facility	£28,702.73	86	£154,000.00					Yes	
Cemetery Shed	Orchard Road cemetery	Cemetery maintenace	£6,899.70	85	£69,000.00					Yes	Yes
Church yard wall	Station Road and High Street	Earth retention	£214,200.00	134	£582,000.00					Yes	?
<b>TOTAL</b>			<b>£1,754,122.97</b>		£5,851,000.00						

\* Insurance value based on professional valuation Sept 2021

**Melbourn Parish Council Asset Register - Community Assets**

Melbourn Parish Council Asset Register - Community Assets											
Asset	Location	Use	Asset Details								
			Historic Cost FY22/23	EDGE Asset Number	Insurance Value*	Photo folder	Photo	Build Date	Warranty Expiry	Maintenance	Statutory
War Memorial	Cross	Memorial	£1.00	90	£114,000.00						Yes
Church Clock (not owned by PC)	Church tower	Parish Clock									Yes
Millenium Plaque	A10	Memorial	£1,000.00	189	£1,000.00						Yes
Village Sign	The Cross	Village Identity	£10,000.00	190	£10,000.00						Yes
Mix Music DJ, Booth Flight Case and Subwoofer	Pavillion	Mix Music	£456.00	376	£456.00						
Mix Music Speakers and DJ kit	Pavillion	Mix Music	£2,328.00	377	£2,328.00						

Owned by church; maintained by MPC

<b>TOTAL</b>	<b>£13,785.00</b>	£125,000.00
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\* Insurance value based on professional valuation Sept 2021

Location		Asset Details														Disposals	
Building	Room	Description	Quantity	Type	Purchase date (if known)	Picture Folder	Picture	Warranty Expiry	Historic Cost FY22/23	Ident Number	EDGE Asset Number	Insurance Value	Serial number	Maintenance	Services		Statutory
<b>Vehicles:</b>																	
Car Park		Parish Van	1			Maint Equip Photos	15.jpg 16.jpg 17.jpg		£1,150.00		111	0		Yes		Yes	2022
		Parish Van				Maint Equip Photos	15.jpg 16.jpg 17.jpg		-£1,150.00		111	0					
		Parish Van Citroen Berlingo	1						£9,360.00		355	£9,360.00					
<b>Play Equipment:</b>																	
Clear Crescent Play Area		Wicksteed Safety Grass		96 Units					£4,032.00		71	£4,032.00		Yes			
Clear Crescent Play Area		Special flexi swing 3 bay + 1 basket							£6,297.00		72	£6,297.00		Yes		Yes	
Clear Crescent Play Area		Simulator with polythene deck							£2,395.00		73	£2,395.00		Yes		Yes	
Clear Crescent Play Area		Keystone metal seat							£550.00	No.1	74	£550.00					
Clear Crescent Play Area		Keystone metal seat							£550.00	No.2	75	£550.00					
Clear Crescent Play Area		Keystone metal litter bin							£441.00		76	£441.00					
Clear Crescent Play Area		Special woodland grizzly							£19,028.00		77	£19,028.00		Yes		Yes	
Clear Crescent Play Area		Jungle swing trail							£2,547.00		78	£2,547.00		Yes			
Clear Crescent Play Area		Shimmy ropes							£324.00		79	£324.00		Yes		Yes	
Clear Crescent Play Area		Log steps	8 off						£1,000.00		80	£1,000.00		Yes			
Clear Crescent Play Area		Mounding	8sq metres						£328.00		81	£328.00					
Clear Crescent Play Area		Eco tumble surfacing (50mm)	54 units						£5,832.00		82	£5,832.00		Yes			
Clear Crescent Play Area		Eco tumble surfacing (50mm)	40 units						£3,680.00		83	£3,680.00		Yes			
Clear Crescent Play Area		Oak Seat	2						£1,000.00		200	£1,000.00		Yes			
Clear Crescent Play Area		Furnitube seat	2						£580.00		201	£580.00		Yes			
Clear Crescent Play Area		Picnic Table	1						£440.00		202	£440.00		Yes			
Clear Crescent Play Area		Mounding & Logs - 2012	1		2012				£3,122.00		291	£3,122.00					
Clear Crescent Play Area		Boulders - 2012	4		2012				£580.00		292	£580.00					
Clear Crescent Play Area		slide safety surfacing - 2012	18		2012				£1,746.00		293	£1,746.00					
Clear Crescent Play Area		slide - 2012	1		2012				£7,166.00		294	£7,166.00					
Clear Crescent Play Area		zipwire - 2012	1		2012				£7,119.00		295	£7,119.00					
Clear Crescent Play Area		Zipwire safety grass - 2012	16		2012				£672.00		296	£672.00					
Clear Crescent Play Area		Train station - 2012	1		2012				£448.00		297	£448.00					
Clear Crescent Play Area		Toadstools - 2012	3		2012				£804.00		298	£804.00					
Clear Crescent Play Area		Wooden Train + Carriage - 2012	1		2012				£1,712.00		299	£1,712.00					
Clear Crescent Play Area		Eco tumble surfacing (40mm) - 2012	128		2012				£12,416.00		300	£12,416.00					
Clear Crescent Play Area		Flying Bats cog spinner - 2012	1		2012				£799.00		301	£799.00					
Clear Crescent Play Area		Roly Poly Mirror Panel - 2012	1		2012				£739.00		302	£739.00					
Clear Crescent Play Area		Make it Rain play panel - 2012	1		2012				£857.00		303	£857.00					
Clear Crescent Play Area		Bongos play panel - 2012	1		2012				£1,117.00		304	£1,117.00					
Clear Crescent Play Area		Keyston Metal Seat (green) - 2012	1		2012				£555.00		305	£555.00					
Clear Crescent Play Area		Keyston Metal Bin (green) - 2012	1		2012				£441.00		306	£441.00					
Clear Crescent Play Area		Self-closing gate (yellow) - 2012	1		2012				£891.00		307	£891.00					
Clear Crescent Play Area		Vehicle gate (yellow) - 2012	1		2012				£1,626.00		308	£1,626.00					
Clear Crescent Play Area		log posts (29 metres) - 2012	1		2012				£2,784.00		309	£2,784.00					
The Moor Outdoor Arena		Basket Ball Arena		Hoop & Board					£1,500.00		55	£1,500.00					2020 Dismantled
The Moor Outdoor Arena		Basket Ball Arena		Fence					£500.00		56	£500.00					
The Moor Play Area		Picnic Table		Wooden					£1,500.00	No.1	58	£1,500.00		Yes			
The Moor Play Area		Picnic Table		Wooden					£1,500.00	No.2	59	£1,500.00		Yes			
The Moor Play Area		Spring Horse							£2,500.00	No.1	60	0		Yes		Yes	
The Moor Play Area		Spring Horse							£2,500.00	No.2	61	0		Yes		Yes	2022
The Moor Play Area		See-Saw							£2,500.00		62	0		Yes		Yes	2022
The Moor Play Area		Roundabout							£5,000.00		63	0		Yes		Yes	2022
The Moor Play Area		Slide		Small					£3,000.00		64	0		Yes		Yes	2022
The Moor Play Area		Climbing Frame							£3,000.00		65	0		Yes		Yes	2022
The Moor Play Area		Aerial Wire							£7,500.00		66	0		Yes		Yes	2022
The Moor Play Area		Swings							£5,000.00	No.1	67	0		Yes		Yes	2022
The Moor Play Area		Swings							£5,000.00	No.2	68	0		Yes		Yes	
The Moor Play Area		Slide		Large & Frame					£7,500.00		69	0		Yes		Yes	2022
The Moor Play Area		Bench seat							£500.00		70	0		Yes			
The Moor Play Area		Metal Seat Frame							£500.00		57	0					
The Moor Play Area		Moor Play area disposal							-£44,500.00			0					
The Moor Play Area		MANTIS Zipwire							£12,647.34		357	£12,647.34					
The Moor Play Area		Nexus Viper - Rope Swing							£11,044.62		358	£11,044.62					
The Moor Play Area		Hilly 4 Seat Springer							£6,187.62		359	£6,187.62					
The Moor Play Area		Piggy Springer 1 seater							£3,827.82		360	£3,827.82					
The Moor Play Area		Ovis Springer (white) 1 seater							£3,827.82		361	£3,827.82					
The Moor Play Area		Big Square Trampoline							£7,521.67		362	£7,521.67					
The Moor Play Area		Mira 2.4m high Swing 6 Place,							£9,459.79		363	£9,459.79					
The Moor Play Area		Spinmee Inc. Roundabout							£10,219.63		364	£10,219.63					
The Moor Play Area		Bespoke UniPlay Unit							£40,749.88		365	£40,749.88					
The Moor Play Area		Swift Wide1.8m high Slide							£9,262.21		366	£9,262.21					
The Moor Play Area		Staircase Steps for mound							£4,190.78		367	£4,190.78					
The Moor Play Area		Underground Tunnel							£4,120.63		368	£4,120.63					
New Recreation Ground		Youth Shelter				Pavilion Assets		38	£25,000.00		135	£25,000.00		Yes		Yes	
New Recreation Ground		Youth Sports Arena				Pavilion Assets		27	£17,000.00		187	£17,000.00		Yes		Yes	
<b>Contents: (by location - alphabetical)</b>																	
83 High Street		Oak Seat	1						£1,000.00		191	£1,000.00		Yes			

Location		Asset Details														Disposals
Building	Room	Description	Quantity	Type	Purchase date (if known)	Picture Folder	Picture	Warranty Expiry	Historic Cost FY22/23	Ident Number	EDGE Asset Number	Insurance Value	Serial number	Maintenance	Services	
83 High Street		Platinum Jubilee Bench 5 ft	1		01/04/2022				£1,075.00		344	£1,075.00		Yes		
83 High Street		Kohima Stone	1		16/11/2016				£3,760.00		142	£3,760.00		Yes		
Back Lane / High Street		Furnitube seat	2						£580.00		192	£580.00		Yes		
BMX Site		Picnic Table	1						£440.00		194	£440.00		Yes		
BMX Site		Fencing							£5,000.00		195	£5,000.00		Yes		
BMX Site		Gates							£500.00		196	£500.00		Yes		
Cambridge Road		Furnitube seat	1						£290.00		199	£290.00		Yes		
Car Park, High Street		Fencing							£5,560.00		198	£5,560.00				
Church Yard		Gates	1						£1,032.00		289	£1,032.00		Yes		
Church Yard, Station Road & High Street		Gates	1						£1,250.00		188	£1,250.00		Yes		
Church Yard, Station Road		Kissing gates	1						£825.00		138	£825.00		Yes		
Church Yard, Church Walk		Kissing gates	1						£825.00		138	£825.00		Yes		
Fire Engine House	1	Grass Cutter		Lateral					£750.00		31	£750.00		Yes		Yes
Fire Engine House	1	Vintage Carriage		Coffin Carriage?		Maint Equip Photos	34.jpg 35.jpg		£1,000.00		32	£1,000.00		Yes		
Fire Engine House	1	Waste Collection Bin		Street Cleaner Bin		Maint Equip Photos	38.jpg		£325.00		33	£325.00		Yes		
Fire Engine House	1	Wooden Furniture		Assorted					£500.00		34	£500.00				
Fire Engine House	1	Village Map		Framed					£250.00		35	£250.00				
Fire Engine House		Billy Goat Vacuum Cleaner	1			Maint Equip Photos	32.jpg 33.jpg		£250.00		204	£250.00				
Golden Jubilee Orchard		Heritage fruit trees	50						£500.00		205	£500.00		Yes		
High Street, Bus Stop		Wooden Slat Seat	1						£300.00		197	£300.00		Yes		
High Street/Vicarage Close		Wooden Slat Seat	1						£800.00		206	£800.00		Yes		
High Street/Vicarage Close		Bus Shelter - perspex	1	TBC	01/02/2021				£1.00		311	£7,500.00		Yes		Yes
High Street/The Cross		Village Noticeboards	3						£6,000.00		161	£6,000.00				
Highways - various		MVAS unit	1		16/07/2021				£2,006.17		326	£2,006.17		Yes		
Highways - various		MVAS unit	1		13/05/2022				£2,200.00		343	£2,200.00		Yes		
Jubilee Orchard		Interpretation Board - recycled plastic	1		25/03/2021				£740.00		325	£740.00		Yes		
Medcalfe Way / Palmers Way		Furnitube seat	1						£290.00		208	£290.00		Yes		
New Road		Oak Seat	4						£500.00		211	£500.00		Yes		
Norgetts Lane/ Orchard Road		Furnitube seat	1						£290.00		220	£290.00		Yes		
Opposite Sheeps Head Road		Furnitube seat	1						£290.00		212	£290.00		Yes		
New Road Cemetery		Oak Noticeboard	1						£1,500.00		213	£1,500.00		Yes		
New Road Cemetery		Litter bins - circular timber slat	2		14/03/2019				£328.00		159	£328.00				
New Road Cemetery		5 bar gate to rear entrance of cemetery	1		07/10/2021				£460.00		341	£460.00		Yes		
New Road Cemetery		Interpretation Board - recycled plastic	1		26/11/2020				£740.00		290	£740.00		Yes		
Orchard Road Cemetery		Oak Seat	1						£500.00		214	£500.00		Yes		
Orchard Road Cemetery		Furnitube seat	1						£290.00		247	£290.00		Yes		
Orchard Road Cemetery		Cemetery Gates	2	Wrought iron	2011				£22,500.00		327	£22,500.00				
Orchard Road Cemetery - Lychgate		Noticeboard	1						£1,000.00		207	£1,000.00		Yes		
Orchard Surgery		Outdoor polycarbonate defib cabinet	1						£495.00		333	£495.00				Yes
Recreation Ground		Wavy Line Metal Bench	3						£290.00		215	£290.00				
Riverside Corner Rec		Picnic Table	1						£440.00		216	£440.00		Yes		
		2 X King Charles benches	2						£1,198.60		380	£1,198.60				
The Moor - corner of		Furnitube seat	1						£290.00		203	£290.00		Yes		



Location		Asset Details														Disposals
Building	Room	Description	Quantity	Type	Purchase date (if known)	Picture Folder	Picture	Warranty Expiry	Historic Cost FY22/23	Ident Number	EDGE Asset Number	Insurance Value	Serial number	Maintenance	Services	
Sports Pavilion	Main room	Pool table	1			Pavilion Assets	002.JPG	2015	£800.00		36	£800.00		?		
Sports Pavilion	Main room	Plastic Chairs	32	Plastic		Pavilion Assets	001.JPG		£320.00		38	£320.00				
Sports Pavilion	Kitchen	Water heater	1	Lincat				2015	£400.00		42	0		Yes	Electricity	Yes
Sports Pavilion	Kitchen	Water heater	1	Lincat				2015	-£400.00	Replaced	42	0		Yes	Electricity	Yes
Sports Pavilion	Kitchen	Water heater	1					09/08/2022	£727.43		353	£727.43		Yes	Electricity	Yes
Sports Pavilion	Kitchen	Hand driers	5			Pavilion Assets	010	2015	£500.00		43	£500.00		Yes	Electricity	?
Sports Pavilion	Outside	Bench game table	1						£299.00		44	£299.00		Yes		
Sports Pavilion	Outside	Picnic table	2			Pavilion Assets	009		£880.00		45	£880.00		Yes		
Sports Pavilion	Outside	Metal galvanised table	2						£1,500.00		46	£1,500.00		Yes		
Sports Pavilion	Outside	Chess set and table	1			Pavilion Assets	025		£1,500.00		47	£1,500.00				
Sports Pavilion	Outside	Air source heat pumps	2			Pavilion Assets	011		£6,000.00		48	£6,000.00		Yes	Water & Electricity	Yes
Sports Pavilion	Outside	Flood lights for sports pitches	3		25/10/2018				£1,325.00		152	£1,325.00				
Sports Pavilion	Main area	Notice boards	5			Pavilion Assets	004.JPG		£450.00		50	£450.00				
Sports Pavilion	Main area	Security system	1						£3,000.00		52	£3,000.00		Yes	Electricity	
Sports Pavilion	Outside	Clock	1						£500.00		53	£500.00			Electricity	
Sports Pavilion	Outside	Metal framework	1						£1,000.00		54	£1,000.00		Yes		
Sports Pavilion	Outside	Wavy Line Metal Bench	1						£290.00		217	£290.00				
Sports Pavilion		Heating System and Controls	1			Pavilion Assets	039,041		£1,500.00		218	£1,500.00				
Sports Pavilion		Electric Cooker	1						£350.00		221	£350.00				
Sports Pavilion		Fittings in Home and Away Changing Rooms (sanitary ware and slatted benches and clothes hooks)	2			Pavilion Assets	008		£5,100.00		227	£5,100.00				
Sports Pavilion		Fittings in disabled, mens and women's toilets	3			Pavilion Assets	005, 006, 007, 012, 013, 014		£3,000.00		228	£3,000.00				
Sports Pavilion		Extractor fans in kitchen and home and away changing rooms	3						£450.00		229	£450.00				
Sports Pavilion		Kitchen fittings, sink, 3 wall cupboards, 2 corner units, 1 cupboard base unit, 3 drawer base unit	1			Pavilion Assets	016,017		£5,000.00		230	£5,000.00				
Sports Pavilion	Outside	Septic Tank	1						£5,200.00		231	£5,200.00				
Sports Pavilion	Outside	Goal Posts	4			Pavilion Assets	026		£1,000.00		232	£1,000.00				
Sports Pavilion	Outside	Decorative metal grille to veranda	1						£500.00		234	£500.00				
Sports Pavilion	Outside	Cycle Rack	1			Pavilion Assets	040		£1,000.00		235	£1,000.00				
Sports Pavilion	Outside	Storage shed	1		20/11/2020				£1,186.71		288	£1,186.71		Yes		
Sports Pavilion - Net Store		Large Grass Cutter Allen (Flymo)				Maint Equip Photos	26.jpg 27.jpg 28.jpg		£500.00		269	£500.00				
Sports Pavilion - Net Store		Grass Cutter Masport 300 AL				Maint Equip Photos	29.jpg 30.jpg 31.jpg		£350.00		270	£350.00				
Sports Pavilion - Net Store		Scythe Mower	1			Maint Equip Photos	36.jpg 37.jpg		£1,000.00		272	£1,000.00				
Stockbridge Meadows		Boardwalk - recycled plastic	1		16/11/2022				£68,708.00		352	£68,708.00		Yes		
Stockbridge Meadows		Metal Picnic Tables	2		15/01/2018				£2,000.00		140	£2,000.00				
Stockbridge Meadows		Steel Sculptures	3						£20,000.00		133	£20,000.00		Yes		
Stockbridge Meadows		Oak Seat	3						£500.00		239	£500.00		Yes		
Stockbridge Meadows		Teak half tree bench & commemorative brass plaque	1		17/08/2021				£749.98		329	£749.98		Yes		
Stockbridge Meadows		Groundwork for memorial bench	1		21/11/2021				£480.00		340	£480.00				
Stockbridge Meadows		Picnic Table	2						£440.00		240	£440.00		Yes		
Stockbridge Meadows		Wavy Line Metal Bench	1						£290.00		241	£290.00				
Stockbridge Meadows		Vehicular Gates	2						£5,000.00		242	£5,000.00		Yes		
Stockbridge Meadows		Pedestrian Gates	2						£2,500.00		243	£2,500.00		Yes		
Stockbridge Meadows		Boardwalk	X Mtrs						£5,000.00		244	£5,000.00		Yes		

Location		Asset Details															Disposals
Building	Room	Description	Quantity	Type	Purchase date (if known)	Picture Folder	Picture	Warranty Expiry	Historic Cost FY22/23	Ident Number	EDGE Asset Number	Insurance Value	Serial number	Maintenance	Services	Statutory	
Village Hub		Coffee Grinder	1						£500.00		92	0		Yes		Yes	
Village Hub		Coffee Grinder							-£500.00	Replaced	92	0		Yes		Yes	Y
Village Hub		Coffee Machine							£5,000.00		93	0		Yes		Yes	
Village Hub		Coffee Machine							-£5,000.00	Replaced	93	0		Yes		Yes	Y
Village Hub		Espresso machine	1		18/10/2022				£4,066.25		349	£4,066.25		Yes			
Village Hub		Coffee Grinder	1		18/10/2022				£581.88		350	£581.88		Yes			
Village Hub		Water Still							£2,500.00		94	£2,500.00		Yes		Yes	
Village Hub		Convection Oven	1						£2,500.00		95	0		Yes		Yes	
Village Hub		Convection Oven	1						-£2,500.00	Replaced	95	0		Yes		Yes	Y
Village Hub		Convection Oven	1		18/10/2022				£1,390.83		348	£1,390.83		Yes			
Village Hub		Standard Oven							£3,000.00		96	£3,000.00		Yes		Yes	
Village Hub		Dishwasher			30/09/2017				£2,824.00		137	£2,824.00					
Village Hub		3 Door Fridge							£2,500.00		98	£2,500.00		Yes		Yes	
Village Hub		2 Door Freezer							£2,500.00		99	£2,500.00		Yes		Yes	
Village Hub		LAS counter freezer	1		44041				£2,468.32		286	£2,468.32		Yes		Yes	
Village Hub		Under Counter Fridge - LH Hinged			44041				£903.10	No.1	285	£903.10					
Village Hub		Under Counter Fridge							£1,000.00	No.2	101	£1,000.00		Yes		Yes	
Village Hub		Single door upright cooler 336L - grey	1		16/01/2020				£392.00		276	£392.00					
Village Hub		Panini Grill							£300.00		102	£300.00		Yes		Yes	
Village Hub		Refrigerated Display							£1,800.00		103	£1,800.00		Yes		Yes	
Village Hub		Counter							£9,000.00		104	£9,000.00					
Village Hub		Air Conditioning unit - kitchen	1		26/02/2020				£2,260.00		277	£2,260.00		Yes			
Village Hub		Water Dispenser							£500.00		105	£500.00		Yes		Yes	
Village Hub		Social distance screens	1		24/07/2020				£2,380.00		284	£2,380.00				Yes	
Village Hub		EPOS system hardware - 1 x cashdrawer, 1 x printer, 2 x handheld devices			02/11/2020				£392.59		287	£392.59					
Village Hub		Crockery and Utensils							£5,000.00		106	£5,000.00					
Village Hub		Kenwood Mixer	1		28/10/2021				£428.34		330	£428.34					
Village Hub		Kitchenaid Hand Blender	1		30/06/2022				£565.83		346	£565.83					
Village Hub		Buffalo countertop fryer	1		30/06/2022				£249.99		347	£249.99					
Village Hub		Upright Freezer							£1,400.00		107	£1,400.00		Yes		Yes	
Village Hub		Cooker Hood							£13,500.00		108	£13,500.00		Yes		Yes	
Village Hub		Library Racking							£11,500.00		109	£11,500.00		Yes		Yes	
Village Hub		Computer Equipment (itemised)							£11,000.00		112	£11,000.00		Yes		Yes	
Village Hub		Desk Top PC	5						£5,000.00		113	£5,000.00		Yes		Yes	
Village Hub		Laptop PC	5						£5,000.00		114	£5,000.00		Yes		Yes	
Village Hub		Network printer	1						£500.00		115	£500.00		Yes		Yes	
Village Hub		Server - HPE Proliant ML30	1						£3,072.40		342	£3,072.40		Yes		Yes	
Village Hub		UPS	1						£2,000.00		117	£2,000.00		Yes			
Village Hub		Server cabinet	1						£1,500.00		118	£1,500.00					
Village Hub		HD CCTV system	1		22/07/2019				£3,750.00		273	£3,750.00					
Village Hub		22" HD CCTV monitor	1		15/07/2019				£130.00		273	£130.00					
Village Hub		Telephone System (BT)	1		17/10/2018				£1,073.00		160	£1,073.00		Yes		Yes	
Village Hub		Lighting System							£33,000.00		121	£33,000.00		Yes		Yes	
Village Hub		Stair Lift	1						£11,500.00		122	£11,500.00		Yes		Yes	
Village Hub		Boiler							£3,000.00		131	£3,000.00		Yes		Yes	
Village Hub		Furniture (Various items)							£12,000.00		123	£12,000.00		Yes		Yes	
Village Hub		Furniture for new rooms - 17 x chairs, staff room desk, 4 x desks			07/09/2021				£2,528.00		338	£2,528.00					
Village Hub		Blinds (Multiple)							£4,500.00		124	£4,500.00		Yes			
Village Hub		Safe							£900.00		125	£900.00					
Village Hub		Keysafe							£200.00		126	£200.00					
Village Hub		Lockers							£450.00		127	£450.00					
Village Hub		Projector							£1,400.00		128	£1,400.00		Yes		Yes	
Village Hub		Projectors & screens, ceiling mounts	3		18/05/2021				£2,555.44		335	£2,555.44					
Village Hub		Air Conditioning & base- Parish Office/large meeting room	1		13/06/2019				£4,390.00		163/164	£4,390.00					
Village Hub		Daikin Wall mounted a/c units (extension rooms)	4		22/07/2021				£5,090.00		336	£5,090.00		Yes			
Village Hub		Mitsubishi HRV unit	1		22/07/2021				£3,965.00		3377	£3,965.00		Yes			
Village Hub		Television Stand							£300.00		129	£300.00					
Village Hub		PA system - atrium	1		07/07/2020				£1,290.50		282	£1,290.50					
Village Hub	Outside	Disability access railings - Hub steps	2		17/07/2020				£710.00		283	£710.00					
Village Hub		Marquee, flooring & guttering	1		01/02/2021				£1,573.66		310	£1,573.66		Yes			
Village Hub	Outside	Front Hub Sign							£2,500.00		130	£2,500.00					
Village Hub	Outside	Defibrillator Cabinet			19/06/2018				£495.00		149	£495.00					
Village Hub	Roof	Photovoltaic (PV) Installation							£25,000.00		132	£25,000.00		Yes		Yes	
Village Hub		Office Contents*							£16,153.55			£16,153.55					
Village Hub		Magnetic Board library	1		06/11/2022				£415.75		354	£415.75					
Village Hub		3 * Ipads	3		30/01/2023				£1.00		369	£407.00					
Village Hub		1 Laptop used at reception	1		30/01/2023				£1.00		370	£559.00					
Village Hub		Washing machine & Drier	1		30/01/2023				£1.00		371	£907.00					
Village Hub		Refrigerator	1		30/01/2023				£1.00		372	£1,367.00					
Village Hub		Lights & Electricity	1		23/05/2023				£2,110.61								
Village Hub		Book Supports for the Library	1		27/06/2023				£420.00								
Memorial		Oak Seat	1						£500.00		209	£500.00		Yes			
Memorial		Wooden Slat Seat	1						£300.00		210	£300.00		Yes			

Location		Asset Details														Disposals
Building	Room	Description	Quantity	Type	Purchase date (if known)	Picture Folder	Picture	Warranty Expiry	Historic Cost FY22/23	Ident Number	EDGE Asset Number	Insurance Value	Serial number	Maintenance	Services	
Memorial		Oak railing	1		24/01/2022				£8,377.50		332	£8,377.50		Yes		
Workshop	1	Trailer		2 Wheel		Maint Equip Photos	12.jpg		£750.00		1	£750.00		Yes		Yes
Workshop	1	Hedge Trimmer		STIHL 86R		Maint Equip Photos	13.jpg 14.jpg		£439.00		3	£439.00		Yes		Yes
Workshop	1	Garden Vacuum		STIHL SH55		Maint Equip Photos	07.jpg 08.jpg		£240.00		5	£240.00		No		No
Workshop	1	Portable generator		Robin		Maint Equip Photos	11.jpg		£350.00		8	£350.00		Yes		Yes
Workshop		Shelf Racks	4			Maint Equip Photos	02.jpg		£600.00		249	£600.00				
Workshop		Workbench	1			Maint Equip Photos	01.jpg		£250.00		250	£250.00				
Workshop		Stihl FS130 Strimmer	1			Maint Equip Photos	18.jpg 19.jpg		£450.00		253	£450.00				
Workshop		Fire Safe Filing Cabinets	2			Maint Equip Photos	25.jpg		£700.00		267	£700.00				
Workshop	1	Grit Spreader				Maint Equip Photos	23.jpg		£275.00		30	£275.00		Yes		
Workshop		Draper 83818 Pressure Washer	1		09/07/2018				£295.54		150	£295.54				
Workshop		Pressure Washer Water Tank	1		01/08/2018				£249.00		151	£249.00				
Workshop		Hikvision 16CH 5.0MP ultra HD DVR CCTV	1		24/06/2020				£245.83		281	£245.83				
Workshop		Heavy duty tripod ladder 8 ft	1		03/03/2022				£325.00		334	£325.00				
Workshop		Electric bike Batri Bike, Diamond Pro	1		10/08/2021				£400.00		328	£400.00		Yes		
Workshop		Multi Matting	1		21/09/2023				£590.88			£590.88				
		*see office contents sheet														
								<b>TOTAL</b>	<b>£752,312.49</b>			<b>£760,516.88</b>				

**Office Contents-Audit Sheet**

**Asset Details**

Description	Quantity	Picture	Warranty Expiry	Historic Cost 2022/23	Ident Number	Edge Asset No.	Serial number	Maintenance	Services	Statutory
Desks With Pedestals	2									
Tall, 2 Door, Storage Cupboards	3									
4 Drawer Filing Cabinets	2									
4 Drawer Filing Cabinets	-1									
Office Swivel Chairs	2									
Small Round Meeting Table	1									
Chairs (Might Be Hub Chairs?)	3									
Wall Shelving	1									
Rectangular Table	1									
Table-Top Fridge	1									
Large Fan	1									
Telephones	2									
Desktop Computers	1				Replaced 28/04/21	Original cost estimate unknown				
Hp Laptop	1									
Smart UPS	1									
Olympus Digital Voice Recorder And Speakers	1									
PC Speakers	2									
Shredder (New This Year - Already On Edge)	1									
Plastic Comb Binder	1									
Guillotine	1									
Laminator	1									
Heavy Duty Stapler	1									
<b>TOTAL*</b>				<b>£12,013.42</b>		91				
<b>2017/18 additions</b>										
18/07/2017 Shredder	1			£322.00		139				
<b>2018/19 additions: (£1,121)</b>										
15/01/2019 HP desktop, 24" monitor and speakers	1			768.56		153		W/s 3		
21/01/2019 Windows 10 Pro for HP desktop	1			122.22		158		W/s 3		
21/01/2019 Rectangular panel 1200mm beech desk	1			135.00		156				
11/01/2019 High back office chair with adjustable arms - blue	1			95.00		157				
<b>2019/20 additions: (£644.33)</b>										
24/03/2020 Synology DS918 and 4 bay desktop NAS enclosures	1			411.05		279				
24/03/2020 WD2 2B NAS hard drive - red	1			233.28		280				
<b>2021/22 additions</b>										
22/12/2021 ASUS laptop	1			399.16		331		Timebank		
22/12/2021 Office 2021 Professional Software for laptop	1			85.00		331				
<b>2022/23 additions</b>										
07/06/2022 HP Desktop core i5 10505/3.2 GHz - RAM 8 GB - SSD 256 GB	1			494.00		345		Assistant Clerk		
26/10/2022 HP Desktop 295 G6 Ryzen 5 4600/3.7 Ghz RAM 8GB	1			625.87		351		Clerk		
21/01/2022 Timebank Laptop	1			448.99		356		Timebank		
<b>TOTAL*</b>				<b>£16,153.55</b>						

Disposed Apr 2022 - replaced with 2 drawer version (items under £200)

\* see Office Contents on Contents and Total Tab

Location		Inventory Asset Details (Items under £200)													Disposal
Building	Room	Description	Quantity	Type	Purchase date (if known)	Picture Folder	Picture	Warranty Expiry	Historic Cost FY2022/23	Ident Number	Serial number	Maintenance	Services	Statutory	
Cemetery Shed	1	Wheelbarrow		Plastic					£25.00			No		No	
Cemetery Shed	1	Lawn Mower		Quantum XTS 50		Maint Equip Photos	26.jpg 37.jpg		£150.00			Yes		Yes	
Cemetery Shed	1	Garden Spade							£15.00	No.2					
Cemetery Shed	1	Various signs							£50.00						
Community Hub		Toaster	1	Dualit - 6 slice	29/11/2022				£179.99						
Community Hub		Legionnaires Thermometer kit	1		07/12/2022				£105.99						
Parish Office	1	Webcam	1	Oericom HP 1080P	17/04/2020				£37.49						
Parish Office	1	Noise cancelling telephone headset	1	Binaural	08/06/2021				£33.32						
Parish Office	1	2 drawer filing cabinet bench	1	Beech	21/03/2022				£128.00			No			
Parish Office	1	Lenovo C27-30 27" computer screens	2		26/04/2022				£273.32						
Rec Ground		Dog bins and posts	2	Red HGN4S	05/08/2020				£78.00						
St. Georges Allotments		Lidded plastic box for asbestos disposal	1						£19.96						
St. Georges Allotments		Sign - asbestos only	1		18/06/2020				£40.00						
Sports Pavilion	Main room	Tables	6						£100.00						
Sports Pavilion	Main room	Fire extinguishers	3						£90.00			Yes		Yes	
Sports Pavilion	Main room	Fire blanket	1						£10.00			Yes		Yes	
Sports Pavilion	Main Room	Vacuum Cleaner	1						£100.00						
Sports Pavilion	Main Room	Dupray Steam Cleaner	1		17/07/2019				£125.00						
Sports Pavilion	Kitchen	Kettle	1						£25.00			Yes	Electricity	Yes	
Sports Pavilion	Main area	White boards	2						£30.00						
Sports Pavilion		Folding Square Tables	5			Pavilion Assets	021		£200.00						
Sports Pavilion		Waste Bins	6			Pavilion Assets	022		£100.00						
Sports Pavilion		Fridge	1		20/04/2018	Pavilion Assets			£100.00						
Sports Pavilion		Microwave	1			Pavilion Assets	019		£50.00						
Sports Pavilion		Toaster	1			Pavilion Assets			£15.00						
Sports Pavilion		Assorted Saucepans and Cooking utensils	1			Pavilion Assets	018,020		£250.00						
Sports Pavilion		Assorted Crockery	1						£200.00						
Sports Pavilion		Assorted Cutlery	1						£100.00						
Sports Pavilion		Boot cleaners	2			Pavilion Assets	023		£300.00						
Net Store		Goal Nets	2			Pavilion Assets			£112.00						
Net Store		New Goal Nets	2			Pavilion Assets	030		£112.00						
Net Store		Corner posts	8			Pavilion Assets	029		£160.00						
Net Store		Assorted trophies							£1.00						
Net Store		Gazebos							£50.00						
Net Store		Gazebos - Hub?	2						£200.00						
Net Store		Spade for sports teams	2						£20.00						
Village Hub		Magazine Rack	1		14/05/2019				£10.00						
Village Hub		Library books							£10,000.00						
Village Hub		2 Office Chairs at the reception desk	2						£107.00						
Workshop	1	Leaf Blower		STIHL BCS4C		Maint Equip Photos	1.jpg 04.jpg		£199.00			No		No	
Workshop	1	Portable Sprayer				Maint Equip Photos	09.jpg		£30.00	No.1		No		Yes	
Workshop	1	Hand Saw		Single handed					£15.00			Yes		No	
Workshop	1	Stanley Fatmax cordless twispack kit							£134.99						
Workshop	1	Stanley Mixed Tool Set 210 pieces							£154.61						
Workshop	1	Hand Broom							£5.00	No.1					
Workshop	1	Hand Broom							£5.00	No.2					
Workshop	1	Garden Hoe							£15.00	No.1					
Workshop	1	Garden Hoe							£15.00	No.2					
Workshop	1	Garden Fork							£15.00	No.1					
Workshop	1	Garden Fork							£15.00	No.2					
Workshop	1	Garden Spade							£15.00	No.1					
Workshop	1	Garden Rake							£15.00	No.1					
Workshop	1	Garden Rake							£15.00	No.2					
Workshop	1	Car ramp							£10.00	No.1					
Workshop	1	Car ramp							£10.00	No.2					
Workshop	1	Portable appliance transformer 110-V							£50.00			Yes		Yes	
Workshop	1	Extension ladder				Maint Equip Photos	24.jpg		£60.00			Yes		Yes	
Workshop		Broom	1						£20.00						
Workshop		Snow Shovel	2			Maint Equip Photos	20.jpg		£20.00						
Workshop		Sack Barrow	1			Maint Equip Photos	05.jpg		£30.00						
Workshop		Black and Decker hedge Trimmer	1						£100.00						
Workshop		Loppers	1						£40.00						
Workshop		Rakes	2						£40.00						
Workshop		Post Driver	1			Maint Equip Photos	06.jpg		£35.00						
Workshop		Post Hole Spade	1			Maint Equip Photos	21.jpg		£35.00						
Workshop		Henry vacuum cleaner	1			Maint Equip Photos	22.jpg		£90.00						
Workshop		AZTE Pickaxe	1						£100.00						
Workshop		Lawn Edger	1						£30.00						
Workshop		Long Handed Shears	1						£30.00						
Workshop		Key Safe	1						£50.00						
Workshop		Sledgehammer	1						£20.00						
Workshop		Red Devil High Pressure Washer	1			Maint Equip Photos	10.jpg		£50.00						
Workshop		Safety Helmets	2						£40.00						
Workshop		Mop and Bucket	1						£10.00						
Workshop		Wire Brooms	2						£30.00						
Workshop		Mobile Phones	2						£60.00						
Workshop		Angle Grinder	1		20/02/2020				£67.00						
Workshop		Safety boots	1		30/05/2020				£42.00						
Workshop		HVIs coloured waistcoats	2		17/07/2019				£27.87						
Workshop		HVIs bomber jacket	2		28/01/2020				£52.00						
Workshop		Shears	1		30/06/2020				£24.99						
Workshop		Broom	1		23/09/2020				£16.42						
Workshop		Secateurs	1		14/12/2020				£9.74						
Workshop		Safety boots - pair	2		12/11/2020				£41.98						
Workshop		Christmas Tree lights	1		08/02/2021				£90.00						
Workshop		Extension lead & timer for lights	1		10/12/2020				£28.00						
Workshop		Sign - Christmas Tree recycling point	1		11/01/2021				£45.00						
Workshop		Loppers	1		31/12/2020				£19.99						
Workshop		Hose & hose cart	1		24/06/2022				£62.48						
Workshop		Legionnaires thermometer kit	1		07/12/2022				£105.99						
Workshop		Bike trailer - litter picking	1		08/07/2021				£50.00						

Note: many racks of books but individual items all under £200; books belong to library but do need to be insured by MPC Donated by the hub less than asset register

There are additions to books most months but old books are also removed

Total Assets under £200 year ended 31/03/2023

#####

addition 2022/23

**Melbourn Parish Council**  
**Asset Register**  
**Total year ended 31 March 2023**

<b>Land</b>	<b>£36.00</b>
<b>Buildings</b>	<b>£1,754,122.97</b>
<b>Community Assets</b>	<b>£13,785.00</b>
<b>Plant, Equipment &amp; Vehicles</b>	<b>£752,312.49</b>
<b>Total</b>	<b><u>£2,520,256.46</u></b>

Fixed Asset reconciliation year ended 31 March 2023

Opening balance 01/04/23 £2,513,152.37

Changes in year:

Melbourn Hub Signs and Electricity	30/04/2023	£2,110.61
2 X King Charles bench	05/05/2023	£1,198.60
Book Supports For Library	27/06/2023	£420.00
Mix Music Flight Case, Subwoofer and DJ Booth	01/08/2023	£456.00
Mix Music Speakers and DJ Kit	07/08/2023	£2,328.00
Multi Matting	21/09/2023	£590.88

**Closing Balance 31/03/23** **£2,520,256.46**

**Difference** **£0.00**

## **Melbourn Parish Council Asset Valuation Policy**

Wherever possible assets are included at historic cost.

Where historic cost is not known a proxy estimated value has been used.

Assets that have been gifted to the parish or transferred from a principal authority eg via s106 agreements are included at a nominal value of £1.

Assets remain at historic cost/proxy value unless work has been done that significantly extends their useful life or enhances their size. In which case enhancement costs are added to the total asset value.

Assets under £200 cost are not included in the asset register but are noted on the inventory sheet.

MPC undertakes to carry out a professional valuation of its' buildings every 5 years for insurance purposes - this was last carried out in 2021/22. These assets will remain at historic cost value in the asset register.

Melbourn Parish Council Asset Register - Land						
		Asset Details				
Location	Address	Use	Area	Nominal Value	Maintenance	Statutory
83 High Street	High Street	Gardens	?	1.00	Yes	
All Saints Church Yard	Station Road	Burial	Owned by Church	Maintained by Parish council	Yes	Yes
Allotments	The Moor	Leisure activities	3.5 Acre	1.00	Yes	Yes
Allotments	Greys	Leisure activities	?	1.00	Yes	Yes
Armingford Crescent		Open Space	?	1.00	Yes	?
Beechwood Avenue	Beechwood Avenue			1.00	Yes	
Beechwood Avenue Verge 1	Junction Water Lane SE side	Verge		1.00	Yes	
Beechwood Avenue Verge 2	Junction Water Lane NW side	Verge		1.00	Yes	
Beechwood Avenue Verge 3	Junction Cedar Close SW side	Verge		1.00	Yes	
Beechwood Avenue Verge 4	Junction Cedar Close N side	Verge		1.00	Yes	
Beechwood Avenue Verge 5	Junction Ash Grove S side	Verge		1.00	Yes	
Beechwood Avenue Verge 6	Opposite Ash Grove turning	Verge		1.00	Yes	
Beechwood Avenue Verge 7	Junction Ash Grove N side	Verge		1.00	Yes	
Beechwood Avenue Verge 8	Junction Maple Way SW side	Verge		1.00	Yes	
Beechwood Avenue Verge 9	Junction Maple Way NW side	Verge		1.00	Yes	
BMX Site	London Way	Leisure activities	2.7 Acre	1.00	Yes	Yes
Car Park	High Street	Parking	0.6 Acre	1.00	Yes	Yes
Car park and access road	Little Hands	Parking/access		1.00		
Chalkhill Barrow	Water Lane	Open Space	?	1.00	Yes	?
Clear Crescent Play Area	Clear Crescent	Leisure activities	0.51 Acre	1.00	Yes	Yes
Elm Way	Elm Way	Leisure activities	0.5 Acre	1.00	Yes	?
Golden Jubilee Orchard		Orchard	?	1.00	Yes	?
Haggers Close	Land to SW side of Haggers Close	Verge		1.00	Yes	
Maple Way	Junction with Orchard Road	Verge		1.00	Yes	
Maple Way	Junction with Orchard Road	Verge		1.00	Yes	
Millenium Copse	Adjacent to Recreation Ground	Leisure activities	2.9 Acre	1.00	Yes	?
New Recreation Ground (1)	The Moor	Leisure activities	9.5 Acre	1.00	Yes	Yes
New Road Cemetery	Of Victoria Way	Burial	2.9 Acre	1.00	Yes	Yes
Old Recreation Ground		Leisure activities	3.0 Acre	1.00	Yes	Yes
Orchard Road	opposite Orchard Gate	Verge		1.00		
Old Fire Engine House	Station Road	Storage	Station Road	1.00	Yes	Yes
Orchard Road Cemetery	Orchard Road	Burial	2.0 Acre	1.00	Yes	Yes
Stockbridge Meadows	Dolphin Lane	Leisure activities	15 Acre	1.00	Yes	?
The Moor Play Area	The Moor	Leisure activities	Included in (1)	1.00	Yes	Yes
Village Hub - land	High Street	Local Community and Business Activity	0.3 Acre	1.00	Yes	Yes
War Memorial - land	The Cross	Memorial		1.00	Yes	Yes
Worcester Way	Worcester Way	Leisure activities	0.5 Acre	1.00	Yes	Yes
				<b>TOTAL</b>	<b>36.00</b>	

Insurance Value\*

51,000.00

99 yr lease from SCDC from 03/08/10

\* Insurance value based on professional valuation Sept 2021



Melbourn Parish Council Asset Register - Buildings											
Properties	Land location	Use	Asset Details								
			Historic Cost FY22/23	EDGE Asset Number	Insurance Value*	Photo folder	Photo	Build Date	Warranty Expiry	Maintenance	Statutory
The Hub	30 High Street	Local community activities	£612,150.00	89	£1,994,000.00			18/12/2013	18/12/2014	Yes	Yes
The Hub extension - side, rear & front	30 High Street	Local community activities	£160,133.61	339	included above			01/10/2021		Yes	Yes
Little Hands Nursery	New Recreation Ground	Nursery tenancy	£490,751.00	88	£1,648,000.00					Yes	Yes
Sports Pavilion	New Recreation Ground	Sports and leisure activity	£208,425.00	84	£1,134,000.00	Pavilion Assets	037			Yes	Yes
Old Fire Engine House	Station Road	Storage	£31,660.93	87	£99,000.00					Yes	Yes
Workshop	Car park, High Street	General storage	£1,200.00	136	£171,000.00						
Cemetery Lychgate	Orchard Road cemetery	Entrance facility	£28,702.73	86	£154,000.00					Yes	
Cemetery Shed	Orchard Road cemetery	Cemetery maintenace	£6,899.70	85	£69,000.00					Yes	Yes
Church yard wall	Station Road and High Street	Earth retention	£214,200.00	134	£582,000.00					Yes	?
<b>TOTAL</b>			<b>£1,754,122.97</b>		£5,851,000.00						

\* Insurance value based on professional valuation Sept 2021

**Melbourn Parish Council Asset Register - Community Assets**

Melbourn Parish Council Asset Register - Community Assets											
Asset	Location	Use	Asset Details								
			Historic Cost FY22/23	EDGE Asset Number	Insurance Value*	Photo folder	Photo	Build Date	Warranty Expiry	Maintenance	Statutory
War Memorial	Cross	Memorial	£1.00	90	£114,000.00						Yes
Church Clock (not owned by PC)	Church tower	Parish Clock									Yes
Millenium Plaque	A10	Memorial	£1,000.00	189	£1,000.00						Yes
Village Sign	The Cross	Village Identity	£10,000.00	190	£10,000.00						Yes
Mix Music DJ, Booth Flight Case and Subwoofer	Pavillion	Mix Music	£456.00	376	£456.00						
Mix Music Speakers and DJ kit	Pavillion	Mix Music	£2,328.00	377	£2,328.00						

Owned by church; maintained by MPC

<b>TOTAL</b>	<b>£13,785.00</b>	£125,000.00
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\* Insurance value based on professional valuation Sept 2021

Location		Asset Details														Disposals	
Building	Room	Description	Quantity	Type	Purchase date (if known)	Picture Folder	Picture	Warranty Expiry	Historic Cost FY22/23	Ident Number	EDGE Asset Number	Insurance Value	Serial number	Maintenance	Services		Statutory
<b>Vehicles:</b>																	
Car Park		Parish Van	1			Maint Equip Photos	15.jpg 16.jpg 17.jpg		£1,150.00		111	0		Yes		Yes	2022
		Parish Van				Maint Equip Photos	15.jpg 16.jpg 17.jpg		-£1,150.00		111	0					
		Parish Van Citroen Berlingo	1						£9,360.00		355	£9,360.00					
<b>Play Equipment:</b>																	
Clear Crescent Play Area		Wicksteed Safety Grass		96 Units					£4,032.00		71	£4,032.00		Yes			
Clear Crescent Play Area		Special flexi swing 3 bay + 1 basket							£6,297.00		72	£6,297.00		Yes		Yes	
Clear Crescent Play Area		Simulator with polythene deck							£2,395.00		73	£2,395.00		Yes		Yes	
Clear Crescent Play Area		Keystone metal seat							£550.00	No.1	74	£550.00					
Clear Crescent Play Area		Keystone metal seat							£550.00	No.2	75	£550.00					
Clear Crescent Play Area		Keystone metal litter bin							£441.00		76	£441.00					
Clear Crescent Play Area		Special woodland grizzly							£19,028.00		77	£19,028.00		Yes		Yes	
Clear Crescent Play Area		Jungle swing trail							£2,547.00		78	£2,547.00		Yes			
Clear Crescent Play Area		Shimmy ropes							£324.00		79	£324.00		Yes		Yes	
Clear Crescent Play Area		Log steps	8 off						£1,000.00		80	£1,000.00		Yes			
Clear Crescent Play Area		Mounding	8sq metres						£328.00		81	£328.00					
Clear Crescent Play Area		Eco tumble surfacing (50mm)	54 units						£5,832.00		82	£5,832.00		Yes			
Clear Crescent Play Area		Eco tumble surfacing (50mm)	40 units						£3,680.00		83	£3,680.00		Yes			
Clear Crescent Play Area		Oak Seat	2						£1,000.00		200	£1,000.00		Yes			
Clear Crescent Play Area		Furnitube seat	2						£580.00		201	£580.00		Yes			
Clear Crescent Play Area		Picnic Table	1						£440.00		202	£440.00		Yes			
Clear Crescent Play Area		Mounding & Logs - 2012	1		2012				£3,122.00		291	£3,122.00					
Clear Crescent Play Area		Boulders - 2012	4		2012				£580.00		292	£580.00					
Clear Crescent Play Area		slide safety surfacing - 2012	18		2012				£1,746.00		293	£1,746.00					
Clear Crescent Play Area		slide - 2012	1		2012				£7,166.00		294	£7,166.00					
Clear Crescent Play Area		zipwire - 2012	1		2012				£7,119.00		295	£7,119.00					
Clear Crescent Play Area		Zipwire safety grass - 2012	16		2012				£672.00		296	£672.00					
Clear Crescent Play Area		Train station - 2012	1		2012				£448.00		297	£448.00					
Clear Crescent Play Area		Toadstools - 2012	3		2012				£804.00		298	£804.00					
Clear Crescent Play Area		Wooden Train + Carriage - 2012	1		2012				£1,712.00		299	£1,712.00					
Clear Crescent Play Area		Eco tumble surfacing (40mm) - 2012	128		2012				£12,416.00		300	£12,416.00					
Clear Crescent Play Area		Flying Bats cog spinner - 2012	1		2012				£799.00		301	£799.00					
Clear Crescent Play Area		Roly Poly Mirror Panel - 2012	1		2012				£739.00		302	£739.00					
Clear Crescent Play Area		Make it Rain play panel - 2012	1		2012				£857.00		303	£857.00					
Clear Crescent Play Area		Bongos play panel - 2012	1		2012				£1,117.00		304	£1,117.00					
Clear Crescent Play Area		Keyston Metal Seat (green) - 2012	1		2012				£555.00		305	£555.00					
Clear Crescent Play Area		Keyston Metal Bin (green) - 2012	1		2012				£441.00		306	£441.00					
Clear Crescent Play Area		Self-closing gate (yellow) - 2012	1		2012				£891.00		307	£891.00					
Clear Crescent Play Area		Vehicle gate (yellow) - 2012	1		2012				£1,626.00		308	£1,626.00					
Clear Crescent Play Area		log posts (29 metres) - 2012	1		2012				£2,784.00		309	£2,784.00					
The Moor Outdoor Arena		Basket Ball Arena		Hoop & Board					£1,500.00		55	£1,500.00					2020 Dismantled
The Moor Outdoor Arena		Basket Ball Arena		Fence					£500.00		56	£500.00					
The Moor Play Area		Picnic Table		Wooden					£1,500.00	No.1	58	£1,500.00		Yes			
The Moor Play Area		Picnic Table		Wooden					£1,500.00	No.2	59	£1,500.00		Yes			
The Moor Play Area		Spring Horse							£2,500.00	No.1	60	0		Yes		Yes	
The Moor Play Area		Spring Horse							£2,500.00	No.2	61	0		Yes		Yes	2022
The Moor Play Area		See-Saw							£2,500.00		62	0		Yes		Yes	2022
The Moor Play Area		Roundabout							£5,000.00		63	0		Yes		Yes	2022
The Moor Play Area		Slide		Small					£3,000.00		64	0		Yes		Yes	2022
The Moor Play Area		Climbing Frame							£3,000.00		65	0		Yes		Yes	2022
The Moor Play Area		Aerial Wire							£7,500.00		66	0		Yes		Yes	2022
The Moor Play Area		Swings							£5,000.00	No.1	67	0		Yes		Yes	2022
The Moor Play Area		Swings							£5,000.00	No.2	68	0		Yes		Yes	
The Moor Play Area		Slide		Large & Frame					£7,500.00		69	0		Yes		Yes	2022
The Moor Play Area		Bench seat							£500.00		70	0		Yes			
The Moor Play Area		Metal Seat Frame							£500.00		57	0					
The Moor Play Area		Moor Play area disposal							-£44,500.00			0					
The Moor Play Area		MANTIS Zipwire							£12,647.34		357	£12,647.34					
The Moor Play Area		Nexus Viper - Rope Swing							£11,044.62		358	£11,044.62					
The Moor Play Area		Hilly 4 Seat Springer							£6,187.62		359	£6,187.62					
The Moor Play Area		Piggy Springer 1 seater							£3,827.82		360	£3,827.82					
The Moor Play Area		Ovis Springer (white) 1 seater							£3,827.82		361	£3,827.82					
The Moor Play Area		Big Square Trampoline							£7,521.67		362	£7,521.67					
The Moor Play Area		Mira 2.4m high Swing 6 Place,							£9,459.79		363	£9,459.79					
The Moor Play Area		Spinmee Inc. Roundabout							£10,219.63		364	£10,219.63					
The Moor Play Area		Bespoke UniPlay Unit							£40,749.88		365	£40,749.88					
The Moor Play Area		Swift Wide1.8m high Slide							£9,262.21		366	£9,262.21					
The Moor Play Area		Staircase Steps for mound							£4,190.78		367	£4,190.78					
The Moor Play Area		Underground Tunnel							£4,120.63		368	£4,120.63					
New Recreation Ground		Youth Shelter				Pavilion Assets		38	£25,000.00		135	£25,000.00		Yes		Yes	
New Recreation Ground		Youth Sports Arena				Pavilion Assets		27	£17,000.00		187	£17,000.00		Yes		Yes	
<b>Contents: (by location - alphabetical)</b>																	
83 High Street		Oak Seat	1						£1,000.00		191	£1,000.00		Yes			

Location		Asset Details														Disposals
Building	Room	Description	Quantity	Type	Purchase date (if known)	Picture Folder	Picture	Warranty Expiry	Historic Cost FY22/23	Ident Number	EDGE Asset Number	Insurance Value	Serial number	Maintenance	Services	
83 High Street		Platinum Jubilee Bench 5 ft	1		01/04/2022				£1,075.00		344	£1,075.00		Yes		
83 High Street		Kohima Stone	1		16/11/2016				£3,760.00		142	£3,760.00		Yes		
Back Lane / High Street		Furnitube seat	2						£580.00		192	£580.00		Yes		
BMX Site		Picnic Table	1						£440.00		194	£440.00		Yes		
BMX Site		Fencing							£5,000.00		195	£5,000.00		Yes		
BMX Site		Gates							£500.00		196	£500.00		Yes		
Cambridge Road		Furnitube seat	1						£290.00		199	£290.00		Yes		
Car Park, High Street		Fencing							£5,560.00		198	£5,560.00				
Church Yard		Gates	1						£1,032.00		289	£1,032.00		Yes		
Church Yard, Station Road & High Street		Gates	1						£1,250.00		188	£1,250.00		Yes		
Church Yard, Station Road		Kissing gates	1						£825.00		138	£825.00		Yes		
Church Yard, Church Walk		Kissing gates	1						£825.00		138	£825.00		Yes		
Fire Engine House	1	Grass Cutter		Lateral					£750.00		31	£750.00		Yes		Yes
Fire Engine House	1	Vintage Carriage		Coffin Carriage?		Maint Equip Photos	34.jpg 35.jpg		£1,000.00		32	£1,000.00		Yes		
Fire Engine House	1	Waste Collection Bin		Street Cleaner Bin		Maint Equip Photos	38.jpg		£325.00		33	£325.00		Yes		
Fire Engine House	1	Wooden Furniture		Assorted					£500.00		34	£500.00				
Fire Engine House	1	Village Map		Framed					£250.00		35	£250.00				
Fire Engine House		Billy Goat Vacuum Cleaner	1			Maint Equip Photos	32.jpg 33.jpg		£250.00		204	£250.00				
Golden Jubilee Orchard		Heritage fruit trees	50						£500.00		205	£500.00		Yes		
High Street, Bus Stop		Wooden Slat Seat	1						£300.00		197	£300.00		Yes		
High Street/Vicarage Close		Wooden Slat Seat	1						£800.00		206	£800.00		Yes		
High Street/Vicarage Close		Bus Shelter - perspex	1	TBC	01/02/2021				£1.00		311	£7,500.00		Yes		Yes
High Street/The Cross		Village Noticeboards	3						£6,000.00		161	£6,000.00				
Highways - various		MVAS unit	1		16/07/2021				£2,006.17		326	£2,006.17		Yes		
Highways - various		MVAS unit	1		13/05/2022				£2,200.00		343	£2,200.00		Yes		
Jubilee Orchard		Interpretation Board - recycled plastic	1		25/03/2021				£740.00		325	£740.00		Yes		
Medcalfe Way / Palmers Way		Furnitube seat	1						£290.00		208	£290.00		Yes		
New Road		Oak Seat	4						£500.00		211	£500.00		Yes		
Norgetts Lane/ Orchard Road		Furnitube seat	1						£290.00		220	£290.00		Yes		
Opposite Sheeps Head Road		Furnitube seat	1						£290.00		212	£290.00		Yes		
New Road Cemetery		Oak Noticeboard	1						£1,500.00		213	£1,500.00		Yes		
New Road Cemetery		Litter bins - circular timber slat	2		14/03/2019				£328.00		159	£328.00				
New Road Cemetery		5 bar gate to rear entrance of cemetery	1		07/10/2021				£460.00		341	£460.00		Yes		
New Road Cemetery		Interpretation Board - recycled plastic	1		26/11/2020				£740.00		290	£740.00		Yes		
Orchard Road Cemetery		Oak Seat	1						£500.00		214	£500.00		Yes		
Orchard Road Cemetery		Furnitube seat	1						£290.00		247	£290.00		Yes		
Orchard Road Cemetery		Cemetery Gates	2	Wrought iron	2011				£22,500.00		327	£22,500.00				
Orchard Road Cemetery - Lychgate		Noticeboard	1						£1,000.00		207	£1,000.00		Yes		
Orchard Surgery		Outdoor polycarbonate defib cabinet	1						£495.00		333	£495.00				Yes
Recreation Ground		Wavy Line Metal Bench	3						£290.00		215	£290.00				
Riverside Corner Rec		Picnic Table	1						£440.00		216	£440.00		Yes		
		2 X King Charles benches	2						£1,198.60		380	£1,198.60				
The Moor - corner of		Furnitube seat	1						£290.00		203	£290.00		Yes		

Location		Asset Details														Disposals
Building	Room	Description	Quantity	Type	Purchase date (if known)	Picture Folder	Picture	Warranty Expiry	Historic Cost FY22/23	Ident Number	EDGE Asset Number	Insurance Value	Serial number	Maintenance	Services	
Sports Pavilion	Main room	Pool table	1			Pavilion Assets	002.JPG	2015	£800.00		36	£800.00		?		
Sports Pavilion	Main room	Plastic Chairs	32	Plastic		Pavilion Assets	001.JPG		£320.00		38	£320.00				
Sports Pavilion	Kitchen	Water heater	1	Lincat				2015	£400.00		42	0		Yes	Electricity	Yes
Sports Pavilion	Kitchen	Water heater	1	Lincat				2015	-£400.00	Replaced	42	0		Yes	Electricity	Yes
Sports Pavilion	Kitchen	Water heater	1					09/08/2022	£727.43		353	£727.43		Yes	Electricity	Yes
Sports Pavilion	Kitchen	Hand driers	5			Pavilion Assets	010	2015	£500.00		43	£500.00		Yes	Electricity	?
Sports Pavilion	Outside	Bench game table	1						£299.00		44	£299.00		Yes		
Sports Pavilion	Outside	Picnic table	2			Pavilion Assets	009		£880.00		45	£880.00		Yes		
Sports Pavilion	Outside	Metal galvanised table	2						£1,500.00		46	£1,500.00		Yes		
Sports Pavilion	Outside	Chess set and table	1			Pavilion Assets	025		£1,500.00		47	£1,500.00				
Sports Pavilion	Outside	Air source heat pumps	2			Pavilion Assets	011		£6,000.00		48	£6,000.00		Yes	Water & Electricity	Yes
Sports Pavilion	Outside	Flood lights for sports pitches	3		25/10/2018				£1,325.00		152	£1,325.00				
Sports Pavilion	Main area	Notice boards	5			Pavilion Assets	004.JPG		£450.00		50	£450.00				
Sports Pavilion	Main area	Security system	1						£3,000.00		52	£3,000.00		Yes	Electricity	
Sports Pavilion	Outside	Clock	1						£500.00		53	£500.00			Electricity	
Sports Pavilion	Outside	Metal framework	1						£1,000.00		54	£1,000.00		Yes		
Sports Pavilion	Outside	Wavy Line Metal Bench	1						£290.00		217	£290.00				
Sports Pavilion		Heating System and Controls	1			Pavilion Assets	039,041		£1,500.00		218	£1,500.00				
Sports Pavilion		Electric Cooker	1						£350.00		221	£350.00				
Sports Pavilion		Fittings in Home and Away Changing Rooms (sanitary ware and slatted benches and clothes hooks)	2			Pavilion Assets	008		£5,100.00		227	£5,100.00				
Sports Pavilion		Fittings in disabled, mens and women's toilets	3			Pavilion Assets	005, 006, 007, 012, 013, 014		£3,000.00		228	£3,000.00				
Sports Pavilion		Extractor fans in kitchen and home and away changing rooms	3						£450.00		229	£450.00				
Sports Pavilion		Kitchen fittings, sink, 3 wall cupboards, 2 corner units, 1 cupboard base unit, 3 drawer base unit	1			Pavilion Assets	016,017		£5,000.00		230	£5,000.00				
Sports Pavilion	Outside	Septic Tank	1						£5,200.00		231	£5,200.00				
Sports Pavilion	Outside	Goal Posts	4			Pavilion Assets	026		£1,000.00		232	£1,000.00				
Sports Pavilion	Outside	Decorative metal grille to veranda	1						£500.00		234	£500.00				
Sports Pavilion	Outside	Cycle Rack	1			Pavilion Assets	040		£1,000.00		235	£1,000.00				
Sports Pavilion	Outside	Storage shed	1		20/11/2020				£1,186.71		288	£1,186.71		Yes		
Sports Pavilion - Net Store		Large Grass Cutter Allen (Flymo)				Maint Equip Photos	26.jpg 27.jpg 28.jpg		£500.00		269	£500.00				
Sports Pavilion - Net Store		Grass Cutter Masport 300 AL				Maint Equip Photos	29.jpg 30.jpg 31.jpg		£350.00		270	£350.00				
Sports Pavilion - Net Store		Scythe Mower	1			Maint Equip Photos	36.jpg 37.jpg		£1,000.00		272	£1,000.00				
Stockbridge Meadows		Boardwalk - recycled plastic	1		16/11/2022				£68,708.00		352	£68,708.00		Yes		
Stockbridge Meadows		Metal Picnic Tables	2		15/01/2018				£2,000.00		140	£2,000.00				
Stockbridge Meadows		Steel Sculptures	3						£20,000.00		133	£20,000.00		Yes		
Stockbridge Meadows		Oak Seat	3						£500.00		239	£500.00		Yes		
Stockbridge Meadows		Teak half tree bench & commemorative brass plaque	1		17/08/2021				£749.98		329	£749.98		Yes		
Stockbridge Meadows		Groundwork for memorial bench	1		21/11/2021				£480.00		340	£480.00				
Stockbridge Meadows		Picnic Table	2						£440.00		240	£440.00		Yes		
Stockbridge Meadows		Wavy Line Metal Bench	1						£290.00		241	£290.00				
Stockbridge Meadows		Vehicular Gates	2						£5,000.00		242	£5,000.00		Yes		
Stockbridge Meadows		Pedestrian Gates	2						£2,500.00		243	£2,500.00		Yes		
Stockbridge Meadows		Boardwalk	X Mtrs						£5,000.00		244	£5,000.00		Yes		

Location		Asset Details															Disposals
Building	Room	Description	Quantity	Type	Purchase date (if known)	Picture Folder	Picture	Warranty Expiry	Historic Cost FY22/23	Ident Number	EDGE Asset Number	Insurance Value	Serial number	Maintenance	Services	Statutory	
Village Hub		Coffee Grinder	1						£500.00		92	0		Yes		Yes	
Village Hub		Coffee Grinder							-£500.00	Replaced	92	0		Yes		Yes	Y
Village Hub		Coffee Machine							£5,000.00		93	0		Yes		Yes	
Village Hub		Coffee Machine							-£5,000.00	Replaced	93	0		Yes		Yes	Y
Village Hub		Espresso machine	1		18/10/2022				£4,066.25		349	£4,066.25		Yes			
Village Hub		Coffee Grinder	1		18/10/2022				£581.88		350	£581.88		Yes			
Village Hub		Water Still							£2,500.00		94	£2,500.00		Yes		Yes	
Village Hub		Convection Oven	1						£2,500.00		95	0		Yes		Yes	
Village Hub		Convection Oven	1						-£2,500.00	Replaced	95	0		Yes		Yes	Y
Village Hub		Convection Oven	1		18/10/2022				£1,390.83		348	£1,390.83		Yes			
Village Hub		Standard Oven							£3,000.00		96	£3,000.00		Yes		Yes	
Village Hub		Dishwasher			30/09/2017				£2,824.00		137	£2,824.00					
Village Hub		3 Door Fridge							£2,500.00		98	£2,500.00		Yes		Yes	
Village Hub		2 Door Freezer							£2,500.00		99	£2,500.00		Yes		Yes	
Village Hub		LAS counter freezer	1		44041				£2,468.32		286	£2,468.32		Yes		Yes	
Village Hub		Under Counter Fridge - LH Hinged			44041				£903.10	No.1	285	£903.10					
Village Hub		Under Counter Fridge							£1,000.00	No.2	101	£1,000.00		Yes		Yes	
Village Hub		Single door upright cooler 336L - grey	1		16/01/2020				£392.00		276	£392.00					
Village Hub		Panini Grill							£300.00		102	£300.00		Yes		Yes	
Village Hub		Refrigerated Display							£1,800.00		103	£1,800.00		Yes		Yes	
Village Hub		Counter							£9,000.00		104	£9,000.00					
Village Hub		Air Conditioning unit - kitchen	1		26/02/2020				£2,260.00		277	£2,260.00		Yes			
Village Hub		Water Dispenser							£500.00		105	£500.00		Yes		Yes	
Village Hub		Social distance screens	1		24/07/2020				£2,380.00		284	£2,380.00				Yes	
Village Hub		EPOS system hardware - 1 x cashdrawer, 1 x printer, 2 x handheld devices			02/11/2020				£392.59		287	£392.59					
Village Hub		Crockery and Utensils							£5,000.00		106	£5,000.00					
Village Hub		Kenwood Mixer	1		28/10/2021				£428.34		330	£428.34					
Village Hub		Kitchenaid Hand Blender	1		30/06/2022				£565.83		346	£565.83					
Village Hub		Buffalo countertop fryer	1		30/06/2022				£249.99		347	£249.99					
Village Hub		Upright Freezer							£1,400.00		107	£1,400.00		Yes		Yes	
Village Hub		Cooker Hood							£13,500.00		108	£13,500.00		Yes		Yes	
Village Hub		Library Racking							£11,500.00		109	£11,500.00		Yes		Yes	
Village Hub		Computer Equipment (itemised)							£11,000.00		112	£11,000.00		Yes		Yes	
Village Hub		Desk Top PC	5						£5,000.00		113	£5,000.00		Yes		Yes	
Village Hub		Laptop PC	5						£5,000.00		114	£5,000.00		Yes		Yes	
Village Hub		Network printer	1						£500.00		115	£500.00		Yes		Yes	
Village Hub		Server - HPE Proliant ML30	1						£3,072.40		342	£3,072.40		Yes		Yes	
Village Hub		UPS	1						£2,000.00		117	£2,000.00		Yes			
Village Hub		Server cabinet	1						£1,500.00		118	£1,500.00					
Village Hub		HD CCTV system	1		22/07/2019				£3,750.00		273	£3,750.00					
Village Hub		22" HD CCTV monitor	1		15/07/2019				£130.00		273	£130.00					
Village Hub		Telephone System (BT)	1		17/10/2018				£1,073.00		160	£1,073.00		Yes		Yes	
Village Hub		Lighting System							£33,000.00		121	£33,000.00		Yes		Yes	
Village Hub		Stair Lift	1						£11,500.00		122	£11,500.00		Yes		Yes	
Village Hub		Boiler							£3,000.00		131	£3,000.00		Yes		Yes	
Village Hub		Furniture (Various items)							£12,000.00		123	£12,000.00		Yes		Yes	
Village Hub		Furniture for new rooms - 17 x chairs, staff room desk, 4 x desks			07/09/2021				£2,528.00		338	£2,528.00					
Village Hub		Blinds (Multiple)							£4,500.00		124	£4,500.00		Yes			
Village Hub		Safe							£900.00		125	£900.00					
Village Hub		Keysafe							£200.00		126	£200.00					
Village Hub		Lockers							£450.00		127	£450.00					
Village Hub		Projector							£1,400.00		128	£1,400.00		Yes		Yes	
Village Hub		Projectors & screens, ceiling mounts	3		18/05/2021				£2,555.44		335	£2,555.44					
Village Hub		Air Conditioning & base- Parish Office/large meeting room	1		13/06/2019				£4,390.00		163/164	£4,390.00					
Village Hub		Daikin Wall mounted a/c units (extension rooms)	4		22/07/2021				£5,090.00		336	£5,090.00		Yes			
Village Hub		Mitsubishi HRV unit	1		22/07/2021				£3,965.00		3377	£3,965.00		Yes			
Village Hub		Television Stand							£300.00		129	£300.00					
Village Hub		PA system - atrium	1		07/07/2020				£1,290.50		282	£1,290.50					
Village Hub	Outside	Disability access railings - Hub steps	2		17/07/2020				£710.00		283	£710.00					
Village Hub		Marquee, flooring & guttering	1		01/02/2021				£1,573.66		310	£1,573.66		Yes			
Village Hub	Outside	Front Hub Sign							£2,500.00		130	£2,500.00					
Village Hub	Outside	Defibrillator Cabinet			19/06/2018				£495.00		149	£495.00					
Village Hub	Roof	Photovoltaic (PV) Installation							£25,000.00		132	£25,000.00		Yes		Yes	
Village Hub		Office Contents*							£16,153.55			£16,153.55					
Village Hub		Magnetic Board library	1		06/11/2022				£415.75		354	£415.75					
Village Hub		3 * Ipads	3		30/01/2023				£1.00		369	£407.00					
Village Hub		1 Laptop used at reception	1		30/01/2023				£1.00		370	£559.00					
Village Hub		Washing machine & Drier	1		30/01/2023				£1.00		371	£907.00					
Village Hub		Refrigerator	1		30/01/2023				£1.00		372	£1,367.00					
Village Hub		Lights & Electricity	1		23/05/2023				£2,110.61								
Village Hub		Book Supports for the Library	1		27/06/2023				£420.00								
Memorial		Oak Seat	1						£500.00		209	£500.00		Yes			
Memorial		Wooden Slat Seat	1						£300.00		210	£300.00		Yes			

Location		Asset Details														Disposals
Building	Room	Description	Quantity	Type	Purchase date (if known)	Picture Folder	Picture	Warranty Expiry	Historic Cost FY22/23	Ident Number	EDGE Asset Number	Insurance Value	Serial number	Maintenance	Services	
Memorial		Oak railing	1		24/01/2022				£8,377.50		332	£8,377.50		Yes		
Workshop	1	Trailer		2 Wheel		Maint Equip Photos	12.jpg		£750.00		1	£750.00		Yes		Yes
Workshop	1	Hedge Trimmer		STIHL 86R		Maint Equip Photos	13.jpg 14.jpg		£439.00		3	£439.00		Yes		Yes
Workshop	1	Garden Vacuum		STIHL SH55		Maint Equip Photos	07.jpg 08.jpg		£240.00		5	£240.00		No		No
Workshop	1	Portable generator		Robin		Maint Equip Photos	11.jpg		£350.00		8	£350.00		Yes		Yes
Workshop		Shelf Racks	4			Maint Equip Photos	02.jpg		£600.00		249	£600.00				
Workshop		Workbench	1			Maint Equip Photos	01.jpg		£250.00		250	£250.00				
Workshop		Stihl FS130 Strimmer	1			Maint Equip Photos	18.jpg 19.jpg		£450.00		253	£450.00				
Workshop		Fire Safe Filing Cabinets	2			Maint Equip Photos	25.jpg		£700.00		267	£700.00				
Workshop	1	Grit Spreader				Maint Equip Photos	23.jpg		£275.00		30	£275.00		Yes		
Workshop		Draper 83818 Pressure Washer	1		09/07/2018				£295.54		150	£295.54				
Workshop		Pressure Washer Water Tank	1		01/08/2018				£249.00		151	£249.00				
Workshop		Hikvision 16CH 5.0MP ultra HD DVR CCTV	1		24/06/2020				£245.83		281	£245.83				
Workshop		Heavy duty tripod ladder 8 ft	1		03/03/2022				£325.00		334	£325.00				
Workshop		Electric bike Batri Bike, Diamond Pro	1		10/08/2021				£400.00		328	£400.00		Yes		
Workshop		Multi Matting	1		21/09/2023				£590.88			£590.88				
		*see office contents sheet														
								<b>TOTAL</b>	<b>£752,312.49</b>			<b>£760,516.88</b>				

**Office Contents-Audit Sheet**

**Asset Details**

Description	Quantity	Picture	Warranty Expiry	Historic Cost 2022/23	Ident Number	Edge Asset No.	Serial number	Maintenance	Services	Statutory
Desks With Pedestals	2									
Tall, 2 Door, Storage Cupboards	3									
4 Drawer Filing Cabinets	2									
4 Drawer Filing Cabinets	-1									
Office Swivel Chairs	2									
Small Round Meeting Table	1									
Chairs (Might Be Hub Chairs?)	3									
Wall Shelving	1									
Rectangular Table	1									
Table-Top Fridge	1									
Large Fan	1									
Telephones	2									
Desktop Computers	1				Replaced 28/04/21	Original cost estimate unknown				
Hp Laptop	1									
Smart UPS	1									
Olympus Digital Voice Recorder And Speakers	1									
PC Speakers	2									
Shredder (New This Year - Already On Edge)	1									
Plastic Comb Binder	1									
Guillotine	1									
Laminator	1									
Heavy Duty Stapler	1									
<b>TOTAL*</b>				<b>£12,013.42</b>		91				
<b>2017/18 additions</b>										
18/07/2017 Shredder	1			£322.00		139				
<b>2018/19 additions: (£1,121)</b>										
15/01/2019 HP desktop, 24" monitor and speakers	1			768.56		153		W/s 3		
21/01/2019 Windows 10 Pro for HP desktop	1			122.22		158		W/s 3		
21/01/2019 Rectangular panel 1200mm beech desk	1			135.00		156				
11/01/2019 High back office chair with adjustable arms - blue	1			95.00		157				
<b>2019/20 additions: (£644.33)</b>										
24/03/2020 Synology DS918 and 4 bay desktop NAS enclosures	1			411.05		279				
24/03/2020 WD2 2B NAS hard drive - red	1			233.28		280				
<b>2021/22 additions</b>										
22/12/2021 ASUS laptop	1			399.16		331		Timebank		
22/12/2021 Office 2021 Professional Software for laptop	1			85.00		331				
<b>2022/23 additions</b>										
07/06/2022 HP Desktop core i5 10505/3.2 GHz - RAM 8 GB - SSD 256 GB	1			494.00		345		Assistant Clerk		
26/10/2022 HP Desktop 295 G6 Ryzen 5 4600/3.7 Ghz RAM 8GB	1			625.87		351		Clerk		
21/01/2022 Timebank Laptop	1			448.99		356		Timebank		
<b>TOTAL*</b>				<b>£16,153.55</b>						

Disposed Apr 2022 - replaced with 2 drawer version (items under £200)

\* see Office Contents on Contents and Total Tab



Location		Inventory Asset Details (Items under £200)													Disposal
Building	Room	Description	Quantity	Type	Purchase date (if known)	Picture Folder	Picture	Warranty Expiry	Historic Cost FY2022/23	Ident Number	Serial number	Maintenance	Services	Statutory	
Cemetery Shed	1	Wheelbarrow		Plastic					£25.00			No		No	
Cemetery Shed	1	Lawn Mower		Quantum XTS 50		Maint Equip Photos	26.jpg 17.jpg		£150.00			Yes		Yes	
Cemetery Shed	1	Garden Spade							£15.00	No.2					
Cemetery Shed	1	Various signs							£50.00						
Community Hub		Toaster	1	Dualit - 6 slice	29/11/2022				£179.99						
Community Hub		Legionnaires Thermometer kit	1		07/12/2022				£105.99						
Parish Office	1	Webcam	1	Oericom HP 1080P	17/04/2020				£37.49						
Parish Office	1	Noise cancelling telephone headset	1	Binaural	08/06/2021				£33.32						
Parish Office	1	2 drawer filing cabinet bench	1	Beech	21/03/2022				£128.00			No			
Parish Office	1	Lenovo C27-30 27" computer screens	2		26/04/2022				£273.32						
Rec Ground		Dog bins and posts	2	Red HGN4S	05/08/2020				£78.00						
St. Georges Allotments		Lidded plastic box for asbestos disposal	1						£19.96						
St. Georges Allotments		Sign - asbestos only	1		18/06/2020				£40.00						
Sports Pavilion	Main room	Tables	6						£100.00						
Sports Pavilion	Main room	Fire extinguishers	3						£90.00			Yes		Yes	
Sports Pavilion	Main room	Fire blanket	1						£10.00			Yes		Yes	
Sports Pavilion	Main Room	Vacuum Cleaner	1						£100.00						
Sports Pavilion	Main Room	Dupray Steam Cleaner	1		17/07/2019				£125.00						
Sports Pavilion	Kitchen	Kettle	1						£25.00			Yes	Electricity	Yes	
Sports Pavilion	Main area	White boards	2						£30.00						
Sports Pavilion		Folding Square Tables	5			Pavilion Assets	021		£200.00						
Sports Pavilion		Waste Bins	6			Pavilion Assets	022		£100.00						
Sports Pavilion		Fridge	1		20/04/2018	Pavilion Assets			£100.00						
Sports Pavilion		Microwave	1			Pavilion Assets	019		£50.00						
Sports Pavilion		Toaster	1			Pavilion Assets			£15.00						
Sports Pavilion		Assorted Saucepans and Cooking utensils	1			Pavilion Assets	018,020		£250.00						
Sports Pavilion		Assorted Crockery	1						£200.00						
Sports Pavilion		Assorted Cutlery	1						£100.00						
Sports Pavilion		Boot cleaners	2			Pavilion Assets	023		£300.00						
Net Store		Goal Nets	2			Pavilion Assets			£112.00						
Net Store		New Goal Nets	2			Pavilion Assets	030		£112.00						
Net Store		Corner posts	8			Pavilion Assets	029		£160.00						
Net Store		Assorted trophies							£1.00						
Net Store		Gazebos							£50.00						
Net Store		Gazebos - Hub?	2						£200.00						
Net Store		Spade for sports teams	2						£20.00						
Village Hub		Magazine Rack	1		14/05/2019				£10.00						
Village Hub		Library books							£10,000.00						
Village Hub		2 Office Chairs at the reception desk	2						£107.00						
Workshop	1	Leaf Blower		STIHL BCS4C		Maint Equip Photos	1.jpg 04.jpg		£199.00			No		No	
Workshop	1	Portable Sprayer				Maint Equip Photos	09.jpg		£30.00	No.1		No		Yes	
Workshop	1	Hand Saw		Single handed					£15.00			Yes		No	
Workshop	1	Stanley Fatmax cordless twispack kit							£134.99						
Workshop	1	Stanley Mixed Tool Set 210 pieces							£154.61						
Workshop	1	Hand Broom							£5.00	No.1					
Workshop	1	Hand Broom							£5.00	No.2					
Workshop	1	Garden Hoe							£15.00	No.1					
Workshop	1	Garden Hoe							£15.00	No.2					
Workshop	1	Garden Fork							£15.00	No.1					
Workshop	1	Garden Fork							£15.00	No.2					
Workshop	1	Garden Spade							£15.00	No.1					
Workshop	1	Garden Rake							£15.00	No.1					
Workshop	1	Garden Rake							£15.00	No.2					
Workshop	1	Car ramp							£10.00	No.1					
Workshop	1	Car ramp							£10.00	No.2					
Workshop	1	Portable appliance transformer 110-V							£50.00			Yes		Yes	
Workshop	1	Extension ladder				Maint Equip Photos	24.jpg		£60.00			Yes		Yes	
Workshop		Broom	1						£20.00						
Workshop		Snow Shovel	2			Maint Equip Photos	20.jpg		£20.00						
Workshop		Sack Barrow	1			Maint Equip Photos	05.jpg		£30.00						
Workshop		Black and Decker hedge Trimmer	1						£100.00						
Workshop		Loppers	1						£40.00						
Workshop		Rakes	2						£40.00						
Workshop		Post Driver	1			Maint Equip Photos	06.jpg		£35.00						
Workshop		Post Hole Spade	1			Maint Equip Photos	21.jpg		£35.00						
Workshop		Henry vacuum cleaner	1			Maint Equip Photos	22.jpg		£90.00						
Workshop		AZTE Pickaxe	1						£100.00						
Workshop		Lawn Edger	1						£30.00						
Workshop		Long Handed Shears	1						£30.00						
Workshop		Key Safe	1						£50.00						
Workshop		Sledgehammer	1						£20.00						
Workshop		Red Devil High Pressure Washer	1			Maint Equip Photos	10.jpg		£50.00						
Workshop		Safety Helmets	2						£40.00						
Workshop		Mop and Bucket	1						£10.00						
Workshop		Wire Brooms	2						£30.00						
Workshop		Mobile Phones	2						£60.00						
Workshop		Angle Grinder	1		20/02/2020				£67.00						
Workshop		Safety boots	1		30/05/2020				£42.00						
Workshop		HVIs coloured waistcoats	2		17/07/2019				£27.87						
Workshop		HVIs bomber jacket	2		28/01/2020				£52.00						
Workshop		Shears	1		30/06/2020				£24.99						
Workshop		Broom	1		23/09/2020				£16.42						
Workshop		Secateurs	1		14/12/2020				£9.74						
Workshop		Safety boots - pair	2		12/11/2020				£41.98						
Workshop		Christmas Tree lights	1		08/02/2021				£90.00						
Workshop		Extension lead & timer for lights	1		10/12/2020				£28.00						
Workshop		Sign - Christmas Tree recycling point	1		11/01/2021				£45.00						
Workshop		Loppers	1		31/12/2020				£19.99						
Workshop		Hose & hose cart	1		24/06/2022				£62.48						
Workshop		Legionnaires thermometer kit	1		07/12/2022				£105.99						
Workshop		Bike trailer - litter picking	1		08/07/2021				£50.00						

Note: many racks of books but individual items all under £200; books belong to library but do need to be insured by MPC  
Donated by the hub less than asset register

There are additions to books most months but old books are also removed

Total Assets under £200 year ended 31/03/2023

#####

addition 2022/23

**POLICY AND PROCEDURE: INVESTMENT PLAN 2024-25**

**2024-25 Investment Plan- (Mar 2024)**

The Investment Plan is reviewed annually changes in the economic climate may give rise to half yearly reviews to ensure that the investments are making the best return for the Parish Council and are accessible when required.

**Funds Available for Investing**

MPC has approximately £367,000 temporary surplus funds available during 2024/25 (see table below):

Source	Balance at 30.09.23	Comments
<b>General Reserve</b>	£238,342 of which £158,262 is equivalent to 6 months expenditure.	Easy access required in case of emergency need – We are only required to maintain 6 months trading, however this does not consider the remaining spend
<b>Asset Management Reserve</b>	£87,611.71 plus additional £13,000 to be moved into the reserve in 24/25.	Assumed resurfacing of the car park and play park to be undertaken from this reserve and a provision.
<b>s106 Reserve</b>	£191,996.78	Have looked at reserves and projects to be undertaken assumed Skate Park and bus shelters will be post 2025.

**Table of Fund investments to consider:**

The table below shows how I believe we can prudently split the funds based on the reserves and the plans. This is not necessarily how it will be split taking into consideration the available accounts and risks.

Source	Instant Access	45 day notice	100 day notice	6 months	1 year
General Reserve	158,262	40,040	40,040		
Asset Management Reserve		30,000		10,000	47,611
S106 Reserve	31,906	21,609	21,609	21,609	95,263
Other Reserves	20,077	5,000		35,055	
Current Asses& Liabilities	4,482				
<b>Total</b>	<b>214,727</b>	<b>96,649</b>	<b>61,649</b>	<b>66,664</b>	<b>142,874</b>
<b>Rounding</b>	<b>215,000</b>	<b>96,000</b>	<b>62,000</b>	<b>67,000</b>	<b>142,000</b>

This above Recommendation has considered the 2024/25 year plan and is prudently placed.

- The majority of MPC's available funds should be kept readily accessible with a maximum of 100 days notice.
- It should be possible to invest for longer terms based on plans and obligations part of the AMR, s106 reserve and any reserves which are maintained for periods in excess of 1 year.
- The Investment Plan should be reviewed as MPC's plans for spending s106 and AMR and obligations are agreed to ensure that funds are available when required.

## Economic Climate

Bank of England base rate is currently 5.25% the next review is the 21<sup>st</sup> March 2024 it is predicted that this will remain at 5.25 and is looking to remain at this level.

## Current position – 29 February 2024

MPC has £292,986 invested in four accounts – see breakdown below.

## Review of existing investment performance:

Institution	Product	Current Investment	Notice Period	Yield (at 28 Feb 2024)	FSCS Yes/No	Credit Rating
CCLA	Public Sector Deposit Fund* (money market fund)	£85,000	On demand	5.25%	n/a	AAAmf (Fitches) Unchanged
Nationwide (issue 1)	45 day Members Business Saver deposit account	£116,968	45 days	3.35%	Y	AA3 (Moody's) Unchanged
Charity Bank	40 day ethical notice	£31,018	40 day	3.26%	Y	-
Cambs & County	1 Year Fixed	£60,000	1 year	5.2%	Y	

\*The Public Sector Deposit Fund is a money market fund specifically designed for the Public Sector. It invests in a diversified portfolio of high-quality sterling denominated deposits and instruments. Its primary aim is to maintain the net asset value of the fund at par. The purchase of shares in the PSDF is not the same as investing in a bank deposit account and is not a guaranteed investment. There is a risk that the value per share may fall below face value.

## Investment Options for remainder 2024/25

A review of available investments, open to Parish Councils, which meet MPC's Investment Strategy requirements was undertaken (see Appendix 1 below).

The **best yields** currently available to Parish Councils are:

Institution	Product	Minimum Investment	Notice Period	Yield (at Feb 2023) Fixed/Variable	FSCS Yes/No	Credit Rating
Charity Bank	Ethical 40 day notice	£1,000	40 days	3.26%V for bals>£25k 3.30%	Y	-
Charity Bank	Ethical 1-Year Business Fixed Rate	£10,000	Matures 1 Year	4.51% F	Y	-
Charity Bank	Ethical 100-day notice	£1,000	100 days	3.29% >£25,000 3.33%	Y	-
Cambridge & Counties Bank	1 yr fixed rate business bond	£50,000	Matures 1 yr	4.8% F	Y	-
Cambridge & Counties Bank	31 day notice	£10,000	31 days	4.05% variable	Y	
Cambridge & Counties Bank	95 day notice	£10,000	95 days	4.50% variable	Y	
Cambridge & Counties Bank	6 months fixed rate bond	£10,000	Matures 6 months	4.70% fixed	Y	

MPC currently has £292,392 invested. The available fund for investment is approximately £396,000. There are a number of accounts that are not suitable for parish councils so spreading the risk is difficult. We hold a large amount in Unity Trust Bank, looking at the deposit accounts these require a minimum of £85,000 investment.

Of MPC's existing investment accounts, CCLA is performing well and Nationwide is currently lower than compared to the best new offerings. The Cambs & County investment is performing well.

Cambridge & Counties Bank are offering good returns although one account requires 95 they only do from 1 year fixed. CCLA offers instant access with a higher yield, however there is risk attached to this account. Cambridge & Counties 1- year fixed rate business bond is the best return currently available to Parish Councils.

### Investment Plan Recommended for remainder of 2023/24:

CCLA PSDF – this investment is currently performing well. MPC has an investment by of £85,000. Note that this investment is not the same as a bank deposit.

Nationwide 45 day business saver – MPC should reduce the amount held in the account to the FSCS limit of £85,000.

Charity Bank 40 days – This account holds £31,018 and should remain.

Cambridge & Counties Bank 1 year fixed bond – this investment was opened in August 2023 with £60,000.

For agreement:

£67,000 should be invested into Cambridge & Counties 6 month fixed rate bond.

£62,000 should be invested into the 100 day Charity Bank account.

**Liquidity breakdown of suggested investments:**

	Instant Access	40-45 days	100 days	6 months	1 year
% of funds	48%	19%	11%	12%	10%

The proposed investment plan spreads investments between institutions and account types which spreads risk via diversification.

All investments should be reviewed in September 2024 subject to maturity of bonds or earlier if there is a significant change in interest rates, perceived risk of financial institution failure or economic climate.

**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Council meeting: 18 March 2024**

*Review: 6 months*

**Melbourn Parish Council**  
**Subject Access Request**  
**Form**

<b>Process to Action</b>		
Name of requester (Method of communication) Email Address Phone number Postal Address		
Date Subject Access Request made		
Is the request made under the Data Protection Legislation	Yes	No
Date Subject Access Request action to be completed by (One month after receipt time limit)		
Extension to the date of reply requested ( An extension of another two months is permissible provided it is communicated to the subject within the one month period)	Yes	No
Extension date advised to the Subject Requester and method of contact		
Identification must be proven from the below list: Current UK/EEA Passport UK Photo card Driving Licence (Full or Provisional) EEA National Identity Card Full UK Paper Driving Licence State Benefits Entitlement Document State Pension Entitlement Document HMRC Tax Credit Document Local Authority Benefit Document State/Local Authority Educational Grant Document HMRC Tax Notification Document Disabled Driver's Pass Financial Statement issued by bank, building society or credit card company Utility bill for supply of gas, electric, water or telephone landline A recent Mortgage Statement A recent council Tax Bill/Demand or Statement Tenancy Agreement Building Society Passbook which shows a transaction in the last 3 months and their address		
Verification sought that the Subject Access request is substantiated	Yes	No
Verification received	Yes	No
Verification if the Council cannot provide the information requested	Yes	No
Is the request excessive or unfounded?	Yes	No
Request to be actioned	Yes	No
Fee to be charged (Subject Access requests must be undertaken free of charge to a requester unless the legislation permits a reasonable charge)	Yes	No
If the request is to be refused, action to be taken and by whom.		

Changes requested to data/ or removal	
Complaint Process (Where a requestor is not satisfied with a response to a SAR, the council must manage this as a complaint)	
Completion date of request	
Date complaint received by requested and details of the complaint	
Date complaint completed and outcome	

Categories of Data to Check

Data	Filing Cabinet	Laptop	Checked	Corrected/Deleted	Actioned by
HR					
Democracy					
Statutory Function					
legal					
Business					
Legal requirement					
General Data					
Consultation Data					

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: 25 March 2024

Document Review Policy: 1 Year from last approval

