

MIDHURST TOWN COUNCIL

FIXED ASSET REGISTER

A Fixed Asset Register has four main purposes, it:

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

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

- land and buildings held freehold or on long term lease in the name of the Council
- community assets
- vehicles, plant and machinery
- assets considered to be portable, attractive or of community significance
- other assets estimated or known to have a minimum purchase or resale value of £100
- long term investments, shares and loans made by the Council
- assets held on trust

Local councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. Once recorded on the asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils.

The Register is adopted by the Council at the end of each Civil Year but is a working document over the following Civil Year, during which the Clerk will update and amend details as necessary.

Description	Location	Purchase Date	Purchase Cost	Insurance Value	Disposal/Charge
Land and Buildings					
The Old Library	Knockhundred Row, Midhurst	2017	£300,000		

Cemetery Lodge	Carron Lane		£390,190		
Cemetery Lodge Garage	Carron Lane		£9,972		
Shed	Carron Lane		£1,076		
Community and Infrastructure Assets					
Banner	Cowdray Estate				Disposed / £625
Public Clock	Clock House, North Street				Not owned by MTC / £6,471
Notice boards	North Street car park		£228		
	North Street		£228		
	The Grange		£875		
	<i>Carron Lane Cemetery</i>	<i>March 1999</i>	<i>£218</i>		
<i>Pushtester</i>	<i>Carron Lane shed</i>	<i>Oct 2003</i>	<i>£695</i>		
Christmas Lights	North Street		£9,940		
	Tree, Market Square		£650		
	Tree & Stag, North Street		£1,356		
Toddler picnic table	Carron Lane recreation ground		£813		
Zip Wire	Carron Lane recreation ground		£7,450		
Gym Equipment	Carron Lane recreation ground		£6,161		
Skate Board equipment	Carron Lane recreation ground		£16,986		
Playbuilder Play Equipment	Carron Lane recreation ground		£17,489		
Various Play Equipment	Carron Lane recreation ground		£41,649		
Public seats and Picnic tables	Carron Lane recreation / street		£24,656		
Bus Shelter	Holmbush		£10,000		
4 x flower planters	War Memorial		£1,504		
41 Street Lights	Within territorial limits				Previously transferred to CDC / £40,159
<i>4 x Corten steel troughs</i>	<i>North Street</i>	<i>March 2020</i>	<i>£1,035</i>		
<i>Awards Cup</i>		<i>April 2019</i>	<i>£60</i>		

Old Library and Office Furniture and equipment					
Chain of Office	Office		£560		
2 x hard drives	Office		£380		
2 x Dell monitors	Office		£320		
3 X Office desk chairs	Office				
5 x rectangular conference tables	Council chamber				
22 x conference chairs	Council chamber				
3 x trapezoidal meeting tables	Council Chamber				
43 x red fabric chairs	Hall		Gifted		
Total fixtures and fittings	Old Library	Prior to 2019/20	£50,000		
3 x 4 drawer cabinet	Office				
1 x 2 drawer pedal stool	Office				
Lockable filing cabinet	Office	Nov 2000	£60		
2 x visitor chairs	Office		£160		
Projector, Epsom EB-955WH	Office		£624		
Laptop – 3168NPG & software	Office	Aug 2018	£522		
3 x office desks, ground floor	Office	Feb 2019	£1,625		
Total Office furniture and equipment		Prior to 2019/20	£8032		
<i>2 x 2 drawer desk pedal stools</i>	<i>Office</i>	<i>Aug 2019</i>	<i>£250</i>		
<i>10 x square stackable tables</i>	<i>Hall</i>	<i>02.2020</i>	<i>£494</i>		
<i>Laptop – HP250 G7 & software</i>	<i>Office</i>	<i>Aug 2019</i>	<i>£489</i>		
<i>1 x Office desk, upstairs</i>	<i>Office</i>	<i>Oct 2019</i>	<i>£143</i>		
<i>Mobile phone for office</i>	<i>Office</i>	<i>March 2020</i>	<i>£15</i>		
Kitchen equipment for hire			£300		
Fridge	Kitchen				Disposed Jan 2020
<i>Fridge</i>	<i>Kitchen</i>	<i>Jan 2020</i>	<i>£200</i>		
Oven	Kitchen	Feb 2019	£260		
<i>Bathroom fittings</i>	<i>Toilets 1&2</i>	<i>Jan 2020</i>	<i>£199</i>		

Vehicle, plant and equipment					
Ride on Mower	Carron Lane Shed		£5,530		
Leaf sweeper	Carron Lane Shed		£600		
Hedge Trimmer	Carron Lane Shed		£440		
Ford Transit Van	Carron Lane Shed		£8,144		
Small tools and PPE	Carron Lane Shed		£4,488		
<i>Respirator helmet</i>	<i>Carron Lane shed</i>	<i>March 2020</i>	<i>£199</i>		
<i>Face mask</i>	<i>Carron Lane shed</i>	<i>March 2020</i>	<i>£33</i>		
TOTAL 2019/20			£931,232		
2018/19			£974,457		

Explanation of Variances:Disposals in year

Fridge - £

Disposals in previous years, but register not updated for:

Banner - £625

41 x Street lights - £40,159

Clock on The Clock House - £6,471

Additions on registerPreviously omitted

Noticeboard - Carron Lane Cemetery - £218

Pushtester - £695

Purchases in 2019 / 2020 financial year:

2 x 2 drawer desk pedal stools	£250
10 x square stackable tables	£494
Laptop – HP250 G7 & software	£489
1 x Office desk, upstairs	£143
Mobile phone for office	£15
Fridge	£200
Bathroom fittings	£199
4 x Corten steel troughs	£1,035

Awards Cup	£60
Respirator helmet	£199
Face mask	£33
TOTAL	£4,030