

West Down Parish Council

Asset Register

Property owned or managed by

West Down Parish Council.

Date of Review	Notes and comments	Change Description	Minutes Number
01.09.21	New document prepared Agreed at December 2021 meeting		4543
01.09.2022	Cllr Oades inspected the assets. Cllr Ayre inspected the Defib. Office equipment was checked by the Clerk	Annual review	4761
08.05.2022	Amended following audit Total £30,270.00	Cost of Laptop and Wrought Iron Bench added. Agreed figure includes amendment for Defibrillator	4949(c)


07.06.2022	Amended following removal of wrought Iron Bench New Total £29,867	Wrought Iron Bench gifted to the Community Park	4975
27.09.2023	All Assets inspected by Cllr Ayre Office Equipment inspected and checked by the Clerk as in her possession	Annual inspection completed. 27.09.2023 Some issued identified and to be addressed under maintenance of footpaths and work done by contractor and additional tender work	5109 (d)
6.12.2023	King Charles III Coronation Bench	Received and gifted straight to the Parish Hall so no addition or deletion to total.	5132
7/3/2024	Amendments to seats at Pembroke & Farriell Meadow Total £29,867		



Checked as correct by Val Ford – Clerk & RFO 31.3.2024

Key



A	Condition is adequate for purpose and no action is required
B	Condition is adequate, but possible remedial works may be required in the future.
C	Condition is adequate, with non-urgent maintenance being necessary
D	Condition poor, requiring urgent attention or replacement
E	Condition is dangerous, giving conditions of potential danger – instant action required
F	Condition not fully covered by the above, details to be stated below:

	Item	Location	Condition	Recommended Insurance Value	Date inspected	Signed /Initial	Signed /Initial
1	Parish Notice Board	Outside the Village Shop	A	£956.00	09.08.2023	S E Ayre	S E Ayre
						Notes Sound Stable and in good safe order	

2	Parish Map Case	Outside the Village Shop	A	£486.00	08.08.2023	S E Ayre	S E Ayre
					Sound stable and in good safe order		

	Item	Location	Condition	Recommended Insurance Value	Date inspected	Signed /Initial	Signed /Initial
	Parish Pump	The Village Square		£282.00	09.08.2023	S E Ayre	S E Ayre
					Sound and stable and in good order due to age		

4	Village Sign	Top of Ilfracombe Hill	A	£300.00	09.08.2023		
					Sound stable and in good safe order	S E Ayre	S E Ayre





	Item	Location	Condition	Recommended Insurance Value	Date inspected	Signed /Initial	Signed /Initial
5	Stone Wall Village Sign	The bank at Dean Cross on the entrance to Dean Lane	A	£1,500.00	09.08.2023	S E Ayre	S E Ayre
							





6	Zoll Defibrillator and Case and necessary pads	Inside the porch of the Village Shop	A	£1,200.00	09.08.2023	S E Ayre	S E Ayre
					September 2023 Had replacement batteries and pads Case light and sound no longer works – not an issue.		






	Item	Location	Condition	Recommended Insurance Value	Date inspected	Signed / Initial	Signed / Initial
7	New Argos Filing Cabinet 2 draws	The Clerks home address	A New Purchased October 2021	(covered by a blanket insurance £2,500.00) £70.00	12.08.2023	Condition verified by the Clerk	S E Ayre
8	Laptop (Lenovo Yoga 510)	The Clerks home address	A Purchased Jan/Feb 2017 DALC grant funding	(covered by a blanket insurance £2,500.00) Purchase value £812.50	12.08.2023	Condition verified by the Clerk	S E Ayre
9	Printer (HP ENVY 5541)	The Clerks home address	A Purchased Jan/Feb 2017 DALC grant funding	(covered by a blanket insurance £2,500.00)	12.08.2023	Condition verified by the Clerk	S E Ayre

Item	Location	Condition	Recommended Insurance Value	Date inspected	Signed /Initial	Signed /Initial	
10	Wooden Seat	Pulland Bridge	C In need of some repair – seat worn and rough	£450.00	09.08.2023	S E Ayre	S E Ayre
11	Wooden Seat	Farriel Meadow	F Cannot inspect due to growth needs stimming Updated 07.03.2024 Unable to inspect due to growth needing to be cut back	£450.00	13.8.2023	S E Ayre	S E Ayre
					07.03.2024	S E Ayre	S E Ayre
12	Wooden Seat	Pembroke	F Cannot inspect due to growth needs stimming Update 7.03.24 Bench has been uncovered and is rotten and needs to be removed and replace	£450.00	26.09.2023	S E Ayre	S E Ayre
					07.03.2024	Sarah Whitney inspected and also S E Ayre	S E Ayre

13	Wooden Seat	Foxhunters (By the bus stop)	A	£450.00	09.08.2023	S E Ayre	S E Ayre
14	Wooden Seat	Stang Lane (on the roadway to Foxhunters)	A	£450.00	09.08.2023	S E Ayre	S E Ayre
15	Wooden Seat	Stocklands	C Worn and rocks when sat on	£450.00	27.09.2023	S E Ayre	S E Ayre

1 7	Stone Clad Bus Shelter	Foxhunters	A	£5,292.00	09.08.2023		
						S E Ayre	S E Ayre

1 8	Stone Clad Bus Shelter	Dean Cross (build 2007) Barnstaple Side of the Road	A	£5,292.00	09.08.2023		
						S E Ayre	S E Ayre

1 9	Stone Clad Bus Shelter	Dean Cross (built 2002) Ilfracombe Side of the Road	C Window needs repair	£5,292.00	09.08.2023		
						S E Ayre	S E Ayre