

Draft agreement between Horsted Keynes Village Hall and HKPC regarding use of Parish Office

This document outlines a proposed agreement between the Horsted Keynes Village Hall Management Committee (HKVHMC) and the Horsted Keynes Parish Council (HKPC) for the continued use of the area of the hall currently occupied by the HKPC for use as the HKPC Office.

The office space is within the building footprint of the Horsted Keynes Village Hall.

The office space is provided with light, power and heating from the Village Hall which is not [and cannot reasonably be] separately metered. There is no water supply.

The office space has a separate entrance.

The key for this entrance is currently held by officers of the HKPC. The HKVHMC do not have a copy.

The office space has a phone/internet connection that is paid for directly by the HKPC.

It is proposed that :

- (1) The office space shall be made available to the HKPC for a fixed term of 15 years under the terms of this agreement.
- (2) The office space covered by this agreement constitutes approximately 12.4sq m. This represents approximately 5.6% of the overall area of the Village Hall [220.2sq m].
- (3) The HKPC shall enjoy exclusive use of the office space whilst this agreement is in force.
- (4) Either party shall give 12 months' notice in writing to terminate the agreement.
- (5) The office space is for the provision of HKPC services. No change of use is permitted under this agreement.
- (6) The HKPC shall not be permitted to sublet the areas covered by this agreement.
- (7) The office space shall be supplied as a shell. All fixtures and fittings are to be supplied by and remain the property of the HKPC.
- (8) The HKVHMC reserve the right to request access at any time to maintain the fabric of the building.
- (9) In the event that the HKPC vacates the office, the HKPC will be responsible for making good and redecorating the basic shell.
- (10) At all times the HKPC shall be responsible for the supply and recurring charges for any telecoms connections to the office.
- (11) At all times the HKPC shall be responsible for keeping the office clean and in good order.
- (12) At all times the HKPC shall inform the HKVHMC promptly in the event of any failure of power or heating facilities.
- (13) The HKPC shall liaise with the HKVHMC regarding the setting of timed heating controls to minimise any energy costs
- (14) The HKPC shall be responsible for ensuring that any portable electrical devices (computers/printers/standalone electric radiators/chargers etc.) are regularly inspected and certified with a Portable Appliance Test [PAT]. Such documentation shall be made available to the HKVHMC on request.
- (15) The HKPC shall be responsible for any contents insurance to cover their possessions stored within the space.
- (16) The HKVHMC shall be responsible for the overall Building Insurance of all areas of the Village Hall.
- (17) The HKPC shall comply with any conditions of the property insurance policy, including any Health and Safety requirements. A copy of said insurance policy shall be provided to the HKPC annually.

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- (18)The HKVHMC shall be responsible for the provision of any appropriate fire equipment.
- (19)The HKPC shall ensure that a strict NO SMOKING policy is adhered to, by staff and visitors.
- (20)As the office space does not have it's own kitchen or bathroom space, the Parish Clerk shall be issued with a key to the kitchen door of the Village Hall to allow access to these facilities.
- (21)As the use of the kitchen/bathroom space may be shared with other users of the hall from time to time, the HKPC or their designated officers shall liaise with the HKVHMC and any other user [as designated by the HKVHMC] for such access.
- (22)The HKPC shall pay the HKVHMC a fee annually, payable in advance, for the use of these facilities.
- (23)The annual fee shall be based on an estimated proportion of the costs of insurance, heating, electric, water and any other service charges, together with a contribution to repairs and maintenance of the building structure and immediate surroundings, as determined by the HKVHMC.
- (24)The fee shall be reviewed annually.
- (25)Dispute resolution. Any dispute arising from this agreement shall in the first instance be communicated in writing. The HKPC and HKVHMC shall in good faith attempt to resolve any differences by mediation before resorting to litigation.

Risks & Controls

Subject	Risk(s) Identified	P	I	Management of Risk	Review/Revise/Assess	Assessment Comments
Precept	<ul style="list-style-type: none">Adequacy of preceptNot submittedNot paid by District Council	L	H	<ul style="list-style-type: none">The Parish Council regularly receives budget update information, and projects income & expenditure for the following year, the net total of which is resolved to be the precept amount.This figure is submitted by the Clerk following agreement of the precept at full council.The Clerk informs Council when the monies are received.	Reviewed by FGC annually	After FGC review then reviewed by PC
Grants – Receivable	<ul style="list-style-type: none">Claims procedureReceipt of grant when due	n/a	n/a	<ul style="list-style-type: none">Clerk checks grants available for projects considered, as and when required.Checked and reported to Parish Council	Reviewed by FGC	Approved by PC

Risks & Controls

Subject	Risk(s) Identified	P	I	Management of Risk	Review/Revise/Assess	Assessment Comments
Bank and banking	<ul style="list-style-type: none"> ▪ Inadequate checks ▪ Bank mistakes ▪ Loss ▪ Charges ▪ Internet Banking ▪ Credit CardDebit card ▪ 	M	L	<ul style="list-style-type: none"> ▪ The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. ▪ Cheques require two signatures. ▪ Electronic payments require two signatories in total and all but very urgent payments are pre-authorised ▪ The banks accounts are reconciled monthly by the Clerk and any errors made by the bank would be picked up. Cash flow is monitored by the Clerk monthly when completing the reconciliations. Funds are transferred from the current account to the savings account and <i>vice versa</i> as appropriate. ▪ Credit card funded with an authorised payment to card for authorised expenditure. ▪ New Debit Card is in Horsted Keynes Parish Council name, but held by Clerk in her name....Financial Regs updated – Clerk will send email to bank signatories to advise that she is going to use the Debit Card to purchase something and will then send receipt and notice of payment from Debit Card to bank signatories. ▪ 	<p>Financial Regulations reviewed annually by FGC.</p> <p>Bank signatory list reviewed annually and after an election by FGC</p> <p>Bank statements checked monthly by Council.</p> <p>Checks and balances within reconciliation</p>	<p>Approved by Clerk/RFO</p> <p>Approved by PC</p> <p>To be reviewed by internal audit</p> <p>Approved by PC</p>

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Risks & Controls

Subject	Risk(s) Identified	P	I	Management of Risk	Review/Revise/Assess	Assessment Comments
Salaries and assoc. costs	<ul style="list-style-type: none"> ▪ Wrong salary paid ▪ Wrong hours paid ▪ Wrong deductions of NI or Tax ▪ Unpaid Tax & NI contributions to the Inland Revenue 	L	L	<ul style="list-style-type: none"> ▪ The Parish Council authorises the appointment of all employees. Salary rates are assessed annually and applied from 1st April each year. ▪ Overtime by the Clerk is authorised by the Chairman ▪ Salary slips are produced by the OUTSOURCED provider (Sussex HR) together with a schedule of payments to the Inland Revenue (for Tax and NI). ▪ The Tax and NI is worked out using the HMRC's Basic PAYE RTI PAYE ▪ and payment data is submitted monthly to HMRC once the payroll has been run. ▪ All Tax and NI payments are submitted to the Inland Revenue quarterly when payroll is run. ▪ The Clerk has a contract of employment and job description. 	<p>Payroll Outsourced to Sussex HR</p> <p>To be reconfirmed at the Statutory meeting each year</p>	The Independent Auditor pays particular attention to payroll transactions and checks that any variations in pay have been approved by the Chair of the PC
Employer's Annual Return	<ul style="list-style-type: none"> ▪ Submit within time limits 	L	L	<ul style="list-style-type: none"> ▪ The Clerk completes the Employer's Annual Return online and submits to the Inland Revenue as soon as the final payroll of the year has been run. . 	Reviewed by FGC.	Reviewed by Internal Audit

Risks & Controls

Subject	Risk(s) Identified	P	I	Management of Risk	Review/Revise/Assess	Assessment Comments
Direct Costs / Overhead Expenses	<ul style="list-style-type: none"> ▪ Goods not supplied ▪ Invoice incorrectly calculated ▪ Cheque payable is excessive ▪ Cheque payable to wrong party 	L L L	L M M	<ul style="list-style-type: none"> ▪ Clerk operated a purchase order system for one-off purchases. ▪ The Clerk approves all invoices for payment. ▪ The Clerk checks arithmetic and sets up the payment be it by cheque or by online banking. Councillors check invoices and initial them before signing cheques and initialling cheque stubs ▪ Online payments are set up by Clerk on the Alpha online finance system supplied by Rialtus. (Check, Purchase Order, Invoice process to payment) ▪ Three persons (signatories) are required to process and authorise each payment. ... 	Finance System Alpha All payments approved by PC	Minuted at monthly meeting by Clerk To be reviewed at Annual Audit
Cllrs Expenses	<ul style="list-style-type: none"> ▪ Cllr overpaid 	L	L	<ul style="list-style-type: none"> ▪ Claim approved by Council, or in some cases by the TGR committee, in advance ▪ Claim form checked and verified by Clerk before being passed to the Clerk for payment 	Forms part of the Direct Costs Risk and Controls	

Risks & Controls

Subject	Risk(s) Identified	P	I	Management of Risk	Review/Revise/Assess	Assessment Comments
Election Costs	<ul style="list-style-type: none"> Risk of cost from an election 	L	M	<ul style="list-style-type: none"> When an election is due the Clerk will obtain an estimate of costs from the District Council for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled. Clerk check and verify, and consider budget. A reserve is maintained to cover any unpredictable costs 	<p>Reviewed by FGC</p> <p>Requires a reserve at Budget time</p>	To be reviewed by FGC and submitted to PC for approval
VAT	<ul style="list-style-type: none"> VAT Statutory Regulations VAT analysis Claimed within time 	L	M	<ul style="list-style-type: none"> VAT Calculations checked to Statutory Regulations All items are listed in the cash book alpha system and verified by the Clerk Returns are verified and submitted quarterly by the Clerk. 	Existing procedure adequate and reviewed by FGC.	To be reviewed by Internal Audit
Best value accountability	<ul style="list-style-type: none"> Work awarded incorrectly Overspend on services 	L	L	<ul style="list-style-type: none"> The Council has Financial Regulations which set out the requirements. Normal Parish Council practice is to seek three quotations for any substantial work required to be undertaken or goods. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation, research the problem and report to Council. 	Existing procedure adequate and reviewed by FGC .	To be reviewed by Internal Audit

Risks & Controls

Subject	Risk(s) Identified	P	I	Management of Risk	Review/Revise/Assess	Assessment Comments
Reporting and auditing	<ul style="list-style-type: none"> ▪ Information ▪ Communication ▪ Compliance of Financial Statements 	L	L	<ul style="list-style-type: none"> ▪ A monitoring statement is produced regularly at each Council meeting which is distributed, discussed and approved. ▪ Finance committee member audit half yearly and full internal audit annually, with a six-month review meeting in the interim period. 	<p>Existing communication procedures under review with FGC.</p> <p>Clerk keeps up to date with regulations</p>	Annual Internal audit is reported to the full Council.
Reserves: General & Earmarked	<ul style="list-style-type: none"> ▪ Adequacy 	L	L	<ul style="list-style-type: none"> ▪ Considered at budget setting and with year-end accounts. ▪ General reserves maintained at approximately 50% of precept in line with PC Reserves Policy 	Existing procedure adequate and reviewed by FGC.	To be reviewed annually by PC.
Assets	<ul style="list-style-type: none"> ▪ Loss, damage etc. ▪ Risk or damage to third party property or individuals 	M L	M M	<ul style="list-style-type: none"> ▪ Every fixed asset is identified ▪ Asset register and insurance updated annually. ▪ Periodic inspections carried out. ▪ Annual review of Public Liability Insurance. 	<p>Clerk maintains the Fixed Assets register and one is in place</p> <p>TGR&H to undertake prior to insurance review of all as Assets</p>	TGR&H to report back to PC with changes and amendments
Insurance	<ul style="list-style-type: none"> ▪ Adequacy ▪ Cost ▪ Compliance 	L	L	<ul style="list-style-type: none"> ▪ An annual review, to ensure the cover is adequate but not excessive is undertaken (before policy renewal) of all insurance arrangements. ▪ Clerk to arrange any quotes - A three year agreement has been entered into to keep costs as low as possible. ▪ Employers and Public Liability Insurance is a necessity. ▪ Ensure compliance measures are in place. 	Reviewed by FGC to ensure correct cover	To be reviewed by Internal Audit

Risks & Controls

Subject	Risk(s) Identified	P	I	Management of Risk	Review/Revise/Assess	Assessment Comments
Maintenance	Poor performance of assets or amenities	L	M	<ul style="list-style-type: none"> A minimum of quarterly maintenance inspections are made by members of the TGR Committee of notice boards toilets, pavilion, bus shelter and the Memorial pavilion. 	Existing procedures are adequate and resulting identified work undertaken.	TGR to report back to PC monthly
Employees	<ul style="list-style-type: none"> Absence/sickness/loss of key personnel Fraud by staff 	M L	H L	<ul style="list-style-type: none"> As good practice, the Council should ensure Employee Guidelines are followed/reviewed. The Clerk should have opportunity for training, reference materials, and access to assistance and legal advice required to undertake the role. Insurance includes cover to provide temporary replacement of key personnel 	Existing procedures adequate. Maintain membership of SSLC/SALC Provide relevant training. Monitor working conditions and safety requirements regularly.	To be reviewed by Chairman and FGC
Borrowing / Lending	<ul style="list-style-type: none"> Adequacy of finances to be able to repay loans 	n/a	n/a	<ul style="list-style-type: none"> Financial review and cash flow forecasting monthly. 	Earmark Reserves for Repayment	ERM reserves reviewed by FCG
Legal Powers	<ul style="list-style-type: none"> Illegal activity or payments 	L	L	<ul style="list-style-type: none"> All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings, including a reference to the power used. 	Minuted.	
Financial Records	<ul style="list-style-type: none"> Inadequate records Financial irregularities 	L	M	<ul style="list-style-type: none"> The Council has Financial Regulations which set out all financial requirements. The Clerk / RFO update records weekly, or as appropriate. Annual internal audit and half yearly Finance Committee audits. 	Review Financial Regulations annually.	Clerk/RFO to update regulations and put before the Council each year

Risks & Controls

Subject	Risk(s) Identified	P	I	Management of Risk	Review/Revise/Assess	Assessment Comments
Minutes / Agendas / Notices Statutory Documents	<ul style="list-style-type: none"> ▪ Accuracy and legality ▪ Business conduct 	L	L	<ul style="list-style-type: none"> ▪ Minutes and agenda are produced by the Clerk and adhere to the legal requirements. ▪ Minutes are approved and signed at the next Council meeting. ▪ Minutes and agenda are displayed according to the legal requirements. ▪ Business conducted at Council meetings and managed by the Chair. ▪ Publish Minutes as soon as possible after a meeting 	Minutes reviewed and signed off as a correct record	Minutes Published within 10 days of HKPC meeting via email and web site
Members Interests	<ul style="list-style-type: none"> ▪ Conflict of interest ▪ Register of Members interests not being up-to-date 	L	L	<ul style="list-style-type: none"> ▪ The declaring of interests by members at a meeting should become a regular and obvious process. ▪ Register of Members Interest forms should be reviewed regularly. 	<p>Declaration of interests included on meeting agendas.</p> <p>Members take responsibility to check and update their Register and undertake training.</p>	Minutes Published
Freedom of Information Act	Policy Provision	L	L	<ul style="list-style-type: none"> ▪ The Council has a model publication scheme in place. . ▪ The Clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take more than 15 hours but the applicant also has the right to resubmit the request broken down into sections. 	Monitor and report any requests made under the Freedom of Information Act - ongoing.	Chairman and then PC review as 15 hours = 6.25 man days and impacts considerably on PC budget / Clerk hours.

Risks & Controls

Subject	Risk(s) Identified	P	I	Management of Risk	Review/Revise/Assess	Assessment Comments
Council records - paper	Loss through theft/fire/damage	M	H	<ul style="list-style-type: none"> The Parish Council records are stored in the Parish Council Office. Records include historical correspondence, minute books and copies, deeds and leases, records such as personnel, insurance, salaries etc. Recent materials are stored in locked metal filing cabinets. Historic records are archived at County archive. 	Most recent materials are also kept electronically.	Further work needs to be carried out to reduce the risk of loss of archived records
Council records - electronic	Loss through theft / fire / damage / computer corruption	M	H	<ul style="list-style-type: none"> The Parish Council's electronic records are stored on the PC's computer. Back-ups of changes to the files are taken automatically each workday with a full back-up at monthly intervals. 	Back-ups to be kept off site where possible – Existing procedures to be reviewed	Reviewed by Chairman / Clerk / RFO
Risk Management	Council members who must make the decisions do not have information to successfully make their decision	H	H	<ul style="list-style-type: none"> Minutes of the meeting formalising the reason for the decisions made are systematically prepared 	Prepared in minutes and list decisions	Documented in minutes
Communication	There is no consistency between Parish Council and external communications	H	H	<ul style="list-style-type: none"> The Clerk must ensure consistency between internal and external communication 	Documentation available on web site, Parish Board and in the Parish Office By Subscribing to the Blog on the Horsted Keynes Parish Council web site	

Risks & Controls

Subject	Risk(s) Identified	P	I	Management of Risk	Review/Revise/Assess	Assessment Comments
Parish Council Documents and Policies	Not updated regularly and incorrect information held	L	L	<ul style="list-style-type: none"> Documents reviewed by FGC 	Any changed to be applied and to be approved by PC	<p>FGC to review and change when required annually and pass to PC approval.</p> <p>Publish on Web Site and FGC to check correct changes applied on Web site document</p> <p>To be reviewed Annually by Internal Audit</p>
PC HK Email Access	No Clerk to open HK PC emails	H	H	<ul style="list-style-type: none"> Copy of User Name and Password to be saved in the PC Office in case of unavailability of Clerk 	To be noted in the Statutory Meeting in May each year in May of every year	To be reviewed by Internal Audit Annually
Wi Fi Password	Managed by Parish Clerk	H	H	<ul style="list-style-type: none"> Password only passed to Councillors 	No public access	FGC to review annually
Data	Implements GDPR standards across all general data processing	M	M	<ul style="list-style-type: none"> Clerk to ensure safeguarding situations are maintained 	To be reviewed by FGC	
Web Site	PC operations do not comply with the standards and regulations	L	L	<ul style="list-style-type: none"> Web site maintained by Parish Clerk and Compliant with Regulations and Accessibility Statement 	Reviewed by Parish Councillors	To be reviewed by FGC and internal audit annually

Risks & Controls

Glossary

P – Priority

I – Impact

PC - Parish Council

TGR and H – Toilets, Greens and Recreation Ground Committee

FG C– Finance and Governance Committee

NI – National Insurance

HMRC – Her Majesty Revenue and Customs

RTI – Real Time Information

GDPR – General Data Processing Regulations

NALC – National Association of Local Councils

RFO – Responsible Financial Officer

Date	Description	Location	Purchase/ Proxy Cost (£)	Insured Value (£)	Written Off / Comments
	Land				
	§ Village Green				
	§ Recreation ground				
	§ Allotments	Lewes Road			
	§ Verge area	Chapel Lane			
	Buildings				
1946	§ Memorial Pavilion	Recreation Ground	£144,992.35	£154,761.00	
1951	§ Bus Shelter	Station Road	£22,321.54		See Street Furniture below
2000	§ Tennis Pavilion	Chapel Road	£70,545.43		Insured by Tennis Club
2007	§ Toilets	Station Road	£62,043.67	£66,182.00	
	Total Buildings		£299,902.99	£220,943.00	
	Playground Equipment				
Pre 1980	§ Chipman multiplay unit	Recreation Ground	Not Known		Swing 02/2005
11/03/1986	§ Slide	Recreation Ground	1093		
13/04/1993	§ Double Swing	Recreation Ground	1653		
08/02/1994	§ Practice Goal	Recreation Ground	509		
10/09/1996	§ Basketball Post and Net	Recreation Ground	0		Damaged / removed 04/15
00/02/2005	§ Supermova	Recreation Ground	2188		
00/02/2005	§ Vega	Recreation Ground	878		
00/02/2005	§ Safagrass	Recreation Ground	3542		
00/04/2005	§ Junior Swing	Recreation Ground	797		
00/04/2005	§ Parrot Seesaw	Recreation Ground	1177		
00/04/2005	§ Safety Barrier	Recreation Ground	78		
00/04/2005	§ Safety wetpour, stone sub	Recreation Ground	3222		
Not known	§ Goal Posts	Recreation Ground	0		Damaged/removed 06/16
06/06/2016	§ Replacement Goal Posts	Recreation Ground	515		
01/10/2018	Bike Sprinzie	Recreation Ground	1030		
01/10/2018	Skv Climber with Slide	Recreation Ground	24094		
01/10/2018	High Swing Two Pods	Recreation Ground	1720		
01/10/2108	Table Tennis Base	Recreation Ground	2642.86		
01/10/2018	Black Bumper Seat with Chain	Recreation Ground	100		
01/10/2018	Twin Peaks	Recreation Ground	8690		
01/10/2018	4 Seat Sprinzie	Recreation Ground	1303		
01/10/2018	SMB Trampoline	Recreation Ground	2960		
01/10/2018	Bench	Recreation Ground	750		
1/10/2018	Roundabout swing	Recreation Ground	5559		
01/01/2021	Picnic Bench	Playground	800		
01/01/2021	Bin	Playground	600		
	Total Playground Equipment		£65,901	£90,000	
	Street Furniture				
1951	Bus Shelter	Station Road	0	£24,014	
21/02/1978	Village clock	The Green	0		00/12/99
17/02/2011	Village Clock	The Green	0		Disposed of 15/16
30/03/1982	Notice board	The Green (2)	0		Replaced 06/2014
01/06/2014	Notice Board	The Green (2)	880		
30/03/1982	Notice board	Memorial Pavilion (1)	120		
01/12/1988	Gates	Bus Shelter	550		
11/09/1990	Village sign (1960)	The Green	2250		
20/07/1992	Stone Plaque	Ludwell	140		
12/03/1994	Bollard	The Green	140		
14/02/1995	Bollard	The Green	140		
12/12/1995	Fido Bin (2)	Recreation Ground (2)	178		
17/04/1996	Litter Bin	The Green (3)	348		
17/04/1996	Litter Bin	Recreation Ground (4)	464		1 Bin – 02/2013
07/02/2013	Litter Bin	Recreation Ground (1)	170		
17/04/1996	Litter Bin	British Legion (1)	116		
17/04/1996	Litter Bin	Bus Shelter (1)	116		
17/04/1996	Litter Bin	Church Lane (1)	116		
12/11/1996	Litter Bin	The Green (2)	233		1 Bin – 02/2013
07/02/2013	Litter Bin	The Green (1)	170		
14/01/1997	Salt Bin	Station Road (2)	232		
11/02/1997	Salt Bin	Bluebell Railway (1)	0		00/11/98
11/02/1997	Salt Bin	Hamsland (1)	263		
00/12/2001	Salt Bin	Cheeleys (1)	200		
31/03/2002	Fido Bin	Station Road (1)	125		
31/03/2002	Fido Bin	Church Lane (1)	125		
Not Known	Seats *	Danehill Corner (1)	0		Not known
Not Known	Seats *	The Green (3)	0		Not known
Not Known	Seats *	Recreation Ground (2)	0		Not known
Not Known	Seats *	Burn Hill (1)	0		Not known
17/02/2011	Seat	The Green (1)	606		
18/04/2013	Seat around tree	The Green (1)	746		
23/01/2014	Wooden Posts	Village Green	2073		£12,302

652

Was £1615

	Total Street Furniture		£10,501	£36,316	Insured incl. bus shelter

	Miscellaneous				
11/03/1997	Fire Extinguisher	Memorial Pavilion	0		Replaced 20/01/14
20/01/2014	Fire Extinguisher	Memorial Pavilion	108		
00/04/99	3 Prints **	Parish Office	0		
27/05/2014	Powerheart G3 AED & carry case	Porch of Horsted Club	1071	1071	Outside Equipment for
19/06/2014	AED cabinet	Porch of Horsted Club	249	249	Insurance nurseries
01/09/2020	Hand Sanitizers	Play Area and Bus	1000	1000	
08/03/2021	Phone Box	Village Green	1	2000	
28/06/2023	Speed Indicator Device	Mobile	2745	2745	
	Total Miscellaneous		£5,174	£4,118	
	Office Equipment				
10/07/1991	Filing Cabinet	Parish Office	82		
12/01/1993	Computer	Parish Office	0		00/10/00
09/02/1993	Printer	Parish Office	0		2005
14/09/1993	Filing Cabinet (3)	Parish Office	500		
14/09/1993	Desk	Parish Office	0		00/11/10
18/02/1994	Typist's Chair	Parish Office	0		00/07/02
08/03/1994	Office Chair	Parish Office	42		
04/12/2000	Computer	Parish Office	0		Replaced 2005
10/07/2002	Fire Extinguisher	Parish Office	114		
22/11/2003	Desk	Parish Office	190		
22/11/2003	Pedestal drawer unit	Parish Office	140		
22/11/2003	Printer / Copier	Parish Office	0		31/01/2012
22/11/2003	Office Chair (3)	Parish Office	105		
22/11/2003	Typist's Chair	Parish Office	80		
22/11/2003	Shredder	Parish Office	0		Stopped working 05/16
25/07/2013	Router	Parish Office	79		
22/11/2003	Telephone	Parish Office	0		
01/01/2015	Telephone	Parish Office	20		Replaced 01/01/2015
25/07/2013	Laptop computer	Parish Office	0		Replaced 25/07/13
25/07/2013	Laptop computer	Parish Office	342		
01/12/2012	Stand Alone Hard Drive	Parish Office	55		
01/12/2012	Filing Cabinet (1)	Parish Office	99		
01/12/2012	Table	Parish Office	70		
12/05/2010	Wall Safe	Parish Office	36		
28/04/2010	Notice board (2)	Parish Office	20		
28/04/2010	Keyboard & Mouse	Parish Office	15		
00/01/2012	Printer	Parish Office	0		Replaced 01/04/2013
01/04/2013	Printer	Parish Office	50		
28/04/2011	Laminator	Parish Office	9		
26/05/2023	Office Laptop	Parish Office	1359.66		
	Total Office Equipment		£3,408	£4,242	
	Office Regalia				
1971	Chain of Office	Parish Office	668	£653	
	Total Office Regalia		£668	£730	

* Seats at Ludwell and Sugar Lane not Parish Council responsibility

** Donated by David Stonebanks

Assets Summary for Year End Accounts

Pavilion & Equipment (incl. Fire Extinguishers)	£145,100
Tennis Pavilion	£70,545
Playground Equipment	£65,901
Bus Shelter	£22,322
Street Furniture (incl. Seats & Roadside Equipment)	£10,501
Office Equipment	£3,408
Regalia	£668
Toilets	£62,044
Defibrillator + cabinet	£1,320
Total	£381,809

Parish Council Fixed Assets

Buildings (Please specify which): Public Toilets	Please update to: £165,469 £100,469
Office Contents (£5K Included as standard):	£5,000
General Contents	n/a
Outside Equipment	£2,000
Street Furniture: (£5K Included as standard for defibrillators only): Brick Built Bus Shelter	£5,000 £45,000
Gates & Fences	£1,000
War Memorials	n/a
Playground Equipment	
Mowers and Machinery	
Sports Equipment	
Other Surfaces	£2,000
Natural Surfaces	£5,000
Skatepark/BMX Track/Zipwire (YES OR NO)	No

Recreation Ground Trustees Assets

Buildings (Please specify which): Pavilion (Chapel Lane)	Please update to: £371,939 £234,939
Office Contents (£5K Included as standard):	
General Contents	
Outside Equipment	
Street Furniture: (£5K Included as standard for defibrillators only):	£4,000
Gates & Fences	£1,000
War Memorials	
Playground Equipment	£125,000
Mowers and Machinery	
Sports Equipment	
Other Surfaces	£2,000
Natural Surfaces	£5,000
Skatepark/BMX Track/Zipwire (YES OR NO)	No