

KESWICK TOWN COUNCIL								
ASSETS REGISTER AS AT 31/3/2020								
Date Purchased	Purchase Cost	Description	Location	Notes	Original Purchase Cost (rounded to nearest £)	Additions (at purchase cost)	Disposals	Total
Council Offices:								
Office Equipment								
16.8.06	£70	Epson stylus D88 printer	Clerk's Office	S/N C61702001FH26424	70			
Not known	£129.99	Dahle standard guillotine	Office	Model 00504	130			
29.07.04	£134.10	Air conditioning unit	Clerk's Office		134			
03.03.08	£17.00	Challenge Laminator	Office	S/N LM089BR	17			
03.11.08	£85.00	Nikon Coolpix S210 8MP digital camera	Office		85			
03.11.08	£13.00	Sandisk Memory card for camera	Office		13			
03.11.08	£12.00	White Roller Blind for Office door	Office		12			
30.08.11	£1,437.17	HP 500B Workstation Computer Systems x 2	Office	Catherine CZC1075848 Lynda CZC112DM43	1437			
14.12.12	£86.70	Fellowes Shredder P-48C Cross Cut	Office	3214802	87			
31.01.14	£718.90	HP ProBook 450 laptop, case & mouse	Office	28489	719			
13.03.14	£695.00	New HP IQ5 Computer & accessories	Office	S/N CZC4032574	695			
30.04.14	£37.99	HP Deskjet 2540 printer	Reception/Office	S/N CN3CL2BHY2	38			
03.03.15	£258.33	Synology NAS Server & Red SATA H/Drive	Office	DS213 Air	258			
20.02.15	£117.42	Epson Expression Printer XP-620	Office	S/N C11CEO1401	117			
09.09.16	£107.50	HP Monitor	Office	P222va 21.5"	108			
15.02.17	£2,184.89	OpenStage Telephone System	Office & Clerk's Office	OpenStage 15 T (Lava) Black Monitor, base unit & 4 cameras	2185			
16.03.18	£1,809.12	Chubb CCTV System	Moot Hall		1809			
28.11.19	£339.00	Rexel Auto 200x Cross Cut Shredder	Reception/Office	RM33949	0	339		
					7914	339	0	8253
Office Furniture								
Not known	£757.00	Desks x 3	Office & Clerk's Office	Estimate	757			
Not known	£306.00	3 drawer mobile pedestal x 2	Office	n/a	306			
Not known	£220.00	4 shelf book case	Office	n/a	220			
1974	£500	Safe	Clerk's Office	Model John Port Estimate	500			
11.12.91 & Nov. 2005	£161.77	Chairs x 4	Office & Clerk's Office	2 black leather chairs, 1 operator stool	162			
12.12.92	£75.96	Polyprop chairs x 4 (£18.99 each)	Clerk's Office	Blue	76			
Not known	£349.74	2 drawer Harvey filing cabinets x 4 (58.29 each)	Office, Clerk's Office and Store	Beige	350			
Not known	£29.99	Dimplex electric heater	Chamber	White	30			
10.03.05	£91.95	Fridge	Office	White	92			
30.04.08	£99.00	Sirius HB Syncro Op Chair	Office	Charcoal Fabric Chair	99			
11.05.09	£47.99	Low Cupboard	Office	Q25-T41590	48			
29.05.09	£256.52	9 New Blinds	Office/Chamber	Cream Vertical	257			
04.08.10	£39.99	Berlin Leather Chair	Office	Black	40			
08.08.13	£79.99	2 Drawer Filing Cabinet	Office	Coffee	80			
07.08.13	£101.98	4 Drawer Filing Cabinet	Office	Coffee	102			
25.02.14	£122.24	2 Low Cupboards	Office	Q25-T41590	122			
07.09.15	£128.54	Operators Chair	Office	Black	128			
20.11.15	£159.00	Desk	Office	Ergo Maple	159			
30.11.15	£139.00	Desk	Office	120cm Maple	139			
15.04.16	£99.00	4 Drawer Filing Cabinet	Office	Coffee	99			
30.09.16	£117.00	Infinite Bookcase & doors	Office	Beech	117			
02.12.16	£69.99	Operators Chair	Office	Stanley Logo	70			
05.01.17	£69.99	Operators Chair	Clerk's Office	Stanley Logo	70			
14.12.16	£14.99	Operators Chair Arms	Clerk's Office	RealSP Hug	15			
Council Chambers								
12.12.92	£265.86	Polyprop chairs x 14 (£18.99 each)	12 scrapped 2010	Blue	266			
12.12.92	£930.00	Tables x 6		Dark Wood	930			
12.12.92	£224.00	S82 Chairs x 14 (£16.00 each)		Blue	224			
Not known	£199.98	2 x 4 draw filing cabinets (£99.99 each)	Store room	Grey	200			
31.07.09	£ 213.60	Filter Coffee Machine	Chamber Kitchen		214			
19.12.14	£ 338.99	3 X walnut steel framed tables	Chamber	Walnut	339			
07.09.15	£ 81.97	Meeting table	Chamber	Beech	82			
Not known	£13,416.00	Mayoral chains of office x 2 (Sum insured) - REVALUED MARCH 2018	Safe	Mayors Chain £20k Mayoress Chain £11,500	31500			
28.10.08	£ 407.00	Deputy Mayors Jewel - REVALUED APRIL 2019	Safe		407			
Miscellaneous Assets								
01.06.13	£ -	Metal stacking chairs	Rear Yard	Brown	0			From Convention Centre - Gifted
07.03.14	£ 487.70	Green Plastic Chairs	Rear Yard	4 x rectangle & 16 round	488			
Community Asset								
	£ 1.00	War Memorial	Penrith Road		1			1
					38689	0	0	38689
					46603	339	0	46942
Purchase costs taken from Viking Direct or Lakeland Office as no original cost known								
Amended asset register as per amendments to proper practices as noted in Governance and Accountability for Local Councils - A Practitioners' Guide								
The practice below should now be applied:-								
Each asset owned by the body should be recorded on the asset register at its original purchase cost. In the event that the original purchase cost is not known at the time of the first recording on the asset register, the body should, having taken appropriate advice, establish a current value for the asset. This value will act as a proxy for the original purchase cost and remain unchanged until disposal.								
Assets should not be adjusted for depreciation. The cost will remain as the asset value in the asset register and on the Annual Return until the asset is disposed.								