

KESWICK TOWN COUNCIL								
ASSETS REGISTER AS AT 31/3/2023								
Date Purchased	Purchase Cost	Description	Location	Notes	Original Purchase Cost (rounded to nearest £)	Additions (at purchase cost)	Disposals	Total
Council Offices:								
Office Equipment								
Not known	£129.99	Dahle standard guillotine	Office	Model 00504	130			
03.03.08	£17.00	Challenge Laminator	Office	S/N LM089BR	0			
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			
31.01.14	£718.90	HP ProBook 450 laptop, case & mouse	Office	28489	719			
15.02.17	£2,184.89	OpenStage Telephone System	Office & Clerk's	OpenStage 15 T (Lava) Black	2185		2185	
28.11.19	£339.00	Rexel Auto 200x Cross Cut Shredder	Reception/Office	RM33949	339			
27.03.20	£734.00	HP Desktop	Clerk's Office		734			
18.03.21	£144.00	HP 9010 Printer	Clerk's Office	THIC862VY	144			
07.07.21	£157.00	Iiyama 23 inch screen	Reception/Office	XU2395WSU	157			
rach	£1,078.00	HP ProDesk 400 G7 Desk Top Computers x 2	(RFO & Admin)	256SSD 8GB	1078			
31.03.22	£912.50	Iiyama 23.8" Full HD VA Monitors x 5	Office (Town Clerk, RFO & Admin)	XUB2494HSU	913			
31.03.22	£100.00	Dual monitor mount - desk clamp x 1	Reception (Admin)		100			
17.03.23	£964.00	Telephone System & associated	Office (Town Clerk, RFO & Admin)	Connexions	0	964		
					6609	964	2185	5388
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 & Clerk's	Office	n/a	306		
Not known	£220.00	4 shelf book case	Office	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 chair, 1 operator stool	162		
12.12.92	£75.96	Polyprop chairs x 4 (£18.99 each)	Clerk's Office	Office	Blue	76		
Not known	£349.74	2 drawer Harvey filing cabinets x 4 (£89.29 each)	Office, Clerk's	Office and Store	Beige	350		
Not known	£29.99	Dimplex electric heater	Chamber	Office	White	30		
10.03.05	£91.95	Fridge	Office	Office	White	92		
30.04.08	£99.00	Sirius HB Syncro Op Chair	Office	Office	Charcoal Fabric	0		
11.05.09	£47.99	Low Cupboard	Office	Office	Q25-T41590	48		
29.05.09	£256.52	9 New Blinds	Office/Chamber	Office	Cream Vertical	257		
04.08.10	£39.99	Berlin Leather Chair	Office	Office	Black	40		
08.08.13	£79.99	2 Drawer Filing Cabinet	Office	Office	Coffee	80		
07.08.13	£101.98	4 Drawer Filing Cabinet	Office	Office	Coffee	102		
25.02.14	£122.24	2 Low Cupboards	Office	Office	Q25-T41590	122		
07.09.15	£128.54	Operators Chair	Office	Office	Black	128		
20.11.15	£159.00	Desk	Office	Office	Ergo Maple	159		
30.11.15	£139.00	Desk	Office	Office	120cm Maple	139		
15.04.16	£99.00	4 Drawer Filing Cabinet	Office	Office	Coffee	99		
30.09.16	£117.00	Infinite Bookcase & doors	Office	Office	Beech	117		
02.12.16	£69.99	Operators Chair	Office	Office	Stanley Togo	70		
05.01.17	£69.99	Operators Chair	Clerk's Office	Office	Stanley Togo	70		
14.12.16	£14.99	Operators Chair Arms	Clerk's Office	Office	RealSP Hug	15		
21.02.22	£156.02	Arista High Back chair	Office (RFO)	Office	KF74196	156		
Council Chambers								
12.12.92	£265.86	Polyprop chairs x 14 (£18.99 each)	12 scrapped 2010	Office	Blue	266		
12.12.92	£930.00	Tables x 6		Office	Dark Wood	930		
12.12.92	£224.00	S82 Chairs x 14 (£16.00 each)		Office	Blue	224		
Not known	£199.98	2 x 4 draw filing cabinets (£99.99 each)	Store room	Office	Grey	200		
31.07.09	£ 213.60	Filter Coffee Machine	Chamber Kitchen	Office		214		
19.12.14	£ 338.99	3 X walnut steel framed tables	Chamber	Office	Walnut	339		
07.09.15	£ 81.97	Meeting table	Chamber	Office	Beech	82		
Not known	£13,416.00	Mayoral chains of office x 2 (Sum insured) - REVALUED MARCH 2018	Safe	Office	Mayors Chain £20k Mayoress Chain £11,500	31500		
28.10.08	£ 407.00	Deputy Mayors Jewel - REVALUED APRIL 2019	Safe	Office		407		
Miscellaneous Assets								
01.06.13	£ -	Metal stacking chairs	Rear Yard	Office	Brown	0	0	
07.03.14	£ 487.70	Green Plastic Chairs	Rear Yard	Office	4 x rectangle & 16 round	488		
20.03.20	£ 5,155.00	Vehicle Activation Sign - SID	Chestnut Hill	Office	Speed indication device	5155		
21.12.20	£ 18,354.00	CCTV Cameras and associated equipment x 2	Market Square & Lower Main/Bank Street	Office	CCTV cameras connected to Police HQ	18354		
Community Asset								
£ 1.00		War Memorial	Penrith Road			1		1
					62255	0	0	62255
					68864	964	2185	67643
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.								