

KESWICK TOWN COUNCIL								
ASSETS REGISTER AS AT 31/3/2024								
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		12	
31.01.14	£718.90	HP ProBook 450 laptop, case & mouse	Office	28489	719			
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			
	£1,078.00	HP ProDesk 400 G7 Desk Top Computers x 2	Reception/Office (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	964			
					5388	0	12	5376
Office Furniture								
Not known	£757.00	Desks x 3-2	Office & Clerk's Office	Estimate	757		251	
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	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		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		92	
11.05.09	£47.99	Low Cupboard	Office	Q25-T41590	48			
29.05.09	£256.52	9 New Blinds	Office/Chamber	Cream Vertical	257		114	
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 Togo	70		70	
05.01.17	£69.99	Operators Chair	Clerk's Office	Stanley Togo	70			
14.12.16	£14.99	Operators Chair Arms	Clerk's Office	RealSP Hug	15		15	
21.02.22	£156.02	Arista High Back chair	Office (RFO)	KF74196	156		156	
10.05.23	£120.00	Essentials Mini Fridge	Office	CTS50W20	0	120		
14.09.23	£549.00	Ergonomic Office Chair	Office (Ania)		0	549		
14.09.23	£549.00	Ergonomic Office Chair	Office (Catherine)		0	549		
14.09.23	£725.00	Electric sit stand desk	Office (Catherine)	Yo Yo Pro	0	725		
14.09.23	£198.00	Kardo dual monitor arm	Office (Ania)		0	198		
21.09.23	£63.31	Q connect felt frame noticeboard	Office (Clerk)	9700026	0	63		
21.09.23	£74.38	Q connect felt frame noticeboard	Office	9700025	0	74		
29.09.23	£335.00	First single desk with 3 drawer pedestal	Office (Ania)	KF803591	0	335		
29.09.23	£228.70	Circular white radial leg table 1200mm	Office (Clerk)		0	228		
29.09.23	£460.00	Teknik 1500Blk black fabric chairs	Office (Clerk)	Black	0	460		
04.10.23	£470.00	Jemini 2door storage cupboard	Office	KF08087	0	470		
12.10.23	£149.00	Floor standing screen	Office (Ania)	Hilswick EJ190	0	149		
02.02.24	£441.67	Office blinds x 5	Office	Polaris grey	0	442		
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								
07.03.14	£ 487.70	Green Plastic Chairs	Rear Yard	4 x rectangle & 16 round Speed indication device	488			
20.03.20	£ 5,155.00	Vehicle Activation Sign - SID	Chestnut Hill Market Square & Lower Main/Bank Street	CCTV cameras connected to Police HQ	5155			
21.12.20	£ 18,354.00	CCTV Cameras and associated equipment x 2			18354			
Community Asset								
	£ 1.00	War Memorial	Penrith Road		1			1
					62255	4362	774	65843
				Total	67643	4362	786	71219
<i>Purchase costs taken from Viking Direct or Lakeland Office as no original cost known</i>								
<i>Amended asset register as per amendments to proper practices as noted in Governance and Accountability for Local Councils - A Practitioners' Guide</i>								
<i>The practice below should now be applied: -</i>								
<i>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, established a current value for the asset. This value will act as a proxy for the original purchase cost and remain unchanged until disposal.</i>								
<i>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.</i>								