



Aythorpe Roding Parish Council

Asset Register 2020-2021

Description	Cost (or insurance value if applicable) £
Bus Shelter	3,099
Playground Equipment	3,465
Recreation Ground	15,000
Village Pump	500
Village Sign	2,410
Parish Council Noticeboard	500
Laptop	188
Defibrillator	1,366
	26,528

Land with no identified cost or value
Roundbush Green
Beadles Green
Keers Green Allotment Gardens

Insurance
Assets not separately identified in policy schedule

Area	Risk	Measures
Risk to Assets		Insured and Inspected
Bus Shelter	L	yes - maintained by residents
Recreation Ground	L	Maintained by Cricket Club/annual RoSPA inspection
Village Pump	L	yes
Village Sign	L	yes
Parish Council Noticeboard	L	yes - Clerk
Physical Records	L	RFO office
Records of historic interest (minutes)	L	on permanent loan to ERO
Defibrillator	L	yes - per supplier recommendation
Finance & Administration		
Banking	L	One account held with TSB Majority of payments made by bank transfer - new payee set up by Chairman - new payment set up by Clerk - agenda item/approved at meeting - approved by two Cllrs Cheques two signatories All income banked Statement balance reviewed at meeting/signed by Cllr
Computer Records	L	Dedicated laptop Backed up monthly to memory stick Historic records on disk
Controls & Records	L	Computerised cash book pre meeting reconciliation Financial Regulations reviewed annually
Risk to Income		
VAT	L	Repayment claimed when £100 de minimus reached
Precept	L	timeous demand/BACS 2 instalments
Allotments	L	timeous invoice
General	L	internal audit
Theft/Dishonesty	L	records available to public
Legal Obligations		
Reporting of all Council meeting	L	Minutes of meetings approved and published
Councillor's Declarations of interest registered	L	revived annually/held by Clerk
Liability		
Risk to third party, property or individuals	L	Public Liability insurance in place RoSPA Inspection
risk to employeee	L	Employers Liability Insurance in place Reputable company cover
Data Protection		
laptop	L	data cleansed no identified risk ICO registered GDPR complaint