

Revision	3.1
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Review period	Annually

# Hemswell Parish Council ASSET REGISTER

## Introduction

Hemswell Parish Council's Asset Register is a detailed list of its *fixed assets*, such as property and equipment, with a useful life of over one year. An asset register is an essential management tool and the starting point for financial and physical control for safeguarding assets, managing risk and insurance, making cost-effective use of capital resources, tracking asset condition and lifespan, providing assurance of the continued existence of the PC's property and for completing the annual governance return as required by The Smaller Authorities Proper Practices Panel (SAPP) – Practitioners' Guide 2025<sup>1</sup>.

To ensure transparency and accountability, the following items are included in the PC's asset register, whether *purchased, gifted or otherwise acquired*, together with details of their physical location:

- Land and buildings held freehold or on long-term lease in the name of the PC.
- Community assets.
- Assets considered portable, attractive or of community significance.
- Other assets estimated or known to have a minimum purchase or resale value of £100
- Assets held in trust.

The values in the asset register inform the 'total fixed assets' section of the PC's Annual Return, except assets held in trust. The value of assets on the register typically does not change year-to-year because depreciation is not applied; therefore, the total value of assets will only change when a new asset is acquired or an existing asset is disposed of.

The Asset Register is reviewed and adopted by the PC within each financial year, but it is considered a 'working' document requiring updates and amendments as necessary.

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<sup>1</sup> The Smaller Authorities Proper Practices Panel (SAPP) – Practitioners' Guide 2025 Available via <https://www.nalc.gov.uk/resource/practitioners-guide-2025.html>

## Hemswell Parish Council & Burial Authority Asset Register

Correct as of March 2025.

Purchase Date	Asset	Location	Management	Net Cost	Insured Value	Replacement Value	Category	Disposal Date
01/01/1900	Civil Cemetery	Hemswell Lane, Hemswell	Maintained as required. Fortnightly grounds maintenance during growing season. Hedges/verges as required.	1.00			Grounds/Land	
01/01/1900	Recreation Area	Beck Lane	Maintained as required. Grass/banks maintenance during growing season.	1.00			Grounds/Land	
01/01/1900	Pinfold Non Designated Historical Asset	Brook Street	Maintained as required	1.00			Historical Asset	
01/01/1900	Maypole (Grade II listed) wood & metal. Insured as street furniture	Maypole Street	Maintained as required	1.00	29,550.00	50,000.00	Street Furniture	
01/01/1900	Bus Shelter -brick. Gifted from RAF	Top of Bunkers Hill	Maintained as required	1.00		15,000.00	Street Furniture	
01/01/1900	Footbridge	Beck Lane	Maintained as required	1.00		3,000.00	Grounds/Land	
01/01/1900	Wooden noticeboard	Brook Street	Maintained as required	600.00		1,500.00	Community Interest	Nov-24
01/01/1900	Noticeboard	Village Hall, Maypole Street	Maintained as required	700.00		1,500.00	Community Interest	
01/01/1900	Bus Shelter - plastic.	Maypole Street	Maintained as required	1,067.00		4,500.00	Street Furniture	
01/01/1900	Seat	Bunkers Hill	Maintained as required	420.00		700.00	Street Furniture	
01/01/1900	Seat	Hemswell Lane, Hemswell	Maintained as required	420.00		700.00	Street Furniture	
01/01/1900	Seat	Beck Lane (Central)	Maintained as required	375.00		700.00	Street Furniture	Mar-25
01/01/1900	Seat	Beck Lane (East)	Maintained as required	491.00			Street Furniture	Nov-20
01/01/1900	Seat	Church Street	Maintained as required	535.00		700.00	Street Furniture	
01/01/2017	Defibrillator, WLDC Community Scheme. PC £300.00 contribution	Village Hall, Maypole Street	Monthly inspections or upon removal from cabinet. Consumables replaced on use or expiry	300.00	5,000.00	1,500.00	Community Interest	
01/03/2021	Fire Safe. General Contents insurance	Village Hall, Maypole Street	Maintained as required	393.00	400.00	400.00	Other	
01/03/2022	Speed Indicator Device (SID). Insured as part of street furniture	Portable	Monthly inspections or when relocated.	2,323.00		2,500.00	Street Furniture	
	3 x Streetlamps (community asset gifted from residents).	Bunkers Hill	Adopted by LCC	1.00			Other	
27/11/2024	External Noticeboard Cemetery (Snaap Frames Ltd)	Hemswell Civil Cemetery	Maintained as required	102.90	150.00	150.00	Street Furniture	
06/02/2025	Signage (No dog fouling) (Safety Buyer)	Beck Lane (Both ends)	Maintained as required	68.93	70.00	70.00	Street Furniture	
05/03/2025	Recycled Bench (Agri.Cycle)	Beck Lane (Central)	Maintained as required	425.00	425.00	450.00	Street Furniture	
19/03/2025	Fabricated metal Maypole ring	Maypole, Maypole Street	Maintained as required	100.00	100.00	150.00	Street Furniture	