

**Staploe Parish Council Asset Register 31st March 2024**

| Code    | Item                                                                                         | Date purchased                                    | Location                                                 | Cost Value for audit | Replacement value for insurance |                                                                                                                                                                                                                                                            |
|---------|----------------------------------------------------------------------------------------------|---------------------------------------------------|----------------------------------------------------------|----------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | <b>Village equipment</b>                                                                     |                                                   |                                                          |                      |                                 |                                                                                                                                                                                                                                                            |
| SPC1    | 1 Bus Shelter Honeydon                                                                       | Unknown                                           | Honeydon                                                 | £940.00              | £1,123.00                       | Not installed by Staploe Parish Council. Noone claims ownership so assume we are responsible. Asbestos roof removed and new non-asbestos roof added and bench replaced in February 2019                                                                    |
| SPC2    | 21 LED Street lights                                                                         | Feb-19                                            | All over the parish                                      | £4,620.00            | £5,522.00                       | K&M Lighting installed 21st Feb 2019                                                                                                                                                                                                                       |
| SPC2a   | 1 street light column in Duloe                                                               | Unknown                                           | Duloe                                                    | £1,000.00            | £1,200.00                       | Estimate                                                                                                                                                                                                                                                   |
| SPC3    | 3 Seats                                                                                      | 1990's                                            | Staploe, Duloe Playing Field, Duloe village              | £1,707.65            | £1,755.00                       | One seat on playing field (in addition to the one by the play area listed under playground equipment), one by Duloe telephone box, one in Staploe. One in Honeydon was removed due to repeated vandalism.                                                  |
| SPC4.1  | Dog bin Staploe                                                                              | Bought 1/03/2012                                  | Staploe opposite number 48                               | £64.50               | N/A                             | 3 bins purchased Mar 12. Staploe, Duloe Hall and near A1 bridge. A1 bridge one destroyed by firework Nov 2013. Not insured as the value is below excess.                                                                                                   |
| SPC 4.2 | Dog bin Duloe Village Hall                                                                   | Bought 1/03/2012                                  | Duloe hall car park                                      | £64.50               | N/A                             | See comment for 4.1                                                                                                                                                                                                                                        |
| SPC5    | Dog bin (originally at Woodhouse Lane bridleway but moved to end of Woodhouse Lane Oct 2019) | 1 bought 21st May 2013                            | End of Woodhouse Lane                                    | £83.66               | N/A                             | Value below insurance excess.                                                                                                                                                                                                                              |
| SPC6    | Dog bin at A1 bridge                                                                         | 1 bought 31/1/2014 (fire proof, A1 bridge, Duloe) | A1 Bridge                                                | £203.00              | £304.00                         |                                                                                                                                                                                                                                                            |
| SPC7    | 3 English Oak Notice Boards                                                                  | 1999                                              | Staploe (Falls Farm), Duloe Common, Honeydon (Chestnuts) | £3,974.95            | £3,699.00                       |                                                                                                                                                                                                                                                            |
| SPC8    | 1 Aluminium notice board (owned by Village Hall)                                             | 21/01/2014                                        | Community cabins                                         | £407.57              | £525.00                         |                                                                                                                                                                                                                                                            |
| SPC9    | 1 Telephone Box                                                                              | 2011                                              | Staploe                                                  | £1.00                | £3,000.00                       | Community asset. Bought for £1 from BT                                                                                                                                                                                                                     |
| SPC10   | 1 Vehicle Activated Sign, eastern entrance to Duloe                                          | Jul-05                                            | East entrance to Duloe                                   | £3,890.00            | £4,200.00                       | Grant from Police road safety grant. Replaced broken sign bought for £5975.75 in 2008 (value reduced by £2085.75).                                                                                                                                         |
| SPC11   | 1 Etesia 18" Mower                                                                           | May-04                                            | Community cabins                                         | £0.00                | £0.00                           | Sold for £30 cash in April 2021. Previously valued at £480.24                                                                                                                                                                                              |
| SPC14.1 | CCTV camera pole                                                                             | Jan-15                                            | Hall car park                                            | £1,190.86            | £1,309.95                       | CCTV and pole mounted in hall car park in Jan 2015 for £1314.86. Pole retained but camera removed and replaced in March 2023. Value of original camera £124 so cost value fallen to £1190.86. New camera system installed Mch 2023 listed separately SPC43 |
| SPC14.2 | DVD Player                                                                                   | Jan-15                                            | Community cabins                                         | £0.00                | £0.00                           | Originally £50. Replaced in March 2023                                                                                                                                                                                                                     |
| SPC15   | 5 planters                                                                                   | Nov 2015 and March 2016                           | 2 in Duloe, 2 in Staploe, one in Honeydon                | £766.62              | £766.62                         | 3 purchased Nov 2015, 3 more March 2016 from Primrose. One broken in Honeydon 2017. Each is worth below the excess so unless two get broken at once it is not worth insuring.                                                                              |
| SPC16   | 1 dog waste sign playing field litter bin)                                                   | 15th March 2016                                   | Playing field litter bin                                 | £24.88               | N/A                             | From Bedford Borough Council. One was lost when the hall was demolished (original cost £24.87)                                                                                                                                                             |
| SPC17   | 1 lions head water pump near Bridgeside in Staploe                                           | 19th Century                                      | Bridgeside, Staploe                                      | £1.00                | N/A                             | Community asset.                                                                                                                                                                                                                                           |
| SPC18   | Hard drive for CCTV data                                                                     | May-16                                            | Gerardine Meola, 49, Woodhouse Lane, Duloe               | £48.78               | N/A                             | Gerardine Meola is custodian                                                                                                                                                                                                                               |
| SPC19   | Projector                                                                                    | Feb-17                                            | Clerk's office                                           | £239.98              | £239.98                         | Clerk is custodian                                                                                                                                                                                                                                         |
| SPC20   | Screen                                                                                       | Feb-17                                            | Community cabins                                         | £47.99               | N/A                             | In storage container                                                                                                                                                                                                                                       |
| SPC21   | Lexmark CX410de Printer / scanner                                                            | Feb-17                                            | Clerk's office                                           | £0.00                | N/A                             | Replaced June 2022 - previously valued at £199.98                                                                                                                                                                                                          |
| SPC22   | Hard drive for Clerk (blue My Passport)                                                      | Jan-18                                            | Clerk's office                                           | £55.99               | N/A                             | Clerk's office                                                                                                                                                                                                                                             |
| SPC23   | Vario mobile speed sign ex Morelock                                                          | Mar-18                                            | Duloe or Honeydon (mobile)                               | £2,100.00            | £2,740.00                       | Moves between Duloe and Honeydon. Mark Crawford is responsible for it.                                                                                                                                                                                     |
| SPC24   | Lenovo laptop incl software for Clerk                                                        | Apr-18                                            | Clerk's office                                           | £0.00                | £0.00                           | Purchased for £404 in 2018. Donated to person in need in January 2024. Residual value estimated to be £20. (Camera and microphone did not support online meetings).                                                                                        |
| SPC25   | 30 foot converted container - changing rooms & toilets. Community Cabin                      | Apr-18                                            | Duloe Playing Field                                      | £1,000.00            | £12,000.00                      | Bought from Staploe and Duloe Football Club. Replacement value increased Mch 2021 (quote from KDP Portable Accommodation Services 25th Mch 21)                                                                                                             |
| SPC26   | 20 foot converted container - kitchen and store room. Community Cabin                        | Apr-18                                            | Duloe Playing Field                                      | £500.00              | £8,000.00                       | Bought from Staploe and Duloe Football Club. Replacement value increased Mch 2021 (quote from KDP Portable Accommodation Services 25th Mch 21)                                                                                                             |
| SPC27   | Glasdon Topsy Royale litter bin in Shakers Way                                               | Jan-24                                            | Shakers Way                                              | £358.00              | £358.00                         | Replaced in January 2024 after fire                                                                                                                                                                                                                        |
| SPC28   | Wybone metal dog bin bridleway, Woodhouse Lane                                               | Oct-19                                            | Bridleway, Woodhouse Lane                                | £181.67              | £200.00                         | Replaced the plastic bin which was moved to the end of Woodhouse Lane                                                                                                                                                                                      |
| SPC29   | Morelock mobile speed sign (to be kept in Staploe)                                           | Sep-19                                            | Staploe                                                  | £2,443.00            | £2,740.00                       | Tom Tagg is responsible for it.                                                                                                                                                                                                                            |

| Code    | Item                                                                                                                         | Date purchased | Location                                                                                                     | Cost Value for audit | Replacement value for insurance |                                                                                                                                              |
|---------|------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------|----------------------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| SPC30   | Heartsine samaritan pad 360P defibrillator plus paediatric pads and heated, lockable cabinet                                 | Mar-20         | The Old Chapel, Chapel Close, Honeydon                                                                       | £1,320.99            | £1,640.00                       | Installed on the Old Chapel, Honeydon on 16th November 2020. Replacement values include fitting costs of £250                                |
| SPC31   | Website staploe-pc.gov.uk                                                                                                    | Mar-20         |                                                                                                              | £420.00              | £0.00                           | Initial setup included a £300 discount because we signed up with 45 other councils.                                                          |
| SPC32   | 4 Picnic tables behind the Community Cabins                                                                                  | Apr-18         | Duloe Playing Field                                                                                          | £1.00                | £2,640.00                       | 4 tables would cost approx £660 each to replace                                                                                              |
| SPC33   | GRP Kiosk at Village Hall car park (Mitras IC2)                                                                              | Mar-21         | Village Hall Car Park, Duloe                                                                                 | £900.00              | £1,020.00                       | From Mitras £614.57 cabinet + £285.43 installation costs                                                                                     |
| SPC34   | Fridge freezer                                                                                                               | Apr-18         | Community cabins                                                                                             | £1.00                | £250.00                         | Donated when we bought Community Cabins                                                                                                      |
| SPC35   | Small swing bins (toilets) x 2                                                                                               | Apr-18         | Community cabins                                                                                             | £2.00                | £10.00                          | Donated when we bought Community Cabins                                                                                                      |
| SPC36   | Water heaters toilets x 2                                                                                                    | Apr-18         | Community cabins                                                                                             | £2.00                | £90.00                          | Donated when we bought Community Cabins                                                                                                      |
| SPC37   | Water heater kitchen                                                                                                         | Apr-18         | Community cabins                                                                                             | £1.00                | £92.00                          | Donated when we bought Community Cabins                                                                                                      |
| SPC38   | Wall mounted fan heaters x 5                                                                                                 | Apr-18         | Community cabins                                                                                             | £5.00                | £180.70                         | Donated when we bought Community Cabins                                                                                                      |
| SPC39   | Mirrors x 2                                                                                                                  | Apr-18         | Community cabins                                                                                             | £2.00                | £15.00                          | Donated when we bought Community Cabins                                                                                                      |
| SPC40   | A frame signs x 3                                                                                                            | Apr-18         | Community cabins                                                                                             | £3.00                | £171.00                         | Donated when we bought Community Cabins                                                                                                      |
| SPC41   | Planks of wood for picnic table repairs x 2                                                                                  | Sep-20         | Community cabins                                                                                             | £22.35               | £22.35                          |                                                                                                                                              |
| SPC42   | Printer Epson Ecotank ET 2850 Serial # ZAEZ001533                                                                            | Jun-22         | Clerk's office                                                                                               | £199.96              | £187.47                         | Bought from Amazon                                                                                                                           |
| SPC43   | 1 Hikvision CCTV NPR camera, 1 Hikvision dome camera with IR, 1 NVR with 4TB HDD (video recorder and disc drive), 1 monitor. | Apr-23         | NPR camera on pole in hall car park, dome camera on changing room cabin, NVR, HDD & monitor in kitchen cabin | £1,395.00            | £1,395.00                       | Bought from James Dougan (JDS Limited)                                                                                                       |
| SPC44   | Clerk's laptop Dell Latitude 3330                                                                                            | Aug-23         | Clerk's office                                                                                               | £534.15              | £534.15                         | Bought from PC World Business 31st August                                                                                                    |
| SPC45   | Mindray C1A Fully Automatic Defibrillator & External Heated Cabinet with keypad lock at Duloe Community Cabins               | Jan-24         | Duloe Community Cabins                                                                                       | £910.50              | £1,660.50                       | We paid £750 as match funding. Remainder was supplied by Department for Health and Social Care. Installation cost £160.50                    |
| SPC46   | Mindray C1A Fully Automatic Defibrillator & External Heated Cabinet with keypad lock at Falling Water House, Staploe         | Jan-24         | Falling Water House, Staploe (adjacent to post box)                                                          | £750.00              | £1,660.50                       | We paid £750 as match funding. Remainder was supplied by Department for Health and Social Care. Installation was free but would cost £160.50 |
| SPC47   | External hard drive                                                                                                          | Feb-24         | Clerk's office                                                                                               | £58.87               | £59.00                          |                                                                                                                                              |
| SPC48   | Laptop charger                                                                                                               | Feb-24         | Clerk's office                                                                                               | £22.42               | £22.00                          |                                                                                                                                              |
| SPC49   | Bingo machine                                                                                                                | Nov-23         | Tally Ho, Upper Staploe                                                                                      | £26.99               | £26.99                          |                                                                                                                                              |
| SPC50   | Paving slabs, aggregate and sand                                                                                             | Mar-24         | Falls Farm                                                                                                   | £439.58              | £439.58                         | Purchased with Coronation Grant to make path at playing field                                                                                |
| DVH1-58 | Community Cabin contents owned by Village Hall                                                                               |                |                                                                                                              | £0.00                | £6,311.00                       | Not owned by the Parish Council but insured by the Parish Council                                                                            |
|         | <b>Subtotal</b>                                                                                                              |                |                                                                                                              | <b>£32,933.40</b>    | <b>£68,109.78</b>               |                                                                                                                                              |
|         | <b>Playground Equipment:</b>                                                                                                 |                | <b>2006 Duloe Playing Field</b>                                                                              |                      |                                 |                                                                                                                                              |
|         | Item                                                                                                                         |                |                                                                                                              |                      |                                 |                                                                                                                                              |
| PF1     | Single arch swing with cradle seat                                                                                           |                |                                                                                                              | £1,014.00            | £1,622.40                       | No change despite replacing seat in 2022 because the seats are treated as consumable items                                                   |
| PF2     | Cradle swing safety surfacing                                                                                                |                |                                                                                                              | £420.00              | £672.00                         |                                                                                                                                              |
| PF3     | Single arch swing with flat seat                                                                                             |                |                                                                                                              | £1,003.00            | £1,604.80                       |                                                                                                                                              |
| PF4     | Flat swing safety surfacing                                                                                                  |                |                                                                                                              | £546.00              | £873.60                         |                                                                                                                                              |
| PF5     | Multi play system                                                                                                            |                |                                                                                                              | £3,646.00            | £5,833.60                       |                                                                                                                                              |
| PF6     | Multi play safety surfacing                                                                                                  |                |                                                                                                              | £875.00              | £1,400.00                       |                                                                                                                                              |
| PF7     | Cransley metal seat                                                                                                          |                |                                                                                                              | £415.00              | £664.00                         |                                                                                                                                              |
| PF8     | Cransley litter bin                                                                                                          |                |                                                                                                              | £299.00              | £478.40                         |                                                                                                                                              |
| PF9     | Installation of cradle swing                                                                                                 |                |                                                                                                              | £380.00              | £608.00                         |                                                                                                                                              |
| PF10    | Installation of cradle swing safety surface                                                                                  |                |                                                                                                              | £612.00              | £979.20                         |                                                                                                                                              |
| PF11    | Installation of flat swing                                                                                                   |                |                                                                                                              | £380.00              | £608.00                         |                                                                                                                                              |
| PF12    | Installation of flat swing safety surface                                                                                    |                |                                                                                                              | £714.00              | £1,142.40                       |                                                                                                                                              |
| PF13    | Installation of multi play system                                                                                            |                |                                                                                                              | £600.00              | £960.00                         |                                                                                                                                              |
| PF14    | Installation of multi play safety surfacing                                                                                  |                |                                                                                                              | £1,275.00            | £2,040.00                       |                                                                                                                                              |
| PF15    | Installation of seat                                                                                                         |                |                                                                                                              | £158.00              | £252.80                         |                                                                                                                                              |
| PF16    | Installation of litter bin                                                                                                   |                |                                                                                                              | £121.00              | £193.60                         |                                                                                                                                              |
| PF17    | security fencing during installation                                                                                         |                |                                                                                                              | £300.00              | £480.00                         |                                                                                                                                              |
| PF18    | Secure storage during installation                                                                                           |                |                                                                                                              | £300.00              | £480.00                         |                                                                                                                                              |
| PF19    | Carriage                                                                                                                     |                |                                                                                                              | £410.39              | £656.62                         |                                                                                                                                              |
| PF20    | Roadware covered litter bin                                                                                                  | Nov-17         |                                                                                                              | £120.95              | £193.52                         |                                                                                                                                              |
|         | <b>Subtotal</b>                                                                                                              |                |                                                                                                              | <b>£13,589.34</b>    | <b>£21,742.94</b>               |                                                                                                                                              |
|         | <b>Total</b>                                                                                                                 |                |                                                                                                              | <b>£46,522.74</b>    | <b>£89,852.73</b>               |                                                                                                                                              |

Where VAT was reclaimed the values exclude VAT. Values for the play area include installation costs as advised by BDO to L. Crawford May 2013

Changed from previous year

| Code | Item | Date purchased | Location | Cost Value for audit | Replacement value for insurance |  |
|------|------|----------------|----------|----------------------|---------------------------------|--|
|------|------|----------------|----------|----------------------|---------------------------------|--|

Please note the Clerk's Lenovo laptop was donated as a gift to a person in need in the parish in January 2024. The residual value was estimated to be £20 because the camera and microphone were very poor and did not support online meetings. Original purchase price was £404 in 2018. The residual value was written off.

#### Changes in 2023/24 vs 2022/23

| Item                                               | Write offs in 2023/24 | Purchases in 2023/24 | Net change       |
|----------------------------------------------------|-----------------------|----------------------|------------------|
| SPC14.1 Old camera removed from pole               | -£124.00              |                      |                  |
| SPC14.2 Old DVD player wiped and destroyed         | -£50.00               |                      |                  |
| SPC24 Old laptop donated                           | -£404.00              |                      |                  |
| SPC27 Old litter bin destroyed by fire Shakers Way | -£247.68              |                      |                  |
| SPC27 New litter bin Shakers Way                   |                       |                      | £358.00          |
| SPC43 New CCTV cameras and recorder                |                       |                      | £1,395.00        |
| SPC44 New laptop                                   |                       |                      | £534.15          |
| SPC45 Defibrillator Duloe                          |                       |                      | £910.50          |
| SPC46 Defibrillator Staploe                        |                       |                      | £750.00          |
| SPC47 External hard drive                          |                       |                      | £58.87           |
| SPC48 Laptop charger                               |                       |                      | £22.42           |
| SPC49 Bingo machine                                |                       |                      | £26.99           |
| SPC50 Paving etc.                                  |                       |                      | £439.58          |
| <b>TOTAL</b>                                       | <b>-£825.68</b>       | <b>£4,495.51</b>     | <b>£3,669.83</b> |