



Congleton Town Council

Historic market town

Chief Officer: **David McGifford**



CONGLETON TOWN COUNCIL ASSET REGISTER & INVENTORY

Financial Regulation 14.6 provides that the RFO will be responsible for maintaining an Asset Register of all significant assets owned by the Town Council, which is to include an inventory of fixtures, fittings and equipment which costs £250.00 or more and has a life expectancy of more than 1 year.

Congleton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

Location	Item no.	Supplier	Purchase Date	Description	Qual	Total Inventory	2020	Fixed Asset Register
Town Hall								
	LB000			Town Hall & Museum	1	2121460		2121460
Padding Pool Land/E	LB003			Padding Pool (leased)	1	95000		95000
Padding Pool Plant	LB005			Plant room - padding pool		25000		25000
	EQP079	Nortek	20/08/2010	Padding Pool ramp	1	475		0
	INF012	Soft Surfaces	08/05/2017	Pool footpath and safety surface	1	7642		7642
	INF013	Centrifugal pumps	08/03/2018	New pool pump	1	1594		1594
	EQP083	Washware	13/05/2019	water fountain	1	341		0
	INF014	Pool Tech	29/03/2018	Chlorine Controller	1	3510		3510
						133562		132746
Allotments								
	LB001		01/04/2009	Allotment toilets	1	3425		3425
	LB002			Hillary Avenue Allotments	1	65000		65000
	LB004			Padding Pool Toilets	1	1		0
	INF002		01/04/2009	Allotment path	1	5990		5990
	INF011		01/04/2009	Railings at allotments	1	1		0
						74417		74415
Town Hall								
		Chubb	26/08/2010	intruder alarm system	1	4100		4100
	FF008	Trend	28/04/2010	Heating Control software	1	2449		2449
	HFE151	Oympian Sheds	18/03/2020	Storage Shed for Courtyard		1729		1729
	LB001	Richies		Bar Extension	1	40000		40000
Grand Hall								
	HFE091	Style Seating	25/02/2013	300 Green/gold stacking chairs	298	11724		11724
	HFE092	Allen Pavitt	03/01/2013	30 laminate top folding tables 1800 x 750 mm (6ft)	30	3778		3778
	HFE093	Allen Pavitt	03/01/2013	laminate top folding tables 1500 x 750 mm (5ft)	10	1174		1174
Town Hall F&F								
		Chubb	29/10/2015	Fire Alarm works	1	1827		1827
		Chubb	30/10/2015	Fire Alarm works	1	1800		1800
	HFE131	Chubb	26/04/2017	CCTV cameras around Town Hall	13	7000		7000
	HFE007			12 section portable and height adjustable stage unit each section 2.0 by 1.0m made of timber ply top with aluminium frame	1	500		500
				PA system supplied by Worthingtons Euromet Professional cabinet size 500 by 600 by 1.000m high. Comprising of, 1 No CA-6220 mixer, 1 No R300 Amplifier, 1 No Compact Disk TEAC PD/D2410 multi disk, 1 No Radio Mike amp WT-48106				
Grand Hall	HFE008			Piano upright, SCHAIEDMYER, supplied by NJTOSTEVIN and Son	1	5000		5000
	HFE009			Stoke on Trent.	1	1500		1500
	HFE004			1 No Electric Wall Clock by The London Clock Company.	1	100		0
	HFE043		01/06/2008	2 large ceiling chandeliers	2	0		0
	CAT114		01/06/2008	Lion Crest above Main Hall on wall	1	1		0
				NPR 1523 Floor Machine c/w Drive Board, Solution Tank, Scrubbing Brush				
	HFE005	Global Hygiene	06/10/2010		1	825		0
	HFE006	Global Hygiene	25/10/2010	Numatic Twintec TT Floor Scrubber 240v	1	1235		1235
	HFE114	Talke Chemicals	10/11/2014	Sack Truck	1	86		0

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Bridestones Grand Hall	HFE029	PAS Sound Engineering	28/01/2011	Main sound system + gallery system (Grand Hall)	1	8155	8155	
	HFE081	PAS Sound Engineering	28/01/2011	4 way mike sockets (these are in the wall)	1	325	325	0
	HFE078	PAS Sound Engineering	28/01/2011	1 stand	2	113	113	0
	HFE132	Pure AV	08/05/2017	Conference System - Bridestones	1	15193	15193	
	HFE133	Strictly Tables & chairs	28/07/2017	5' Plastic Folding round tables x 5	5	320	320	320
	HFE134	Strictly Tables & chairs	28/07/2017	6' Plastic Folding round tables x 15	15	1319	1319	1319
	HFE135	Christmas Direct	01/08/2017	Fairy lights	1	564	564	0
	HFE140	Xmasdirect	08/11/2017	Fairy lights	1	140	140	0
	HFE142	Cookies	31/07/2018	LED uplighter lights	28	2583	2583	2583
Inner Hall way G26	HFE136	Chains and Lifting	19/09/2017	Harness for Minstrel Gallery	1	1143	1143	1143
	HFE137	Strictly Tables & chairs	28/07/2017	Narrow Table Trolley	2	425	425	0
	HFE129	T&S Electrical	30/11/2016	Induction Loop System (for the hard of hearing)	1	1925	1925	1925
	HFE019			Green Privacy Screens	3	360	360	0
	HFE071			Congleton Town Council Rolls of Mayors Board 2.00 by 0.800m	1	400	400	0
	HFE025	Donation	01/04/2010	2 samsung LCD TVs	2	0	0	0
	HFE112	Nisbets	23/10/2014	Red rope and brass post barrier	1	113	113	0
	HFE090	MAC Tool Hire	25/03/2013	Infra Red Heaters (park)	2	600	600	0
	HFE018	Global Hygiene	13/10/2010	first Aid Couch	1	324	324	0
Room behind TIC	HFE138	Global Hygiene	23/12/2011	Delonghi Rapido Oil filled radiator	1	175	175	0
		Andrew Deptford aadefib.com	28/09/2017	Physio-control lifePak CR plus fully automatic Defibrillator	1	980	980	0
				High circular drinks tables tubular steel with beech effect top 550mm diameter 1.200m high	3	270	270	0
	HFE012		01/06/2008	5 Low circular drinks tables (1 in bar)	5	360	360	0
	HFE013		01/06/2014	5 Low Square drinks tables	4	1	1	0
	HFE014		01/06/2014	2 metal litter bins - 1BS, 1 GH	2	1	1	0
	HFE015			hydro boil water heater (kitchen)	1	543	543	0
	HFE047		14/04/2010	Bar Cellar Fridge (kitchen)	1	1500	1500	1500
	HFE062	SAS Refrigeration	12/10/2017	2 door bottle cooler	1	350	350	0
Cellar	HFE139	SAS Refrigeration	05/07/2015	Glasswasher (cotton club)	1	1350	1350	1350
	HFE115	Catering Supplies		Large lockable twin door Bottle Fridge store (corridor)	1	0	0	0
	HFE119			Undercounter twin glass bottle fridges	2	0	0	0
	HFE102		23/03/2020	Ice Machine		1400	1400	1400
	HFE152	Catering Equipment		Large Free Standing Beer coolers (owned by the Brewery)	2	0	0	0
	HFE104							
				2 No portable black tubular steel hat and coat racks on casters 1.800m by 1.800m	2	150	150	0
	HFE069			Handyman Aluminium Ladders 3 stage (park)	1	150	150	0
	HFE068			2 No Aluminium Flip Chart Boards and Stands	2	100	100	0
Cloaks G25a G27	C3		30/03/2012	I Nobo Nautile Easel (flip chart board)	1	79	79	0
		COS	16/11/2016	900mm x 600mm display boards (rear storeroom)	3	279	279	0
	HFE128	Access		2 No Aluminium Free Standing Display Boards in blue 1.800m by 1.800m	2	500	500	500
	HFE028			Ash Bin	1	170	170	0
	HFE126	Talke Chemicals	07/11/2016					
				2 Artificial Christmas Trees (park)	2	266	266	0
	Store Room G21	Astbury Garden Centre	16/12/2015					
	HFE 122							
	Kitchen G10							

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	HFE109			Stainless Steel Vacuum Flasks	2	140	0
	HFE116	Nisbetts	16/04/2015	Stainless Steel Vacuum Flasks	14	125	0
	HFE117	Stephensons	28/05/2016	Simply Tableware 11" plates	252	444	0
	HFE118	Stephensons	28/05/2016	Simply Tableware 6.25" plates	252	154	0
	HFE121	Dudsons	08/04/2015	100 mugs	100	100	0
	HFE123	Stephensons	08/03/2016	Cutlery	1	159	0
	HFE124	Dudsons	03/03/2016	100 mugs	100	100	0
	HFE074	SAS Refrigeration	10/09/2010	undercounter fridge	1	358	0
	HFE099	SAS Refrigeration	13/06/2013	Fridge model GN650TN	1	850	850
	HFE100	The Catering shop	09/08/2013	Chest Freezer CF1300	1	389	389
	HFE082	Ritchie	13/07/2013	C Range Commercial Dishwasher	1	2801	2801
	HFE083	Ritchie	13/07/2013	Free Standing Fridge Sterling Pro	1	458	458
	HFE084	Ritchie	13/07/2013	Blue Seal Salamander Grill	1	948	948
	HFE085	Ritchie	13/07/2013	Oven lincat 6 burner range	1	1406	1406
	HFE101			Imperial 6 Burner Range	1	0	0
	HFE106			Industrial Gas Cooker	1	0	0
	HFE107			Tall Glass fronted bottle fridge (Cotton Club?)	1	0	0
	HFE143	Ritchie/TS Electrical	15/02/2018	Combi Oven	1	12963	12963
	HFE119	Catering Supplies	03/10/2015	2 door fridge	1	1100	1100
	HFE127	Catering Supplies	22/11/2016	2 door w/top fridge	1	850	850
	HFE086	Ritchie	13/07/2013	Hot plate parry alpha range	1	1295	1295
	HFE087	Ritchie	13/07/2013	Commercial microwave	1	549	549
	HFE088	Ritchie	13/07/2013	Commercial microwave	1	549	549
	HFE095	Hancocks	14/03/2013	1 litre water jug	1	12	0
	HFE096	Hancocks	14/03/2013	1.8 litre water jug	6	59	0
	HFE149	Viking	10/09/2019	1.6 litre water jugs	20	60	0
	HFE097	Hancocks	14/03/2013	10oz Hiball water glasses	192	70	0
	HFE120	Posh Nosh Parties	23/12/2016	Various kitchen items see list	1	1700	0
First Floor							
	HFE040	Jackson Lloyd	03/06/2010	display cabinet	1	2200	2200
	CAT020	Fattorini	10/05/2012	Jubilee Link badge	1	398	0
	CAT119	Princess Irene Regiment	31/10/2013	S/S Ceremonial Dutch Military Sword	1	2250	0
Bridestones Suite F6							
In Museum	CAT090	In Museum		1 No Tapestry 5.0m by 2.5m depicting Congleton Scene	1	5000	5000
	HFE035			1 No Antique Mayors Chair in carved timber and brown leather good condition	1	300	0
				1 No oil painting of Little Moreton Hall Nr Congleton behind glass in either timber or plaster	1	7500	500
	CAT091			plaster gull frame 1.000m by 0.900m	1	7500	350
	CAT092			1 No oil painting of Building Ruin with Fence in Foreground behind glass in either timber or plaster gull frame 1.100m by 0.900m	1	7500	350
	CAT093			1 No oil painting of Congleton High Street and Town Hall painted and presented by John Nash Peake AD1902 1.600m by 1.200m	1	30000	500
	HFE036	Great British Lighting	14/05/2010	Satin Brass Rectangular up/down lights	8	4269	4269
	HFE037	Great British Lighting	14/06/2010	Chandeliers	2	14106	14106
	HFE038	R&L Systems Ltd	08/06/2010	2 pulleys for chandeliers (raising & lowering)	1	4950	4950

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	HFE039		01/06/2008	2 ceiling fans	2	1		0
	HFE034	Allen Pavitt Contracts	07/06/2010	1830mm x 762mm tables	6	744		744
	HFE033			2130mm x 762mm tables	3	402		402
	HFE032			1220mm x 762mm tables with round edges	2	242		242
	HFE031			Beech Frame Conference chair	42	3318		3318
	HFE027			Dual Height wheeling folding stage + steps	1	752		752
	HFE030	PAS Sound Engineering	28/01/2011	Sound System	1	5597		5597
	HFE148	Pure AV	23/05/2019	4 x Audio Technical handheld microphones	4	1051		1051
	HFE094	Congleton Office Supplies	28/03/2013	Nobo Tripod Screen	1	137		
	HFE113	Jantex	19/11/2014	Upgraded pulley system for curtains in Bridgestones	1	690		0
Spencer Suite F8	OFF136	Prism	08/10/2019	Lenovo ThinkCentre M635q 10tl presentation device (TV in foyer)	1	407		407
	OFF027			10 No tubular steel frame counter chairs upholstered in green with arms	10	1800		1800
	OFF026			2 Semi Circular Boardroom metal frame table with light oak top 1.200m diameter	2	340		0
	OFF028			1 No Rectangular Boardroom metal frame table with light oak top 1.200m in diameter	2	170		0
	OFF029			1 No Magnus Cresenda Storage Cupboard in light oak 1.600m by 0.550m	1	580		580
	HFE150	Officefurniture Online	30/10/2019	Devonshire Wooden Frame Stacking Armchairs slate grey	10	400		400
	HFE144	Laptop House Ltd	15/02/2018	Avocor E-6500 Touch Screen panel and trolley	1	1854		1854
		Prism	13/06/2019	Microsoft Office for touch screen		185		0
Bridgestones	HFE035			2 No Antique Congleton Town Council Mayors Chair in polished wood and leather with ornate carving depicting in wood carving conga eels and barrel tons	1	500		500
				Collection of Framed Certificates and Maps1 No Framed Certificate Guinness World Records Maypole dance 146 participants 2008.1 No Framed Adept Integrated Management System Certificate to Congleton Town Council from SECE1 No Framed 25,000 th scaled plan of	1	300		0
Grand Hall	CAT115			pictures of past Mayors - reframed and hung in Grand Hall	1	1390		0
First Floor Landing	CAT116		08/10/2019	Framed Carnival shields		810		0
	CAT120			12 No Charity Boards timber framed with hand painted inscriptions 2.000m by 0.800m 1 No John Pedley1 No The Wilbraham Memorial Fund1 No The Wilbraham and Emily Ann Salt1 No Congleton Charities1 No The CotterhillBrook Street Charities1 No Mary and Judith A	1	1200		1200
						0		0
first floor kitchen	OFF126	Broadstock	22/05/2018	MJW office desk		98		0
	HFE145	Landscape supply Ltd	08/06/2018	2.3 Powermaxx Combo drill set (MW)		189		0
	HFE146	Ableworld	03/12/2018	Lightweight Steel wheelchair	1	108		0
	HFE020			Dual Height Wheeling folding stage	1	916		916
First Floor Cupboard	HFE089	A&A Music	10/07/2015	Music stand as lecturn	1	23		0
	OFF101	Heatons	10/07/2015	Nobo Tripod screen 2000 x 1513	1	137		0
		Talke Chem	04/03/2016	Key Cabinet	1	53		0
First Floor Office	OFF135	Prism	08/10/2019	Dell Vostro 3580 (Spare) notebook	1	807		807
	EQP042	Nevada	10/1/2011	9v battery charger	1	56		0

Conlepton Town Council - Fixed Asset Register and Inventory as at 31/03/2020

Location	Item no.	Supplier	Purchase Date	Description	Qual	Total Inventory	2020	Fixed Asset Register
	EQP043	Nevada	10/11/2011	9v rechargeable batteries	9	98	98	0
	HFE125	Just Projectors	26/07/2016	NEC M311W Projector	1	463	463	463
	OFF124	Broadstock	13/11/2017	Magnus Desk 1600x800x600 (LM)	1	90	90	0
	OFF053			4 No High Back Operator Chairs in fabric colour leaf	4	340	340	0
	OFF054		01/06/2008	Beech effect 2 door cupboard (RB Office)	1	1	1	0
				1 No Rectangular Table metal frame 1.800m by 0.750m in light oak timber finish	1		85	0
	OFF066			Magnus Storage Cupboard with Tambour Doors 1.950m by 1.060m by 0.530m in light oak timber finish	1		300	0
	OFF055			Magnus storage cupboard	1		400	0
	OFF055			Magnus storage cupboard	1		113	0
	OFF085	Broadstock	08/07/2014	Four shelf L/Oak bookcase (behind JP)	1		308	0
	OFF137	Southern Broadstock	29/10/2019	Tambour cupboard (back of admin office)	1		261	0
	OFF133	Southern Broadstock	13/06/2019	3 x 16x8 desks for admin office	3		1016	1016
	OFF116	Prism	15/05/2017	ST desktop PC - Dell - Optiplex 3050	1		147	147
	OFF117	Prism	15/05/2017	ST Monitor - Dell 22"	1		2383	2383
	OFF073	Prism	03/12/2013	Office Server	1		343	0
	OFF119	Prism	03/05/2017	APC Smart UPS 1000VA battery backup for server	1		120	0
	OFF094	PCWorld	29/05/2014	Net gear Comms box	1		2545	2545
	OFF130	Prism	06/03/2019	New comms box and wires	1		725	725
	OFF138	Prism	28/11/2019	Dell Vostro 3470 8gb RAM Windows 10 LM	1		158	0
	OFF122	Prism	12/09/2017	Dell 22" Monitor P2217H- LM	1		575	0
	OFF123	Prism	26/09/2017	Adobe Acrobat Pro 2017 (LM machine)	1		816	816
	OFF132	Prism	18/04/2019	Dell Vostro 3470 PC AMW	1		725	725
	OFF139	Prism	28/11/2019	Dell Vostro 3470 8gb RAM Windows 10 MW	1		830	830
		Prism	07/12/2011	Office Professional 2010 software	3		760	760
				Office Home and Business 2010 Software	4		131	131
	OFF112	Prism	17/01/2017	Dell 22" Monitor P2217- JP	1		753	753
	OFF113	Prism	17/01/2017	Dell Optiplex 3040 Mini tower PC - JP	1		1625	1625
	OFF134	Pear Technology	31/01/2011	Mapping Software and Asset Manager	1		112	0
	OFF128	Prism	04/09/2018	Brother Laser Jet Printer L2370DN (main office)	1		4225	4225
	OFF110	Prism	14/01/2017	Avaya VOIP telephone system	1		850	0
Second Floor Office	EQP041		01/04/2010	PAT Tester	1		1	0
First Floor Office	OFF048		01/06/2008	Wooden Coat Stand	3		495	495
Top archive room	OFF049			4 No 4 Drawer Metal Filing cabinets	1		68	0
	OFF078			2 drawer metal filing cabinet	3		397	397
			02/09/2013	3 office blinds (admin office)	1		465	0
	HFE098	Viking	17/06/2010	NEC M3111 Projector	1		290	0
	OFF056	Viking		Ativa Shredder	1			
Second Floor Office								
Streetscape								
	OFF114	Prism	17/01/2017	RB laptop - plus addition 2018/19	1		1068	1068
	OFF020	Broadstock	25/01/2012	3 Drawer Pedestal CJ	1		103	
	OFF032		01/06/2008	4 Green swivel chairs	4		1	
	OFF081	Broadstock	22/01/2014	RB desk	1		114	0
	OFF082	Broadstock	22/01/2014	RB Pedestal	1		103	0
	OFF083	Broadstock	23/01/2014	RB bookcase (now in Brew room)	1		113	0
	OFF084	Broadstock	24/01/2014	RB chair	1		83	0

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	HFE147	ESE Direct	22/10/2018	3x Topbox shelving units for archive	3	363	0
	OFF096	Broadstock	17/11/2014	MW Desk	1	114	0
	OFF097	Broadstock	17/11/2014	MW Pedestal	1	103	0
	OFF098	Broadstock	17/11/2014	MW chair with arms	1	105	0
	HFE085		01/06/2008	Step ladder	1	1	0
Campbell Suite							
Second Floor Office	OFF030			2 tables 1.600m diameter 25 mm top in light oak	2	200	0
Clerk's Office							
	OFF118	Prism	15/05/2017	HP Laser jet Pro 203dw printer	1	135	
	OFF031			3 No Cantilever Universal Workstations Magnus Wave metal frame 1.800m by 1.200m by 0.800m with Lockable Under Desk Filing Cabinets all in light oak timber finish	4	880	880
	OFF033			1 No Magnus Circular Table with Central Column Base in light oak 1.000m diameter	1	135	0
	OFF034			4 No 4 Leg Stackable Meeting Chairs Without Arms Upholstered in fabric colour leaf	4	240	0
	OFF044			1 No 2 Drawer Metal Filing Cabinet	1	100	0
	OFF111	Heatons	14/11/2016	4 drawer grey filing cabinet	1	129	0
	OFF079	The Stationery Cupboard		Jemini 2 drawer filing cabinet grey	1	111	0
	OFF043			1 No 2 Drawer Small Timber Filing Cabinet in Beech Wood	1	40	0
	OFF125	Prism	01/11/2017	Dell 3380 latitude laptop (DM) with wireless keyboard and mouse	1	1170	1170
	OFF040			1 No Dell 19inch Flat Screen Monitor BH PC	1	175	175
	OFF099	Prism	15/01/2015	Adobe Acrobat X1 Pro (DM Machine)	1	480	0
	OFF035			Metal cupboard	1	210	0
	OFF047		16/01/2012	Canon ES0 1100D5 Camera	1	350	0
	OFF129	Argos	03/12/2018	Canon IXUS 185 20MP 8x zoom camera	1	94	0
	OFF121	Prism	02/08/2017	Dell Latitude 3580 SSD Laptop (JM)	1	1130	1130
	OFF131	Prism	18/04/2019	MS Dell Vostro5568 Notebook	1	879	879
	OFF127	Prism	13/06/2018	Inspiron 15 5000 series laptop Martha	1	1463	1463
	OFF120	Frank Henshall	03/07/2017	Canon 5D 28-105 camera EX550 Flash gun	1	450	0
Museum	CAT100			Ancient Records NB. A nominal value is included. Following a discussion with David Roffe Medieval Historian the ancient records if offered for sale could generate interest from American Universities and as a set realise in the order of £100,000	1	10000	10000
						302478	230608
	CS001-CS007			Welcome to Congleton Road Signs	7	11200	11200
	FP001-FP007			Town Centre finger posts - (7?)	3	7800	7800
	NB001-NB007			Notice Boards - (7?)	6	6600	6600
		XLDisplays	08/07/2015	Secure lockable external notice board 1 Moody St Gardens	1	126	0
		XLDisplays	08/07/2015	Secure lockable external notice board 1 Moody St Gardens	1	126	0
	INF001			River Dane walkway	1	35000	35000
	INF005	Belmont Fabrication	31/05/2012	Jubilee Arches in Community Garden	3	4500	4500
	CS008	Lite Ltd	08/12/2013	Xmas Lights - JM has breakdown	1	18308	18308

