

Higham Ferrers Town Council

Town Hall
Market Square
Higham Ferrers
NN10 8BT

Asset Register List

Asset Type	Asset Reference	BOOK VALUE (£)	
		2023	2024
Higham Ferrers Town Council			
Op Land and Buildings - Freehold			
Buildings OF	B001 - Cemetery Chapel	£122,414	£122,414
Buildings OF	B002- Sports Pavilion	£256,489	£256,489
Buildings OF	B003- Bowls Club	£262,317	£262,317
Buildings OF	B005- Tennis Courts/MUGA	£1	£1
Buildings OF	B006- Sports Storage Shed	£20,440	£20,440
Buildings OF	B007- 5 College St	£524,636	£524,636
Buildings OF	B008- Town Hall	£437,196	£437,196
Buildings OF	B011- Public Conveniences	£219,000	£219,000
Buildings OF	BO12 Tennis Courts Building	£18,300	£18,300
Buildings OF	P006 - 5 College St	£1	£1
Buildings OF	P007- Doctors Surgery Site	£1	£1
Buildings OF	P008- Churchyard North Annex	£1	£1
Land OF	B004- Bowls Green	£1	£1
Land OF	P001- Cemetery	£1	£1
Land OF	P002- Saffron Rd Recreation Ground	£1	£1
Land OF	P003- Castle Fields	£1	£1
Land OF	P004- Market Sq	£1	£1
Land OF	P005- Saffron Rd Car Park	£1	£1
Land OF	P009- Old Recreation Ground	£1	£1
Land OF	P010- Riverside Park	£5,000	£5,000
Land OF	P011- Walnut Tree Area	£1	£1
Land OF	P012- Tollbar	£1	£1
Land OF	P013- Queensway OS	£1	£1
Land OF	P014- Oaks Drive OS	£1	£1
Land OF	P015- Bate Close/Bailey Court	£1	£1
Land OF	P016- William Steele Way	£1	£1
Land OF	P017- Kings Meadow Phase 1	£1	£1
Land OF	P018 KML Phase 2	£1	£1
Land OF	P019- The Ride	£1	£1
Land OF	P020- Stirrup	£1	£1
Land OF	P021 KML Phase 6	£1	£1
Land OF	P022- Villa Rise	£1	£1
Land OF	PO23 Nightingale Way Open Space	£1	£1
Land OF	PO24 KML Phase 5	£1	£1
Asset Category Total		£1,865,817	£1,865,817

Asset Type	Asset Reference	BOOK VALUE (£)	
		2023	2024
Op Land and Buildings - Leasehold			
Land OL	AGGREGATED x3	£3	£3
Asset Category Total		<u>£3</u>	<u>£3</u>
Vehicles and Equipment			
Maintenance Equipment	ME1- Gritting Machine	£125	£125
Maintenance Equipment	ME2 -White Lining Machine	£138	£138
Maintenance Equipment	ME3 Trailer	£1,050	£1,050
Maintenance Equipment	ME4 Brushcutter -2	£412	£412
Maintenance Equipment	ME4 Ladder	£68	£68
Maintenance Equipment	ME5 Hedgetrimmer	£183	£183
CCTV: Cameras	IA34 CCTV System	£7,508	£7,508
Hall Furniture and Equipment	H1 Cupboard	£117	£117
Hall Furniture and Equipment	H2 Noticeboard	£30	£30
Hall Furniture and Equipment	H3 Pool Table Trolley	£189	£189
Hall Furniture and Equipment	H4 Tennis Club b Bld Equipment	£900	£900
Hall Furniture and Equipment	H6 - Community Room Furniture and Equipment	£2,256	£2,256
Hall Furniture and Equipment	H7 - Community Room cupboard and shelving units	£0	£815
Hall Furniture and Equipment	H8 Storage shed	£0	£667
Office Furniture and Equipment	E005- Meeting Recording Equip	£130	£130
Office Furniture and Equipment	E007- Meeting Link Computer	£1,501	£1,501
Office Furniture and Equipment	E010- Laminator	£80	£80
Office Furniture and Equipment	E011- Town Seal Press	£100	£100
Office Furniture and Equipment	E013- Projector	£127	£127
Office Furniture and Equipment	E017 - Desk Drawer	£93	£93
Office Furniture and Equipment	E019- Phones and phone system	£2,000	£2,000
Office Furniture and Equipment	E023 Synology NAS Drive	£495	£495
Office Furniture and Equipment	E027 Tablets	£979	£979
Office Furniture and Equipment	EO24 HP Photocopier	£1,495	£1,495
Office Furniture and Equipment	EO26 Shredder	£199	£199
Office Furniture and Equipment	EO28 Lenovo Computer	£470	£0
Office Furniture and Equipment	EO29 Desk	£111	£111
Office Furniture and Equipment	EO29 Lenovo Computer	£470	£0
Office Furniture and Equipment	EO30 Pedestal	£134	£134

Asset Type	Asset Reference	BOOK VALUE (£)	
		2023	2024
Office Furniture and Equipment	EO31 Lenovo Computer	£560	£560
Office Furniture and Equipment	EO31 Screens	£207	£207
Office Furniture and Equipment	EO32 Office Chair	£70	£70
Office Furniture and Equipment	EO33 Photocopier	£1,869	£1,869
Office Furniture and Equipment	EO34 Laptop x 2	£1,290	£1,290
Office Furniture and Equipment	EO35 Dell Desktop	£617	£617
Office Furniture and Equipment	EO36 - Desk top monitors	£287	£287
Office Furniture and Equipment	EO37 - Monitor stands	£67	£67
Office Furniture and Equipment	EO38 - ASUS laptop	£850	£850
Office Furniture and Equipment	EO39 Laptop Dell	£0	£604
Office Furniture and Equipment	EO40 Monitor ACER	£0	£62
Office Furniture and Equipment	EO41 Desktop Dell x2	£0	£1,140
Office Furniture and Equipment	EO42 Ergo Keyboard and mouse	£0	£155
Office Furniture and Equipment	F010- Easy Chairs- Office	£100	£100
Office Furniture and Equipment	F015- Office swivel chair	£100	£100
Office Furniture and Equipment	F016- Main Office Swivel Chair	£50	£50
Office Furniture and Equipment	F017- Filing Cabinets	£120	£120
Office Furniture and Equipment	F018- Hoover	£100	£100
Office Furniture and Equipment	F019- Office Desks	£120	£120
Office Furniture and Equipment	F020- Metal Cabinet	£200	£200
Office Furniture and Equipment	F021- Crockery	£200	£200
Office Furniture and Equipment	F022 Silverline cabinet with shelves	£113	£113
Office Furniture and Equipment	F023 Reception Desk	£324	£324
Office Furniture and Equipment	F024 Circular Table	£155	£155
Office Furniture and Equipment	F025- Semi Circular Tables	£91	£91
Office Furniture and Equipment	F026- Reception Chairs	£56	£56
Office Furniture and Equipment	F027 Desk Screen	£67	£67
Office Furniture and Equipment	F029 Presentation Boards	£213	£213
Office Furniture and Equipment	F035 Leaflet Carousel	£225	£225
Office Furniture and Equipment	F036 Display Boards	£77	£77
Office Furniture and Equipment	FO30 Office Desk	£81	£81
Office Furniture and Equipment	FO31 Desk Drawers	£92	£92

Asset Type	Asset Reference	BOOK VALUE (£)	
		2023	2024
Office Furniture and Equipment	FO32 Office Chair	£77	£77
Office Furniture and Equipment	FO33 Office Chair	£77	£77
Office Furniture and Equipment	FO34 Desk	£112	£112
Office Furniture and Equipment	FO37 Ergonomic Desk	£422	£422
Office Furniture and Equipment	FO38 Microphone etc	£142	£142
Office Furniture and Equipment	FO39- Battery PA	£120	£120
Office Furniture and Equipment	FO40 Ergonomic Chair	£558	£558
Office Furniture and Equipment	FO41 Ergonomic Desk	£0	£430
Office Furniture and Equipment	FO42 Ergonomic Chair	£0	£717
Town Hall Chamber Furniture & Equip	F001- Central Chandelier	£4,530	£4,530
Town Hall Chamber Furniture & Equip	F002- Small Chandeliers	£1,110	£1,110
Town Hall Chamber Furniture & Equip	F004- Drop Leaf Tables	£2,000	£2,000
Town Hall Chamber Furniture & Equip	F005 Leather Inlay Table	£500	£500
Town Hall Chamber Furniture & Equip	F006- Semi-Circular Tables	£800	£800
Town Hall Chamber Furniture & Equip	F007- Red Leather Chairs	£3,000	£3,000
Town Hall Chamber Furniture & Equip	F008- Mayors Chair	£250	£250
Town Hall Chamber Furniture & Equip	F009- Mayors Sergeants Chair	£250	£250
Town Hall Chamber Furniture & Equip	F011- Blue Leather Chairs	£360	£360
Town Hall Chamber Furniture & Equip	F012- Green cushion stacking chairs	£480	£480
Town Hall Chamber Furniture & Equip	F013- Red and Grey Chairs	£120	£120
Town Hall Chamber Furniture & Equip	F014- Orange Chairs	£335	£335
Town Hall Chamber Furniture & Equip	FO15 Evac Chair	£720	£720
Vehicles	V1 Van	£8,900	£8,900
Asset Category Total		£54,524	£58,174
Infrastructure Assets			
Benches: Bespoke	IA31 Bench	£585	£585
Benches: Bespoke	IA32 Bench	£595	£595
Benches: Bespoke	IA49 VE DAY Bench	£1,158	£1,158
Benches: Bespoke	IA50 Oak Benches	£3	£3
Benches: Bespoke	IA54 Oak Seats	£3	£3
Benches: Bespoke	IA55 Queens Memorial Seat	£0	£1,275
Benches: Standard	IA07- Benches	£8,160	£8,160
Benches: Standard	IA08- Metal Seats	£1,440	£1,440
Benches: Standard	IA13- Picnic Bench	£500	£500
Benches: Standard	IA14- Benches	£680	£680
Benches: Standard	IA29 Bench	£415	£415

Asset Type	Asset Reference	BOOK VALUE (£)	
		2023	2024
Benches: Standard	IA29 Picnic Bench	£465	£465
Benches: Standard	IA30 Bench	£303	£303
Benches: Standard	IA34 - Picnic Bench	£472	£472
Benches: Standard	IA41 Seats	£471	£471
Benches: Standard	IA43 Picnic Bench	£1,200	£1,200
Benches: Standard	IA44 Bench	£398	£398
Benches: Standard	IA45 - Seat	£583	£583
Benches: Standard	IA46 Seats	£1,098	£1,098
Benches: Standard	IA47 Benches	£390	£390
Benches: Standard	IA52 Benches cast iron 2	£1,304	£1,304
Benches: Standard	IA53 Bench	£759	£759
Benches: Standard	IA66 - Benches	£1,713	£1,713
Benches: Standard	AGGREGATED x3	£3	£3
Bins: Dog	IA11- Dog Bins	£1,395	£1,395
Bins: Dog	IA31 - Dog Bin	£193	£193
Bins: Dog	IA38 Dog Bin	£217	£217
Bins: Dog	IA48 Dog Bin	£207	£207
Bins: Dog	IA50 Dog Bins	£460	£460
Bins: Litter	IA09- Bins	£428	£428
Bins: Litter	IA15- Bins	£3,656	£3,656
Bins: Litter	IA16- Bins	£2,850	£2,850
Bins: Litter	IA29 Litter Bin	£410	£410
Bins: Litter	IA30- Bin	£216	£216
Bins: Litter	IA31 Bin	£228	£228
Bins: Litter	IA32 Bin	£360	£360
Bins: Litter	IA33Litter Bin	£195	£195
Bins: Litter	IA34 Litter Bin	£322	£322
Bins: Litter	IA37 Litter Bin	£259	£259
Bins: Litter	IA38 Litter Bin	£65	£65
Bins: Litter	IA39 Bin	£65	£65
Bins: Litter	IA39 Litter Bin	£318	£318
Bins: Litter	IA41 Litter Bin	£330	£330
Bins: Litter	IA42 Litter Bins	£1,224	£1,224
Bins: Litter	IA43 Litter Bins	£330	£330
Bins: Salt and Grit	IA35 Grit Bin	£105	£105
Floral Equipment: Hanging Baskets	FE3 Barrier Troughs	£818	£818
Floral Equipment: Hanging Baskets	FE4 Flower Fountains	£1,019	£1,019
Floral Equipment: Other	FE1 Water Tank	£133	£133
Floral Equipment: Other	FE2 Watering Equipment	£170	£170
Lights: Footpath	L002- Street Light	£177	£177
Lights: Footpath	L003- Street Light	£177	£177
Lights: Footpath	L004- Street Light	£540	£540
Lights: Footpath	L006- Street Light	£540	£540

Asset Type	Asset Reference	BOOK VALUE (£)	
		2023	2024
Lights: Footpath	L007- Street Light	£646	£646
Lights: Footpath	L010- Street Light	£1,491	£1,491
Lights: Footpath	L011- Street Light	£1,491	£1,491
Lights: Footpath	L012- Street Light	£1,491	£1,491
Lights: Footpath	L014- Street Light	£654	£654
Lights: Footpath	L016- Street Light	£654	£654
Lights: Footpath	L017- Street Light	£2,600	£2,600
Lights: Footpath	L018- Street Light	£2,600	£2,600
Lights: Footpath	L019- Street Light	£2,600	£2,600
Lights: Footpath	L025- Street Light	£998	£998
Lights: Footpath	L033- Street Light	£633	£633
Lights: Footpath	L034- Street Light	£633	£633
Lights: Footpath	LO37 Streetlights -6	£11,984	£11,984
Lights: Footpath	LO39 Streetlight	£1,987	£1,987
Lights: Footpath	AGGREGATED x17	£16	£16
Lights: Other	L001- Street Light	£960	£960
Lights: Other	L035 Christmas Lighting	£3,225	£3,225
Lights: Other	LO36 Xmas Lights - Motifs	£2,940	£2,940
Lights: Other	LO38 Christmas Lighting	£1,225	£1,225
Lights: Other	LO39 - Christmas Lighting	£1,408	£1,408
Lights: Other	LO40 - Christmas Lighting	£2,792	£2,792
Lights: Other	LO41 Christmas Tree Cone	£0	£1,070
Noticeboard	IA17- Noticeboard	£2,500	£2,500
Noticeboard	IA25- Interpretation Boards	£1,545	£1,545
Noticeboard	IA35 Noticeboard	£2,210	£2,210
Noticeboard	IA39 Interpretation Board	£885	£885
Noticeboard	IA44 Noticeboard	£1,448	£1,448
Noticeboard	IA45 Greenway Map	£1,020	£1,020
Noticeboard	IA4-Noticeboard	£1,038	£1,038
Noticeboard	IA51 Interpretation Board	£1,140	£1,140
Noticeboard	IA53 Interpretation Board	£778	£778
Noticeboard	IA55 Noticeboard Style Interpretation Panel	£2,400	£2,400
Other Fencing and Gates	IA05- Fencing	£15,454	£15,454
Other Fencing and Gates	IA59 Gate System Tennis Courts	£0	£2,400
Other Tree Guards	IA58 - Metal tree guards	£877	£877
Signs	IA01 - Recreation Ground Signs	£500	£500
Signs	IA02- Signpost	£1,696	£1,696
Signs	IA03- Finger Post	£1,500	£1,500
Signs	IA18- Road Closure Signs	£1,210	£1,210
Signs	IA21- Crowd Control Barriers	£160	£160
Signs	IA22- Sandwich Board	£140	£140
Signs	IA23- Town Signs	£5,386	£5,386
Signs	IA24- Recreation Ground Signs	£300	£300
Signs	IA26 Car Park Sign	£250	£250

Asset Type	Asset Reference	BOOK VALUE (£)	
		2023	2024
Signs	IA40 Welcome Signs	£8,495	£8,495
Signs	IA41 Heritage Plaques	£4,725	£4,725
Signs	IA56 - Finger post	£707	£707
Signs	IA57 Covid-19 commemorative plaque	£218	£218
Signs	IA60 VAS and solar panels	£0	£5,340
Skatepark	S1 Skatepark	£70,000	£70,000
Asset Category Total		£209,715	£219,800
Community Assets			
Civic: Regalia	I001- Mace	£11,718	£11,718
Civic: Regalia	I002- Mayoral Chain	£5,999	£5,999
Civic: Regalia	I003- Mayoral Chain Box	£395	£395
Civic: Regalia	I004- Mayoral Chain Links	£4,615	£4,615
Civic: Regalia	I005- Display Case	£343	£343
Civic: Regalia	I006- Deputy Mayoral Chain	£1,321	£1,321
Civic: Regalia	I007- Mayoress Medallion	£860	£860
Civic: Regalia	I008- Deputy Mayoress Medallion	£744	£744
Civic: Regalia	I009- Mayors Robe	£1,033	£1,033
Civic: Regalia	I010- Deputy Mayors Robe	£1,033	£1,033
Civic: Regalia	I011- Tricorn Hats	£100	£100
Civic: Regalia	I012- Town Clerks Robe	£1,000	£1,000
Civic: Regalia	I013- Town Clerks Wig	£265	£265
Civic: Regalia	I014- Mayors' Sergeant Uniform	£802	£802
Civic: Regalia	I015- Town Clerks Wig	£550	£550
Civic: Regalia	I017 TricornHat	£434	£434
Civic: Regalia	I018 Bicorn Hat	£434	£434
Civic: Regalia	IA10- Past Mayoral Badges	£1,488	£1,488
Civic: Treasures	C001- Silver Bowl	£5,539	£5,539
Civic: Treasures	C002- Silver Cigarette Box	£1,495	£1,495
Civic: Treasures	C003- Silver Trowel	£573	£573
Civic: Treasures	C004- Gavel	£281	£281
Civic: Treasures	C005- Tobacco Boxes	£229	£229
Civic: Treasures	C006- Weights and Measures	£2,500	£2,500
Civic: Treasures	C007- Metal and Wooden Measures	£500	£500
Civic: Treasures	C008- Victorian Jugs	£100	£100
Civic: Treasures	C009- Portrait of Owen Parker	£1,050	£1,050
Civic: Treasures	C010- Portrait of John White	£1,290	£1,290
Civic: Treasures	C011- Picture of Queen	£200	£200
Civic: Treasures	C012- Past Mayors Photos	£2,000	£2,000
Civic: Treasures	C013- Wall Clock	£200	£200
Civic: Treasures	C015- Statue	£50	£50
Civic: Treasures	C020 Honorary Freedom Panel	£78	£78
Civic: Treasures	AGGREGATED x4	£3	£3
Market Cross	B010- Market Cross	£31,845	£31,845
Miscellaneous	M2 Gazebos	£738	£738
Miscellaneous	M 3 - 5 Aside goals	£587	£587

Asset Type	Asset Reference	BOOK VALUE (£)	
		2023	2024
Miscellaneous	M1- Goalposts	£975	£975
Miscellaneous	M3 Radios and Megaphone	£96	£96
Miscellaneous	M4- Pews etc	£2,000	£2,000
Miscellaneous	M5- Containers	£2,000	£2,000
Miscellaneous	M6 Vehicle Tracker	£89	£89
Miscellaneous	M7 Gazebo	£710	£710
Miscellaneous	M8 Hand Sanitisers	£767	£767
Miscellaneous	M9 Hand Sanitisers	£255	£255
Play Areas	PA02- Storm Multi Play	£6,488	£6,488
Play Areas	PA03- Commando Bridge	£553	£553
Play Areas	PA04- Fun Buggy Tractor	£3,540	£3,540
Play Areas	PA06- Baby Swings SR	£1,429	£1,429
Play Areas	PA07- Swings - SR	£1,309	£1,309
Play Areas	PA08- See Saw	£943	£943
Play Areas	PA09- Flying Saucer SM	£2,069	£2,069
Play Areas	PA10- Slide SR	£1,247	£1,247
Play Areas	PA11- Rocking Horse	£3,387	£3,387
Play Areas	PA12- Elephant SM	£930	£930
Play Areas	PA13- Horse SM	£930	£930
Play Areas	PA14- Motorbike SM	£930	£930
Play Areas	PA15- 3.4 m Slide SR	£4,177	£4,177
Play Areas	PA17- Youth Shelter	£2,306	£2,306
Play Areas	PA18- Embankment Slide	£962	£962
Play Areas	PA19- Hedgehog SM	£754	£754
Play Areas	PA20- Snail SM	£754	£754
Play Areas	PA21 Lisbon Play Equipment	£9,243	£9,243
Play Areas	PA21- Woodland Multi Play Unit	£8,000	£8,000
Play Areas	PA22 Balance Beam, Rope Walk	£1,200	£1,200
Play Areas	PA22- Spring See-Saw	£2,000	£2,000
Play Areas	PA23- Freddie Frog SM	£754	£754
Play Areas	PA24 Cockeral FM	£754	£754
Play Areas	PA25- Swings - FL	£2,800	£2,800
Play Areas	PA26- Tom Thumb Unit	£9,000	£9,000
Play Areas	PA34 -Outdoor Gym Equipment	£8,023	£8,023
Play Areas	PA35 Carousel Roundabout	£3,200	£3,200
Play Areas	PA36 Street Snooker	£9,950	£9,950
Play Areas	PA37 Goals and basket ball nets	£6,140	£6,140
Play Areas	PA38 Cableway	£5,000	£5,000
Play Areas	PA39 Flymobile	£1,715	£1,715
Play Areas	PA40 Crusader Swing	£5,748	£5,748
Play Areas	PA43 Basket Swing	£5,504	£5,504
Play Areas	PA44 Cradle Swings	£3,463	£3,463
Play Areas	PA45 UniMini Apista	£9,128	£9,128
Play Areas	PA46 Nexus Altitude System	£9,263	£9,263
Play Areas	PA47 Climber with rope	£6,516	£6,516

Asset Type	Asset Reference	BOOK VALUE (£)	
		2023	2024
Play Areas	PA48 Vippy See Saw	£1,963	£1,963
Play Areas	PA49 Prinsy Springer	£881	£881
Play Areas	PA51 Roty Roundabout	£2,437	£2,437
Play Areas	PA52 Volta	£1,145	£1,145
Play Areas	PA53 Swingo	£746	£746
Play Areas	PA54 Timber Trail	£6,736	£6,736
Play Areas	AGGREGATED x8	£7	£7
War Memorials	B009- War Memorial	£47,767	£47,767
Asset Category Total		<u>£291,075</u>	<u>£291,075</u>
Asset Inventory Total		<u>£2,421,134</u>	<u>£2,434,869</u>

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for ensuring the integrity of the financial statements and for providing a clear audit trail.

2. The second part of the document outlines the specific procedures that should be followed when recording transactions. It details the steps from identifying the transaction to posting it to the appropriate ledger account.

3. The third part of the document discusses the importance of reconciling the accounts regularly. It explains how this process helps to identify and correct any errors or discrepancies in the records, ensuring that the books are balanced and accurate.