

The form of this asset register was adopted following receipt of advice from Peter Lacey of NALC/SLCC and a discussion with Jo Taylor of the Audit Commission (29th March 2010). It was reviewed by council in October 2012 (Minutes #201 & #222 of 2012/13 refer).

This Asset Register has four main purposes.

- a. It forms a basis for completion of box 9 in the 'Annual Return.'
- b. It forms a basis for decisions on risk and insurance issues.
- c. It provides information on the condition and need for replacement of machinery items.
- d. It provides assurance of the continued existence of Council's property

Annual Return – Fixed Assets

Items of machinery and equipment which have a useful life of more than one year and with a value greater than £1,000 are defined as 'Fixed Assets.' These are itemised below and their value reported in box 9 of Council's 'Annual Return.' Council does not depreciate or adjust fixed asset values and they are not calculated as part of a balance sheet. For fixed assets Council must approve the valuation methodology which must be applied consistently year on year. The preferred value will be the original acquisition cost. Alternative acceptable valuations are the replacement cost at a particular date or an insurance cost at a particular date. A fourth method of valuation for land or buildings which only have community value will be a nominal value of £1 (but please note the war memorial is listed at its original cost in 1922 of £650. The fixed asset value for any individual item will not usually be altered from year to year. Therefore, a change in the total value for fixed assets (in box 9 of the Annual Return) indicates the acquisition of new and/or the disposal of old assets of significance.

It will be necessary to review the threshold value for fixed assets (currently £1,000) annually to ensure the value continues to include the types of items currently listed as fixed assets. Such a review will require the revaluation of both the current and previous years' asset registers to give a consistent basis for comparison.

Insurance Decisions

From the above it follows that not all assets are classed as 'Fixed Assets.' The guidance indicates that only items with a relatively high value which will be useful for more than one financial year are entered to the 'Fixed Asset' box 9 on the Annual Return. Council has many smaller items which individually have a replacement value less than £1,000 (small tools, furniture, benches etc.). These items are listed in inventories and the total for any given inventory may far exceed £1,000. The total value of inventories may alter quite rapidly as new items are entered or removed. It is still necessary to ensure these items are secured to the council and to assess the risks of loss so that suitable insurance may be maintained if necessary. For these reasons the inventories are updated and reviewed annually. As a guide to these insurance decisions, an attempt will be made to maintain a replacement value for inventory items as well as for relevant fixed asset items. It will be necessary for Council to review the insurance valuation each year to ensure insurance levels remain relevant to the inventoried items. This should be undertaken at the Corporate Governance Advisory Committee meeting each February. This should be done annually, even if Council enters into a three-year insurance policy. Premiums are likely to increase annually even during a three-year arrangement, as Insurance Premium Tax changes and Council's assets may change.

Not all items are insured for damage or loss since the nature of risks is not the same for all items. Larger items of play equipment are very robust and comprise a number of smaller components. Damage to other items may be assessed as unlikely to occur or of insignificance cost if it does. Historically, Council has generally not insured play equipment, seats, bins or signs. These are now insured. Playground surfaces are, however, not insured, as they are very difficult to remove and have little use or value once removed to record as an asset. Some items are insured on all risks. These include laptops, audio visual equipment, the Mayor's Chain and tools. Vehicles are all insured on a fully comprehensive basis.

Replacement Decisions

Decisions to replace machinery and tools may be affected by the residual value/life of the existing equipment and the cost of replacement.

FIXED ASSETS

At 31st March 2021 the following assets were held:

Buildings	£3,986,681
Play Equipment and Street Furniture	£ 243,002
Road Legal Vehicles and Equipment	£ 69,909
Plant Machinery and Non-Road Registered Vehicles	£ 48,684
Civic Regalia	£ 18,035
Office Equipment	£ 9,693
Land (page)	£ 7
Total of Fixed Assets for Annual Return as at 31st March 2021:	£4,376,011

Total of Fixed Assets as at 31st March 2020: £4,381,261

Variance 31st March 2020 - 31st March 2021: £ 5,250

Explanation of Variance:

Total of Fixed Assets added during the year (includes corrections) £7,750

Total of Fixed Asset removed during the year (includes corrections) £ 13,000

Sum Variance £ 5,250

Assets added during the year		Assets disposed of during the year	
Asset description	Purchase Cost £	Asset description	Purchase Cost £
Non legal road vehicle		Road legal vehicles	
Iseki Rotary Mower	7750	John Deere Front Deck Mower (s/hand)	6,000
		Timberwolf 15 Shredder (S/Hand)	7,000
TOTALS	7750	TOTALS	13,000
		TOTAL DIFFERENCE £5,250 (decrease in assets)	

Nb: These movements are reflected in the lists below

Deed No.	Description	Size	Tenure	Acquisition Date	Buildings	(1)Uses	(2)Covenants etc	Value
L001	Land at Lindsey St Community Association	17,250 sq.ft	Freehold	14/3/2008	Lindsey Street Community Association premises (not ETC)	Freehold acquired from EFDC 2008 Lease renewal with Community Assoc commenced June 2008 (See Note A below)	Covenants: Community use Utility easement	£1
L002	Stonards Hill Recreation Ground, Stonards Hill	15.109 A	Freehold	?/3/1947	Scout hut (not ETC) Band hut (not ETC) Jack Silley Pavilion Garage Workshops House no 7	Ground leased to 4 th Epping Scouts Ground leased to EF Band Tied rental to Groundsman (See Note B below)	Covenants: Community centre Recreation ground Games and community Utility easements Handgate licences 6a Palmers Hill Vehicle (Currently not operative with current owner) s.106 obligation planting footpath	£1
L003	Lovelock's Field, Swaines Green	1.78 Ha	Freehold	15/8/2005	None	(See Note C below)	Covenants: Open Meadow with public access. Various access licences in operation. Listed elsewhere in this document FI.	£1
L004	Meadow Road Allotments, Meadow Road	17.05A	Freehold	29/9/1980	None	Allotments (part) 13.42 A Leased for agriculture to N Pegrum (See Note D Below)	Utility easement handgates	£1
L007	Lower Bury Lane Allotments, Off Tower Road	0.75 Ha	Freehold	9/1/1957	None	Allotments	Pedestrian access only	£1
L008	Epping Cemetery, Bury Lane	6.328 A	Freehold	17/8/1910	Chapel			£1
L012	Ivy Chimney's Recreation Ground	0.56 Ha	Possessory title lodged	N/A	None	Adverse Possession claimed 2007	Utility easement footpath	£1

			27/4/2007. Absolute title granted Aug 2019.			Title Absolute granted after 27/4/2019. (Land Registration Act 2002 s.62.4) Granted August 2019.		
	Total							£7

APPENDIX 1

SUMMARY OF VEHICLES

FA 1 Road legal vehicles and equipment

£69,909

Description	Year of Purchase	Purchase Cost	Estimated Replacement Cost	Estimated Current Value	Estimated Residual Life (years)	Registration Number	Inventory No	Estimated replacement date
Ford Tractor 2120	1996	18,400	28000	3500	1 (Repaired 2016 Life expectancy increased from 1 yr to 5)	P559 OAR	41	Max 2022
Ford Transit Connect	2010	5,560	10,000	500	0	YE56 KEJ	65	2019 (2020)
Comment: Next for replacement. 2021. Already exceeded life expectancy.								
Toyota Hi-lux Invincible 4X4 D-4D (s/hand 2014)	2017	16,499	17,000	15,000	6	YF64 CZP	XX	2027
*Tractor Iseki TK532 (market use)	2010	7,500	25000	3500	2	T915 JUJ	64	2023
Comment: Tractor had full service in 2018/19 financial year, new tyres and extras. This has extended life expectancy. Already exceeded life expectancy.								
Ransomes Jacobson Highways 3 Mower	2016	21,950	29000	20000	3	EX63 VDV	XX	2024
Total for Annual Return		69,909						

FA 2 Plant Machinery and Non Road Registered Vehicles

Annual Return Value

£47,934

(Stonards Hill)

Equipment	Year of Purchase	Purchase Cost £	Estimate of Replacement Cost £	Estimate of Current Value £	Estimate of residual life	Inventory No
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Bateson Trailer	1994	1995	3500	400	2	38
Four Way Bucket	1996	3600	6000	2000	2	41
Charterhouse Vertidrain s/h	2001	5700	19000	1500	2	46
Teleshore – Grave shoring large	2014	1737	2000	1737	5	
Teleshore – Grave shoring small	2014	2000	2000	2000	5	
5.7KVA Generator	2002	1500	3300	800	4	48
Rabbit brushcutter	2008	4500	5000	3000	7	61
Komatsu Mini Digger (S/Hand)	2006	8500	19000	8000	4	57
Kuhn Comete Spreader	2006	1562	2000	500	2	58
Indispension 2 ton trailer	2007	1550	2000	1500	6	59
Timberwolf 15 Shredder (S/Hand)	2010	7000	13600	7500	10	63
Stihl multi unit/saw/trimmer ext.	2014	1000	1000	1000	5	
Billy Goat leaf blower	2015	1090	1090	1000	5	
Rotavator	2016	1000	1000	1000	5	
Thwaites 300	2017	3000	3000	3000		
Brendon Mobile Power Washer	2017-18	2200	2200	2200		
Iseki Rotary mower*	2020	7750	7750	7750		
Total for Annual Return		48684				

Nb. Items with a very low residual life may still be retained if they are useful but have deteriorated to a condition where they are potentially subject to extensive maintenance costs

*Trade in. Paid £4000 against 2 other 'disposal' items.

FA 3 Office Etc. Equipment – Epping Hall (Annual Return Value)

£9,693

Description	Insurance Category	Date of purchase	Purchase Cost £	Replacement Cost £	Condition
Cooker Falcon	A	2000	1583		Good
Asber Tech Enviro 500mm Dishwasher 30A & DP	A	2020	1150		Excellent
4 drawer Fire Proof Cabinet	A	2007	1858		Good
Telephone Switchboard	C	2000	1650		Obsolete
Fujitsu fileserver	C	2015	1350		Good
Hand held radio mic system	D	2016	1051		Good
Tie clip radio mic system	D	2016	1051		Good
Total For Annual Return			9693		

(The above items are included in the contents insurance for Epping Hall)

FA 4 Play Equipment Etc. (Annual Return Value)

£243,002

Location	Description *includes wetpour	Purchase Cost £	Estimate of Replacement Cost £ (For play equipment - Based on Wicksteed catalogue 2009. Equipment only – Wetpour and installation will approximately double cost) (All fixed items have an installation cost)
Lower Swaines	Double swing unit (1993)*	3500	1535
	Double swing unit (1993*)	3500	1535
	Multiplay unit (1993)*	19500	17600
	Pick up sticks (2010)	4142	4142
Parklands Coopersale (2018)	Speed gyro	2845	2845
	Small pod swing	2020	2020
	Combination swings metal	1440	1440
	Diabolo Multiplay unit	5025	5025
Stonards Hill (play area)	Junior metal horizontal bars	1245	1245
	Double junior swing*	3500	1535
	Double infants swing*	3500	1535
	Sutcliffe toddler zone unit DZW267) (2008)	13036	14000
	Sutcliffe spring seesaw TNB030)	2148	2300
Sutcliffe nest swing SNS080)	2266	2500	
Stonards Hill	Sutcliffe Winer Diner Picnic bench	1000	1000
	Outdoor table tennis table	1478	1478
	Outdoor gym	10500	15000
St. Hill (skateboard park)	Whiteskate concrete skate park (2007)	32248	32000
Stonards Hill tennis court	Tennis court floodlights (1992)	6386	14000
Ivy Chimneys	Multiplay*)	13500	17600
	Double junior swing 1*) (1993)	3500	1535
	Double Junior Swing 2*)	3500	1535
	Double infant swing *)	3500	1535
	Timber trail (2003)*	4572	2933
	Mantis zipwire 2015	3569	3569
	Spinmee roundabout 2015	4105	4105
	Maliton 2015	9610	9610
	Basket swing and seat 2015	2510	2510
Frampton Road	Flat & cradle swing (2017)	1627	1627
	Multiplay Kiboko (2017)	9573	17600
	Football wall/basketball (2003)	1760	3156
	Basket swing (2017)	1900	1900
	DDA roundabout (2017)	5000	5000
	Adult exercise cycle (2017)	1654	1654
	Adult exercise skier (2017)	2494	2494
Town Greens Palmers Hill	Wooden train set (2017)	1069	1069
	Wooden Town Sign (2011)	1650	2000

High Road (Beech Close)	Wooden Town Sign (2014)	1800	1800
o/s Church, High St	Bus Shelter (2008)	7300	8000
Opposite Church, High St	Bus shelter (2008)	7300	8000
Palmers Hill, East side	Bus shelter (2012) Gifted by ECC	7300	8000
Palmers Hill West side	Bus shelter (2012) Gifted by ECC	7300	8000
The Plain, o/s St Marg H	Bus shelter (2012) Gifted by ECC	7300	8000
The Plain near Coop'sale	Bus shelter (2012) Gifted by ECC	7300	8000
Tesco, High Street	Notice Board 2015	1010	1010
Market Store, opposite M&S	Notice Board 2015	1010	1010
Station Road	Notice Board 2015	1010	1010
Total for Annual Return		243002	

FA 5 Community Buildings

£3,986,681

Deed No.	Description	Tenure	Acquisition Date	Uses	Value	Valuation basis
	Market Garage, R/O High Street, Epping	Freehold	2012	Storage for Market equipment	100,000	Insurance 2012
	7 Stonards Hill, Stonards Hill Recreation Ground (L002)	Freehold	N/A	Tied accommodation for Head Groundsman	117,044	Insurance 2009
	Garage, Stonards Hill Recreation Ground (L002)	Freehold	N/A	Groundsman's tool and equipment store	35,210	Insurance 2009
	Shed, Stonards Hill Recreation Ground (L002)	Freehold	N/A	Groundsman's tool and equipment store	65,609	Insurance 2009
	Jack Silley Pavilion, Stonards Hill Rec. Grnd. (L002)	Freehold	N/A	Meeting and function rooms, changing rooms for Rec. Ground	727,644	Insurance 2009
	Cemetery Chapel, Epping Cemetery, Bury Lane (L008)	Freehold	N/A	Cemetery chapel	175,983	Insurance 2009
L006	Epping Hall, St John's Road, Epping	Freehold	24/2/2000	Meeting and function rooms, Epping Town Council Offices	2,764,541	Insurance 2009
	War Memorial	Permissive (on Epping Forest Land)	1922	War Memorial	650	Actual cost (1922)
Total for Annual Return					3,986,681	

*Please note: a rebuild cost assessment was undertaken in 2019 and the details are included below for information. No value change for Annual Return.

FA 6 Other

Civic Regalia (Mayor's Chain etc.) 2009 insurance valuation

£18,035

TOTAL VALUE OF ITEMS IN THIS ASSET REGISTER (FOR ENTRY TO THE ANNUAL RETURN)**£4,376,011****Notes and Inventory Items Nil Value for Annual Return**

The following items are noted below as a record of items which have an individual purchase value lower than £1,000 but have a considerable value on aggregate. The inventories are checked and amended on an annual basis.

Inventory No.	Location	Replacement value	Custodian	Check date
1	Garage, shed and yard Stonards Hill	60,217 (incl 30,000 Christmas lights)	Head Groundsman	2019 then 2022
2	Jack Silley Pavilion	14,086	Head Groundsman	2019 then 2022
3	Cemetery Chapel	11,833	Head Groundsman	2019 then 2022
4	Market	92,732	Head Groundsman/ Market Manager	2019 then 2022
5	Epping Hall	59,339	Caretaker Town Clerk	2019 then 2022
6	Minor Play Equipment, Seats and Bins	57,947	Head Groundsman	2019 then 2022
Total Value		296,282		

***Please note:** these costs include project management and demolition so a whole rebuild cost

Rebuild cost 2019	Excl VAT	Incl VAT
1. Epping Hall	3,343,351	3,812,021
2. 7 Stonards Hill	175,500	210,600
3. Jack Silley Pavilion	1,740,960	2,089,152
4. Garage & Shed at Stonards Hill rec	146,543	175,851
5. Epping Cemetery Chapel	315,900	379,080
6. Market store	109,440	131,328
7. Public conveniences *EFDC building	209,041	250,849
Total rebuild cost assessment	6,040,734	7,048,881

The following tables show the status of Council's activities as a landlord and tenant

Council as Landlord

	Property	Tenant	Rent p.a. (unless stated)	Year of Expiry Repairing/non- repairing
Note A	Land upon which Lindsey Street C A stands (L015)	Lindsey Street Community Assoc.	£52	2005 – Formal transfer of freehold from district council recently completed (negotiations for new lease to pursue. currently pending).
Note B	Lease of land at Stonards Hill Recreation Ground (L017)	Epping Forest Band	£200	Annual (Repairing)
	No. 7 Stonards Hill, (L018)	Town Supervisor	£235 approx (pcm)	Annual. Rate reviewed each June (Non-Repairing)
	Lease of land at Stonards Hill Recreation Ground (L019)	4 th Epping Scouts Group	£150	2011 (Holdover)
	Handgate access to Stonards Hill (Palmers Hill?)	Resident	£1	Annual (to pursue)
	Right of Way into Tidy's Lane	Resident	£125 Not used	<u>18th February 2016</u> February 2021
	Petanque Terrain	Epping Horizons (Petanque)	£45	Annual (April)
	JSP cafe	Business use	£500	PCM
Note C	8 Coronation Hill	Resident	£300	Annual
	16 Coronation Hill	Resident	£100	Annual
Note D	Meadow Road Allotments (L020) Lease of land to rear of Shaftesbury Road	Mr Pegrum	£528	Annual
	Pitch 1 Stonards Hill (L021)	Epping Youth FC	£802.30	Annual. Rate reviewed as part of Annual Estimates, Fees and Charges.
	25.25 rods Adj 76 Shaftesbury Rd	76 Shaftesbury Rd	£74.67	Annual continuing

Council as tenant

	Property	Owner	Purpose	Annual Lease £	Year of Expiry Repairing/Non- Repairing
L009	Frampton Road Recreation. Ground	Mr Pegrum	Recreation Ground	£150	Indefinite, 1 year's notice
L005	Lower Swaines Recreation. Ground	London Borough of Waltham Forest	Recreation Ground	£1 pa	2061
L013	Brook Road Play Area	Mr L H Hunt	Recreation Ground	£300 pa	Indefinite, 1 year's notice
L014	Parklands Coopersale	Epping Forest District Council	Play area	(Peppercorn)	1997 Continuing
L011	Shaftesbury Road Allotment 25.25 Rods	Epping Forest District Council	Allotment (Licensed to owner of 76 Shaftesbury Rd as allotment)	(Peppercorn)	Indefinite

Miscellaneous

Deed No.	Property	Owner	Purpose	Dated	Notes
L016	Market Charter Rights	Epping Town Council	Operation of Market	30/3/1253	Transferred to ETC 31/12/1981