

Bury St Edmunds Town Council Asset Register 2024 - 2025

ITEM DESCRIPTION**	LOCATION	DATE ACQUIRED	ITEM QUANTITY	PURCHASE COST (excluding VAT)	SUM INSURED	UPGRADE/DISPOSAL/DISCHARGE
Mayoral Regalia (5 items) + Case	Town Mayor's pendant (1), Chain of Office (2) (including case) and Mayors consort badge (3) with blue ribbon - in the Town Council Offices or in the possession of the Town Mayor; Deputy Town Mayor's pendant mounted on a blue ribbon (3) and Mayoress Consort badge (5) - in the Town Council Offices or in the possession of the Deputy Town Mayor	2003-2004	per invoice	£4,200	£33,539	
Filing cabinets, grey, four drawer	Office	2003-2004	2	£200		
Noticeboard external	Cornhill, Bury St Edmunds	2003-2004	1	£1,350	£1,500	
Sign (external brass plaque on wooden plinth)	Office	2003-2004	1	£200	£250	
Filing cupboard, grey, 2 door (Vickers cabinet)	Meeting room	2003-2004	1	£50		
Pedestal desk drawer (grey)	Office	2004-2005	1	£55		
Litter/dog Bins	Various outdoor locations	2004-2024	37	£19,562		Litter bins removed/damaged -£1931 Recycling bins purchased in 2023
Banner	Cellar	2004-2005	1	£271		
Banner fittings	Cellar	2004-2005	1	£90		
Plaques - Town Council logo, Medieval bridge	Southgate Street bridge	2005-2006	2	£285		
Dies for St Edmund Medals	Vaughtons	2005-2006	2	£400		
St Edmund Shield	Meeting room	2005-2006	1	£85		
Drill	Cellar	2006-2007	1	£100		
Vickers Filing cupboard, grey, 2 door	Meeting room	2006-2007	1	£119		
Dell 3400MP Projector	Office	2006-2007	1			disposed of by previous Town Clerk - £799
Mitel 5220 IP Phone	Office x3, Meeting room x1	2006-2007	4	£480		stored in stationery cupboard as moved to teams
Table covers	Meeting room	2006-2007	3			disposed of by previous Town Clerk - £147
Alluminium Allotment signs	Allotment sites	2006-2007	7	£168		
Nativity Sculpture (BURY ST EDMUNDS TOWN COUNCIL holding in trust for the People of Bury St Edmunds)	Stored by West Suffolk Council at Nowton Park	2006-2007	1	£25,000		
Tripod Screen	Meeting room	2006-2007	1	£99		
Bench	Leg of Mutton' (by river)	2007-2008	2	£1,250		
Salt/grit bin	Various outdoor locations	2007-2016	111	£11,323		6 removed/damaged - £435
Table, round with 'light maple' veneer		2009/10	2			1 x donated to Guildhall + 1 damaged/removed - £150
Coat stand	Office	2009/10	1	£100		
Table, green leather top	Clerks office	2009/10	1	£450		
Desk, office, 'beech' veneer	Office	2009/10	2	£600		
Microphone, Smart wireless S102 hand held	Meeting room	2010/11	2			disposed of by previous Town Clerk - £150
Microphone, Smart wireless U100BLXE tie clip	Meeting room	2010/11	1			disposed of by previous Town Clerk - £159

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Table 1600mm, oak	Meeting room and cellar	2010/11	4	£844		
Table, 'D' end, oak	Cellar	2010/11	1	£128		
Dell computer monitor (screen)	Clerk's office	2012/13	1	£129		
Dell 19" height adjustable DVI monitor	Office	2013/14	2	£200		
Canon Lide 210 Scanner	Office	2013/14	1			disposed of by previous Town Clerk - £52
Canon PowerShot WSX510HS camera	Office	2014/15	1	£125		
Mini-Speed Indicator Device	Approved locations around the town	2016/17	1	£2,625		
SID Data Collection Unit	Approved locations around the town	2016/17	1	£250		
Mini-Speed Indicator Device	Approved locations around the town	2017/18	1	£2,625		
SID Data Collection Unit	Approved locations around the town	2017/18	1	£250		
Dell Optiplex 3040 personal computer	West Suffolk House ICT department	2018/19	1			Returned to WSC -£400
DELL Laptop	Allotment Officer's home address	2019/20	1	£625		
Dell Latitude 5500 laptop	Allotment Officer's office	2020/21	1	£634		
Dell Latitude 5500 laptop	Assistant Town Clerk/Responsible Financial Officer office	2020/21	1	£634		
Dell Latitude 5510 laptop	Councillors Iannelli-Popham, Mackenzie and McGoochan home addresses (3 returned to WSC - Cllrs Bouche, Higgins, Parker, Turner, Whittingham)	2020/21	3	£1,975		3 x returned to WSC - £1975
Litter Bins	Guildhall	2021/22	1	£478		Stored in Guildhall
Dell Latitude 5510 laptop	Returned to WSC (Cllr Saver)	2021/22	1			Returned to WSC - £659
Bosch Sound system - 1 no. control unit, 11 no. discussion devices, 2 no. carry cases, 10 no. 2m extension leads, 1 no. 5m extension lead	Office	2021/22	1	£5,976		
Ickworth Mesh Tilt Operators Chair in Grey Fabric	Office	2021/22	2	£299		
Ickworth Mesh Tilt Operators Chair with Fixed Arms	Clerk's Office	2021/22	1	£165		
Under Desk Freestanding Pedestal in Oak Finish - 430W x 600D x 650H	Office (2) and Clerk's Office	2021/22	3	£387		
Dell Latitude 5510 laptop	Returned to WSC (Cllr Murray)		1			Returned to WSC -£659
Dell Latitude 5510 laptop	Administration Assistant office	2021/22	1	£659		
Television for planning meetings	Office	2022	1	£500		
Printer/photocopier	Office	2022	1	£589		
Allotment marker disc and pegs	Allotments	2022	411	£1,644		
Dell Latitude 5540 laptop	Town Clerk	2024	1	£745		
Operator chair	Office chair - RFO	2024	1	£92		
Portable SID (serial nos 13793 + 13795)/solar power/data collection unit x 2	Various locations in town	2024	2	£10,112		
SID x 18 brackets	Various locations in town	2024	18	£936		

TOTAL £100,063

TOTAL

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St Edmund Medals		2005-2006	4	£76		4 medals distributed in 2023
St Edmund Past Mayor Badges		2005-2006	16	£294		
Small medal cases		2005-2006	20	£268		5 medals distributed
Wall plaques		2007-2008	14	£161		

Asset register includes only items of value greater than £100 except if office equipment/furniture.

Chair with crest and blue leather seat (in Guildhall) is on loan from West Suffolk Council and is insured by them.

Plaque with Town Council's crest and side panels are on loan from West Suffolk Council and insured by them.

Allotment land at Cotton Lane, Nowton Road, Sicklesmere Road, Vinefields and Barn Lane not included as land has no re-sale value

War memorials in the Cornhill and on Angel Hill are not owned by BSETC but it has responsibility to maintain them and insure them

Total amount written off	£7,516.00
Total purchases	£11,885.00
 Total assets as at 31 Mar 24	 £95,694.00