

North Duffield Parish Council

Asset Register and Risk Assessment

Submitted to North Duffield Parish Council and approved at a full council meeting held on 1st November 2018, reviewed and updated Nov 2021

Asset & Location See note 1	Acquired See note 2	Supplier See note 3	Cost See note 4	Invoice See note 5	Maintenance See note 6	Potential Risk See note 7	Action See note 8
VILLAGE GREEN – Main Street, YO8 5RG	Unknown				Fortnightly maintenance April – Oct. Weekly inspections	Litter, vandalism	Weekly inspections
Bowland Picnic Table Phoenix recycled material bench	August 2022	Glasdon	£1161 £698	EQ70070 778	1 year warranty bolted on a concrete foundation	Weather and vandal resistant – will not rot. Damage / fire	Member to inspect & report quarterly
Hardwood Tree seat bench on village green (cat no. 310003) (and Plaque from Impressions £45.60)	June 2016 -to be restored 2025 by resident	Tuin	£837.01	18271	Natural Oak Cuprinol hardwood protector annually. All appropriate manufacturers precautions to be observed.	Detach from base, structural degradation resulting in injury to 3 rd parties / vandalism / rotting / splinters	Member to inspect & report quarterly
1 x wood/metal (Elaines Memorial) bench donated by cricket club 1 x BT Bench 1 x Wooden Memorial bench dedicated to Frank Buckle	Unknown	Unknown	£1000 replacement cost	N/A	Annual clean and re-stain	Vandalism Rotting / deterioration / collapsing / splinters	Member to inspect & report quarterly
Plaque on ground	Unknown	Unknown	£50 replacement cost	N/A	Cleaning when required	Vandalism	Inspection quarterly
Bench on village green - opposite pond (replacement insurance claim)	Nov 2015	Glasdon UK	£842.70	697071	Annual clean and re-stain	Vandalism Rotting / deterioration	Member to inspect quarterly
Flags and flagpole on village green. Sectional Standard Aluminium Flagpole (7m) External Halyard / Ground Socket / White Dome top.	Flag - Nov 2015 Pole – Feb 2024	Custom Flag Supplies Hampshire Fla Co (pole)	£78 for flag £335.93 pole		Cleaning when required	Falling down / damage / vandalism	Member to inspect annually and after bad weather.
Christmas lights	Nov 2020	Fizzco	£2364.90 replacement cost Storage boxes £72	2020/21 file	Stored indoors throughout the year	Fire /Vandalism / Electrocution /	Checked annually. Areas checked before and after installation. Stored in container - Cllr Arrands

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Nativity scene	Various	Janico	Donkey £149.99 Other items £500		Cleaned and stored	Vandalism	Checked annually
Dog waste bin with bag dispenser on the south side of the village green	2015	JRB Enterprise Ltd	£313.20		Cleaned when required Emptied regularly by SDC	Become detached from base, obstructing the foot path	Member to inspect & report quarterly
Dog Waste bin on west side of green			£150 replacement		Cleaned when required Emptied regularly by SDC	Vandalism, lid unhinged	
History Society Notice Board	Unknown	Made by Parishioner	£500 replacement cost	N/A	Stain when required	Splinters, vandalism	Quarterly inspection
Ducks Crossing Sign on the telegraph pole	April 2015	Sign Centre	£77.40		Clean annually and inspect	Vandalism	Check every 3 months
Do not feed the ducks sign on village green	April 2018	Spectrum Signs	£102	113738	Clean annually and inspect	Could walk into it Vandalism	Member to inspect & Report quarterly
Duck sign on tree near pond	Unknown	Unknown	£100	N/A	Clean annually and inspect	Vandalism and falling	Quarterly inspection
20 No. trees on the village green	Unknown, Cherry trees x 2	Unknown, Henley's	Unknown, £300	2020-21 inv. & 2021-22 inv.	Pruning and crown when necessary None of the trees are subject to TPO status	Falling branches	Quarterly inspection
'No fishing' sign	Replaced Nov 24	Spectrum Signs	£30	2024/25 accounts	Cleaned when required	Vandalism (thrown in the pond)	Quarterly inspection
Village green electrics; mains cupboard, meter box, power feed to the island on the pond	Jan 2015	Active Electrical & Security Systems	£1412.80	N/A	N/A	Vandalism, plugs on exterior of lockable box	Isolator switch Electrical tests Lockable door on electrics cupboard
Pond (and ducks)	N/A	N/A	N/A	N/A	Hedge around ¾ of pond to be maintained	Vandalism Drowning	Quarterly inspection Warning signage required
2 No. litter bins	Unknown	Unknown	N/A	N/A	Cleaned when required Emptied regularly by SDC	Vandalism	Regular inspection
Sun dial blocks in ground	Unknown	Unknown	N/A	N/A	Clean if required	Tripping hazard if uprooted and uneven	Regular inspection
Dinghy for the pond – 4 man	April 2020	Amazon	£108.62	2021/22 file	Clean when required, puncture repair if necessary	Deflate if damaged	Inspect prior and after use
Summer fare banner	May 2024	Tuff.shop.co.uk (D Wint)	£208	2024/25 accounts	Clean & dried after each event, stored inside	Weather related damage / vandalism	Inspect prior and after use

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Dinghy – 2 man	TBC	Amazon	TBC		Clean when required, puncture repair if necessary	Deflate if damaged	Inspect prior to use Stored in
Grit bin	August 21	NYCC	£60	2021	Clean when required, refill	Vandalism/theft	Regular inspection, refill when required.
Wooden book exchange cabinet	Jan 2023	MenInSheds	£300	2022-23 accounts	Clean annually and inspect	Could walk into it Vandalism – fire	Quarterly inspection
Wooden bee hotel on pond island	April 2023	Stan (Mel Patten)	£80	2024-25 accounts			
MAIN STREET							
Notice board on Main Street at junction of Broad manor	Unknown	Unknown	Estimate £1000	N/A	Stain when required and clean glass	When opened could pose a hazard to people leaving the Village Hall. Glass could break. Injury to third parties.	User to check people are not too close when opening. Ensure glass not cracked and security glass fitted
Wooden bench	Unknown	Unknown	£500	N/A	Annual clean and re-stain	Vandalism Rotting / deterioration	Member to inspect quarterly
Telephone Kiosk and defibrillator signage	TBC	BT	£0.01 £20 Signage	N/A	Annual clean and inspect regularly. Repaint when required. Replace Perspex.	Vandalism Broken glass. Injury to third parties.	Member to inspect & report quarterly
Defibrillator	May 2016	Yorkshire Ambulance Trust	£1699	2016-17 accounts	Inspect monthly. Annual clean.	Vandalism Use of pads without notifying clerk	Member to inspect & report quarterly (J Smith)
41 x LED footway streetlights; Green Lane x 12 York Road x 5 Main Street x 11 Beech View x 1 Selby Road x 4 Menthorpe Lane x 2 Back Lane x 4 School Lane x 1 Priest Lane x 1	23/04/18 LP26 (School Lane) replaced 03/23. LP18 (York Rd) to be replaced 2025	NYC	£21,670	2018-19 accounts	20-year guarantee from NYCC / public liability insurance	Falling down / damaged poles / bulbs out	Regular inspections

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12 x Hanging baskets and brackets on Main Street on streetlight columns (26" holestar basket with bracket – half unit)	Apr 2014	Plantscape baskets T J Nicholson - plants	£46.95 per unit Total: £563.40		Contractor inspection annually	Potential to fall from post and harm member of public. Injury to third parties.	Member to inspect & report quarterly
OTHER AREAS OF VILLAGE							
Pinfold, village planters and Plaque (for Cllr Clark)	Unknown	Anthony Stevens (Plaque)	Pinfold est. £500 to rebuild Plaque £100 Planters est. £500		Pruning by village green working party & parish volunteers	Vandalism	Inspection annually Maintenance
Village Pump	Unknown	Made by Tony Stevens, restored by History Society	Unknown £200 est.		Annual clean Varnish when required.	Detach from base, roll into road causing an obstruction	Member to inspect & Report quarterly Fencing surrounding pump
4 No. Grit / salt bin Priest Lane, Oak Road, village green apex, Broadmanor (opp school)		Moorside	Grit £100			Vandalism Loss of grit	
Allotments; fencing, gate, water supply and box Fence replaced May 2023	Sept 2019		£300 £40 £370	2020-24 accounts	Annual inspection		Allotment committee
Vehicle Activated Speed sign Post	August 2022	TWM NYCC	£5132.45 £500	2022-23 accounts	Monthly inspection when data is collected. 5 Year Onsite Parts and Labour Warranty (Max 5 years) inc in quote.	Vandalism	Cllr to inspect regularly
Speed radar and accessories (high vis vests, signage)	Feb 2023	Amazon All Signs Next Gen	£170.87 £258.30 £135	2022-23 accounts	Inspect before/after use	Breakages	Stored at Cllr Wells property

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Coronation Bench on School Lane	May 2023	Glasdon	£706.35	2023-24 accounts	1 year warranty bolted on a concrete foundation. Weather resistant cast aluminium ends with Armortec® coating, a durable paint finish which limits the impact of scratches.	Weather and vandal resistant – will not rot. Damage / fire	Member to inspect & report quarterly minimal maintenance.
Marquee for village events And accessories	Oct 2022 May 2024 (roof) Oct 2024	ND Football Club DIYMarquee	£675 £311.65 Roof £1200 Parts £427.80	2022-23 accounts	Cleaning and drying after each use	Storm damage Wear and tear when erecting / storing	To be stored at Cllr Arrand's property - Hall Farm.
Marquee lighting	Nov 2022	CPC Screwfix	£127.60 £83.30	2022-23 accounts	Stored indoors throughout the year	Fire /Vandalism / Electrocution /	Checked annually. Stored at Cllr Wint's property.
Spotlights	June 2023	Purchased from Kings Arms	£20	2023-24 accounts			
Gazebo for village events	May 2022	Amazon	£120	2022-23 accounts	Cleaning and drying after each use	Storm damage Wear and tear when erecting / storing	Stored at Cllr Wint's property.
PA system for village events QTX QR12PA Portable PA System with Wireless Mics	June 2024	Gear4Music	£215.83 exc VAT		PAT test every two years	Electrical fault	Stored at Cllr Wint's property.
Storage container	Sept 2023	Kingtree Haulage	£1150 exc vat £96 (wood)	2023-24 accounts	Clean and paint when required	Vandalism	Stored in container - Cllr Arrands
Christmas Sleigh	Nov 2023	R Arrand (Facebook purchase)	£450	2023-24 accounts	Clean and paint when required	Wear & tear	Stored in container - Cllr Arrand
ADMINISTRATION							

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Laptop computer HP with office Clerks address	07.03.21	Currys PC world	(£703)	N/A	Key applications and security software to be updated on a regular basis	Physical theft. Loss of key data, hacking and reputational damage to council.	Confirm securely stored Confirm backed up on a regular basis. Confirm software up-to-date
Computer hardware / software Office equipment	Oct 2015	McAfee	£89.99 £100		McAfee Security installed	Virus	Bi-Annual subscription
Document control / financial regulations	N/A	N/A	N/A	N/A	Items dated on receipt, relevant documents are stored in safe and copies kept in files and on computer All transaction to be paid by cheque signed by two signatories and approved at PC meeting.	Security and data protection Fraud	Internal audit completed annually Review Financial policy annually

Notes...

- 1 Asset and Location - record details of the asset and its [their] location. If the asset cannot be found then the purpose of the asset register is of little use,
- 2 Acquired – Date that the asset was acquired this will usually be the invoice date,
- 3 Supplier – Where you got the asset or who supplied it, useful for any warranties or guarantees. May be needed for any future repairs and maintenance,
- 4 Cost – Total cost, excluding VAT if this has been reclaimed, may include installation costs if the asset has to be replaced as part of an insurance claim,
- 5 Invoice # - so that the original invoice can be easily found in the future,
- 6 Maintenance – What work is required to keep the asset in a good, safe state of repair,
- 7 Potential risk – What is the worst that could happen?
- 8 Action – Detail the actions that are to be done to ensure that the asset is safe, any risk managed, and actions documented.