

**COLBURN TOWN COUNCIL**  
**ASSET REGISTER 2020/21**

<b><u>LAND</u></b>	<b><u>Date</u></b>	<b><u>£ Cost</u></b>
Lease of 0.822 acres of allotment land, Colburn original lease May 1979 on a rolling 7 year term	May 1979	0
Beckwood Playing Field, Colburn ***	Nov 1991	5,000
Additional land (pt St Giles Farm) adjoining Beckwood ***	Jan 2001	0
7 Play Parks taken over from Richmondshire DC	April 2013	Nominal £1
Basketball area at Piper Hill enlarged to include outdoor exercise equipment area	May 2016	Nominal £1
Licence to occupy Broadway Car Park, Colburn	April 2012	Nominal £1
Colburn Sidings Wood adjacent to A6136 acquired from Linden Homes together with new Play Area Marne Grange under Section 106 agreement	August 2017	Nominal £1

\*\*\* **Note** - On 1st December 2001, a 99 year lease was granted to Colburn Community Partnership Limited, a registered charity, for the community land as part of the Health and Recreation Centre project on that site. This was assigned to the Richmond Leisure Trust who took over control of the Colburn Sports Centre June 2011.

**£5,004**

**OTHER ASSETS (taken at cost value)**

2	Metal filing cabinets containing 4 drawers	April 1996	160
1	Mayoral medallion	May 1996	1,159
1	Mayoral chain to replace ribbon	Aug 2004	1,418
1	Mayoral chain extension + retaining chain	Jan 2020	922
1	Bar Brooch for use of Deputy Mayor	Jan 2007	408
1	Civic Pendant for use of Mayor's Consort	Nov 2019	1,286
3	Notice boards	Oct 2000, Nov 2010, Jan 2014	2,584
1	Computer system	Oct 2018	700
1	HP Laptop and Epson Home Printer	Mar 2020	700
4	Defibrillators	June 2017	5,067
1	Bench at White Shops	Feb 2018	2,384
8	Litter bins for Woodlands and Chase Play areas	May 2018	2,149
1	Litter bin near Bench White Shops	Jan 2020	267
2	Dog bins at Marne Grange estate	Nov 2020	450
2	NHS Memorial benches adjacent A6136	Dec 2020	2,500
1	Items stored in rented garage	Jan 2019	
	Crowd control barriers	£420	
	Christmas lights	£400	
	Plastic litter bags various sizes	£62	882
<b>Other assets</b>			<b>£23,036</b>

**INVESTMENT**

CCLA Public Sector Deposit Fund	Nov 2019	<b>£60,000</b>
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**TOTAL ASSETS** **£88,040**

**COLBURN TOWN COUNCIL**  
**FINANCIAL RISK MANAGEMENT**

<b>Key Risk facing the Council</b>	<b>Potential consequences</b>	<b>Measures taken if risk occurs</b>
Ensuring cash & cheques are collected promptly. Theft or dishonesty of the Clerk/Deputy Clerk	Financial loss	Office staff instructed to bank all monies immediately. Regular scrutiny through monthly meetings, double signing of cheques. Online banking can be accessed to check balance during office hours. Fidelity insurance cover taken out
Vandalism, theft or damage to photocopier, notice boards, dog waste bins, seats and benches	Repair/replacement costs	With the exception of the photocopier and computer, no insurance cover taken. Regular inspection by Maintenance Person for damage and monitoring of costs to the Council
Loss, damage or theft of Mayoral Chain and Consort Pendant and Ribbon	Financial loss	Custodian of the Chain and Pendant is the Mayor for the year. Insurance cover taken out on an all risks basis
Loss, damage or theft of Deputy Mayor's Badge	Financial loss	Custodian of the Badge is the Deputy Mayor for the year. Insurance cover taken out on all risks basis
Inappropriate behaviour by or injury to a Councillor whilst carrying out duties	Claim for compensation	Fidelity & personal accident cover for Members and employees taken out
Injury to persons or vehicles	Claim for compensation	£10 million Public Liability insurance cover. A sign has been erected on Broadway Car Park that vehicles are parked at owner's risk and the Town Council is not liable for injuries sustained by the public using the area
Injury to persons using Play Parks owned by the Town Council or Colburn Sidings Woods adjacent to A6136 Marne Grange/The Chase area	Claim for compensation	£10 million Public Liability insurance cover. Self-employed maintenance person contracted to maintain play park equipment, cleanliness, grass cutting and maintain safety of trees in woodland

## **Play Park & Open Space Maintenance for Colburn Town Council**

Contract commenced 1<sup>st</sup> April 2016 for self-employed person

### **Qualifications:**

ROSPA - RP11 Level 2 Operational Inspections for Play Park

Waste carriers licence - Reg no CBDL41428

Aerial Tree rigging - City & Guilds Level 3

Aerial Tree Pruning - City & Guilds Level 3

Aerial Tree Cutting & Free Fall Techniques - City & Guilds Level 3

Tree Climbing & Rescue - City & Guilds Level 2

Felling & Processing Large Trees - City & Guilds Level 3

Felling & Processing Small Trees - City & Guilds Level 2

Safe use of Pedestrian Lawn Mowers - City & Guilds Level 2

Safe use of Ride on Lawn Mowers - City & Guilds Level 2

Chain Saw maintenance & cross cutting - City & Guilds Level 2

Safe use of Bush cutters and Trimmers - City & Guilds Level 2

Principles of Safe Handling and Application of Pesticides operating pedestrian hand held applicators fitted with hydraulic nozzles or rotary atomisers to apply pesticides to land.

### **Duties 3 days summer 2½ days a week winter include:**

Grass cutting and litter picking of Play Parks

Pruning of shrubs & trees, hedge trimming & weed spraying

Play Park inspections and maintaining/repairing equipment and cleaning surfaces

Maintenance of fencing, installing signs in play parks, benches & notice boards

Reports of jobs completed and ongoing are compiled monthly and are included in the Open spaces & Play Park Sub-committee minutes

Records of the Play park inspections are carried out monthly, printed out, signed & dated and filed in labelled folders for each year.

A traffic light system is used for equipment faults

**RED** - immediate attention and high risk

**Amber** - frequent monitoring required and medium risk

**Green** - monitored and low risk

### **Signage in the Play Parks**

All parks have NO DOGS ALLOWED SIGNS ON THEM

Some parks have NO LITTER & NO SMOKING SIGNS

Signs stating ownership by Colburn Town Council with contact details

### **Colburn Sidings Woods adjacent to A6136 and Marne Grange/The Chase**

Trip hazards have been removed from the woods with a stump grinder, overgrown brambles cut back and branches at head height removed for safety.

Hard surface paths are regularly pressure washed. 3 Litter bins have been installed and community litter picks encouraged and supported. Planting of Laurel, Holly, Buddleia, Viburnum and Cotoneaster bushes took place in December 2018. A Post & rail fence has been erected between the Woods and housing.