

Schedule of Assets – The Lee Parish

March 2018

Ref No	Description	Identification	Date acquired	Value	Custodian	Disposal/discharge
1	Playground and allotment areas	Oxford St, Lee Clump Land Registry entry 23 rd November 1993 – title no. BM 192377	23 rd November 1993	Nominal - £1.00	Parish Council – hold title deed.	
2	Playground equipment: 4-seat swing - £4500 Slide - £3599 Climbing frame & surface - £8489			Insured -£39140		
3	Fort & tunnel			£35000		
4	Water troughs at allotments (660L easy access black plastic £249)	Oxford St, The Lee		Insured - £1000	Parish Council	
5	War Memorial,	The Green, The Lee	29 th December1920	Insured - £45320	Parish Council	
6	Jubilee Well Grade II Listed	Oxford St, The Lee		Nominal - £1.00	Parish Council	
7	Bench 1 – playground Bench 2 – playground Bench 3 – playground Bench 4 – Field End Lane Bench 5 – Swan Bottom £400 each	Memory of PC chairman Adjacent to Bench 1 Adjacent to football pitch Morris family Corner bus stop	July 2013	Insured - £2000	Parish Council	
8	Notice boards	Parish Hall o/s Guild Room Swan Bottom Crossroads Oxford St.		Insured - £800 each = £2400	Parish Council	
9	Entrance gates	Allotment/playground		Insured £ 2500	Parish Council	

		area, Oxford St				
10	Files & Records	In files held in clerk's home office			Clerk	Details recorded at end of Schedule
				Total - £95862		

Files & records held by Clerk at home address

Item	Description
Allotment file – address of allotment holders and allotment plans	Dark blue file
Audit file containing current workings and Audit Commission returns	Green file
BALC file – updates on legal matters	Red file
Bank file – correspondence with bank and signatory information	Black file
Donations file – requests from other bodies	Black file
Finance & Hase - VAT returns and general financial	Black file
Footpaths/Litter/Well – general correspondence	Yellow file
Insurance – general	Black file
Invoice/receipts – current year	Pink with white dots
Liaison meetings – Minutes and general	Blue file
Minutes – of Parish Council meetings 13.1.2009 - current – including financial statements and agendas.	Black lever arch
Miscellaneous 2013 – current	Black file
Planning – record of applications and results – current	Green file
Playground – all correspondence	Black file
Roads/Speeding/Salt Bins – general correspondence	Black file
Councillors/Elections – personal details of PC and elections	Green lever arch file
Paying-in books and VAT payment book and cheque book	Grey box file
Bank statements	Blue plastic file
3 boxes of non-current miscellaneous general papers	Box
List of documents held by County Archivist	Box

List updated 01/03/2018