

Frodsham Town Council
Strategy for Management of Assets



“Strategic asset management is the activity that seeks to align the asset base with the organisation's corporate goals and objectives. It ensures that the land and buildings asset base of an organisation is optimally structured in the best corporate interest of the organisation concerned.”

[Royal Institution of Chartered Surveyors (RICS) Public Sector Asset Management Guidelines 2008]

1 Introduction

- 1.1. As custodians of public money and other assets, Frodsham Town Council (FTC) is responsible for ensuring effective management of funds, land and other property in its charge.
- 1.2. FTC, in its role as Trustees of three charitable trusts, is also responsible for properties held in Trust on behalf of the people of Frodsham.
- 1.3. To meet its statutory & conventional obligations, the Council has put in place Policies, Procedures, Strategies & Regulations for effective management of its assets:
 - *Personnel*: The Council values its employees as a primary asset. Staff Management Policy and associated Procedures define the expectations of the Council and the entitlements of its employees.
 - *Data (Paper & Electronic)*: Document Retention & Security Policy and the Disaster Recovery Plan are in place for effective management of data and to minimise ramifications of any unexpected loss.
 - *Liquid or Current Assets (cash, bank accounts etc)*: Financial Regulations provide the framework for managing FTC's liquid assets and for obtaining value for money.
- 1.4. This Strategy endeavours to lay a foundation for effective management & maintenance of our *Fixed or Non-current Asset Base* (property, plant & equipment (PP&E)) for delivering good quality public services.

2 Scope of the Strategy

- 2.1. The Strategy covers “*Fixed or Non-current Assets*”, ie, property that cannot easily be converted into cash (eg, land & buildings).
- 2.2. It also covers both *tangible items* (ICT equipment etc) and *intangible items* of value (eg computer software) purchased for use over an extended period of time.

3 Aims & Objectives of the Strategy

- 3.1. The objective of the Strategy is to ensure that mechanisms are in place for tracking assets for the purposes of:
 - Financial accounting;
 - Preventative maintenance; and
 - Theft deterrence.
- 3.2. The Strategy aims to:
 - Underpin, and contribute to, delivery of the local vision and priorities as set out in the Council's Aims & Objectives;
 - Meet the challenges of obtaining “the best” from our resources to provide good quality services to the people of Frodsham in the light of changing demographics; technological advances; and the need for efficiency gains;
 - Focus investment & expenditure on clearly identified needs;
 - Examine opportunities for generating efficiency gains, capital receipts and/or income streams;
 - Improve accessibility of the services provided by FTC;
 - Run our property in an environmentally sustainable way as our contribution to tackling climate change; and
 - Introduce new working practices to trigger organisational & cultural changes.

4 Achieving the Aims

4.1. Good practice for achieving the Council's aims consists of ensuring that:

- Formal mechanisms for engaging with the people of Frodsham are in place;
- Procedures for collecting, analysing and storing assets data are in place;
- Objectives for each asset are clearly outlined and understood by members & staff;
- Medium to long-term plan for management of assets is in place and use of assets is assessed in terms of cost/benefit periodically;
- All options for use of available assets are considered – particularly at the time of considering change of use of an item of assets;
- Networks with neighbouring Parish Councils are established to find “common ground” for asset management; and
- Statutory obligations are met.

5 Who Does the Strategy Affect?

5.1. The strategy concerns both staff and members - who have an interest in management of the Council's assets. It also affects Frodsham's citizens & businesses - insofar as improvements in management of assets will have a positive outcome for service delivery.

6 Types of Assets

6.1. The Council is responsible for the following types of assets (based on DCLG classification ¹):

- Land & Buildings (see Annex 1)
- Service Delivery Supporting Assets (see Annex 2) and
- Transport Assets (see Annex 3)

6.2. Additionally, the following assets are subject to this Strategy:

- Tangible Assets (see Annex 4); and
- Intangible Assets (see Annex 5)

7 Implementing the Strategy

7.1. The following list of identified actions is intended as a “first step” and is unlikely to be comprehensive:

- Review & update the Assets Register annually (see Annex 6);
- Consider computerising the Register for ease of access & maintenance;
- Evaluate current usage of its assets base (eg, by initiating a series of public consultations to assess extent of usage - in particular the Fountain Lane Play Area);
- Consider alternatives for under-used assets (eg, the former play area at Ship Street);
- Consider options for financing of new assets as required;
- Maintain and adapt existing assets in the light of identified need;
- Explore possibilities of partnerships/networks with neighbouring Town & Parish Councils with a view of achieving co-operation and extending knowledge base;
- Review asset management arrangements periodically (eg, Lease Agreements with tenants); and
- Conduct post implementation review of all capital projects that are undertaken.

8 Reviewing the Strategy

8.1. The Council will monitor the impact of implementation of the Strategy and review/update it as necessary.

¹Building on Strong Foundations: A Framework for Local Authority Asset Management National Improvement and Efficiency Strategy [DCLG]

Strategy for Management of Assets

Annex 1 - Land & Buildings

1 Allotments									
	Site	Status	No of Plots	Book Value	Management & Maintenance	Current Usage	Applicable Networks	Applicable Legislation	Comments
a.	Kingsway	Owned	10	£1	<ul style="list-style-type: none"> Plots: Tenants subject to Tenancy Agreement Sites: Periodic Risk Assessment by FTC 	Community Asset	None	Small Holding & Allotments Act 1908 ss. 23, 26, & 42	Title No: CH486283
b.	London Road	Owned	10	£1					Title No: CH139973
c.	Ashton Drive	Leased	7	0					Leased from CWaC @ £250 pa till 2040.
2 Cemetery									
	Site	Status	Book Value	Management & Maintenance	Current Usage	Applicable Networks	Applicable Legislation	Comments	
a.	Tarvin Road	Owned	£1	<ul style="list-style-type: none"> <i>Cemetery Regulations</i> are in place (last reviewed in April 2010) <i>Facilities Manager's Job Description</i> incorporates tasks for maintenance <i>Charges</i>: FTC reviews annually 	Community Asset	None	<ul style="list-style-type: none"> Open Spaces Act 1906, ss 9 and 10 Local Government Act 1972, ss. 214 & 215(6) Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s.1 	Title No: CH378658 Risk Assessment to be carried out by the Cemetery Sub-committee established in March 2016.	
3 Play Areas									
a.	Churchfields	Owned	£1	<ul style="list-style-type: none"> <i>Risk Assessments</i>: carried out by the Facilities Manager. <i>Facilities Manager's Job Description</i> incorporates tasks for maintenance <i>Play Areas Strategy in place</i> (Produced by Groundworks in 2012) 	Community Asset	None	<ul style="list-style-type: none"> Public Health Acts Amendment Act 1890 s.44 Open Spaces Act 1906, ss.9 and 10 Local Government (Miscellaneous Provisions) Act 1976, s.19 	Title No: CH470122	
b.	Park Lane		£70,000					Title No: CH470120 Under review. Valuation 8.03.13: £70,000 freehold value	
c.	Ship Street		£20,000					CH131715 Now closed. To be sold in due course, so therefore no longer classed as a community asset. Valuation 29.12.14: £20,000 freehold value	

	d.	Top Road	Held in Trust	£1					Title No: CH565679 Recreation Grounds Charitable Trust
	e.	Townfield Lane	Leased from	0					Leased from Church Authority @ £1,100 pa till 2016 – public consultation took place in March 2017.
4 Open Spaces & Recreation Grounds									
		Site	Status	Book Value	Management & Maintenance	Currant Usage	Applicable Networks	Applicable Legislation	Comments
	a.	Crowmere	Held in Trust	£1	<ul style="list-style-type: none"> ▪ <i>Trust Assets:</i> Managed by Trustees / FTC Committees ▪ <i>All Assets:</i> Maintenance, as required, by contractors ▪ <i>Community Orchard:</i> In partnership with Frodsham Transition Initiative 	Community Assets	None	<ul style="list-style-type: none"> ▪ Public Health Act 1875, s.164 ▪ Open Spaces Act 1906, ss.9 and 10 ▪ Local Government Act 1972, Sched.14 para.27 ▪ Charities Act 1960, s.32 	Recreation Grounds Charity
	b.	Churchfields	Owned	£15,000					<ul style="list-style-type: none"> ▪ Title No: CH470122 ▪ Conveyance: 4.6.1941 ▪ 4.25 acres (1.72 hectares) Valued in 1988
	c.	Hawthorne Road Community Orchard		£1					Title No: CH470116
	d.	Hob Hey Wood	Owned (Leased to Friends of HHW)	£47,000					<ul style="list-style-type: none"> ▪ Titles CH330951 & CH361035 ▪ Titles CH404003 & CH424802 ▪ Title No: CH4088 purchased 15/02/16. ▪ HHW Charity
	e.	Fluin Lane Field	Owned	£1					e. Title No: CH92612 & CH470127 Valuation of 15.4.88: Transfer to “Frodsham Recreation Grounds Charity”. 1.812 acres (0.733 hectares) @ £6,350
	f.	London Road Field		£1					
	g.	Manley Road Copse	Owned	£1					Title No: CH470125
	h.	Marl Pits	Owned	£1					h. Title No: CH470123 i. Title No: CH178594
	i.	Marshlands Tree Garden		£7,900					
	j.	Overton Memorial Field: ▪ Wild Flower Meadow ▪ Strip of land	<ul style="list-style-type: none"> ▪ Held in Trust ▪ Owned 	£1					<ul style="list-style-type: none"> ▪ Title No: CH509550

5	Other Land										
	1	Blue Hatch (Rear of Houses)	Owned	£1		Let to residents in adjoining houses	None	Local Government Act 1972 ss.124, 126 & 127 (Acquisition & Disposal)	5 yr lease at peppercorn rent		
	a.	South of Blue Hatch (Rent = 1 peppercorn)	Leased to FCA		Fluin Lane Lease	Community Centre		Local Government Act 1972 ▪ Acquisition & Disposal: ss.124, 126 & 127 ▪ Accepting gifts: s.139 ▪ Custody of Parish Property: s.226	Titles: CH499745, CH500877 & CH511758		
	b.	Fluin Lane (Rent = £1 pa)		Lease Agreement						99 Yr Lease Start 15.8.1968 Part of land used by FYA	
	d.	Greenfield Lane (land only)	Leased to Frodsham Silver Band	£1	Lease Agreement	Band Hall			Title No: CH470121 Frodsham Silver Band own the building		
	e.	Strip of Land (part of Manley Copse)	Leased to R & M Browse		Lease Agreement				Leased @ £1 pa for 10 years Start date: 1.1.2003. New lease under negotiation.		
	f.	Ship Street: Town Bowling Green	Leased to RLBC	£50,000	Lease Agreement	Bowling Green			Title: CH413053		
	g.	Ship Street: Community orchard				Community Assets					
	h.	East of Townfield Lane				Community Assets			Title: CH424802		
6	Footpaths & Bridle Ways on Land Owned/Leased by Frodsham Town Council										
		Site	Footpath No	Book Value	Management & Maintenance	Current Usage	Applicable Networks	Applicable Legislation	Comments		
	a.	Crowmere/ Marl Pits	17	£1	FTC's Environment Committee carries out regular Inspections, conducts risk assessments and takes remedial action & recommends improvements where necessary	Community Assets	None	▪ Highways Act 1980, ss.43, 50 ▪ Parish Councils Act 1957, s.3			
	b.	Churchfields	28								
	c.	Hob Hey Wood	i. 74 ii. Permissive Path iii. New Access	£2,250							Titles CH361035 & CH330951 iii. Title No: CH4088
	d.	Fluin Lane / London Road Fields	61								
	e.	Overton Memorial Field Wild Flower Meadow	Permissive Path								
	f..	Townfield Lane Play Area	3								

7	Trees								
	Description / Site	Status	Book Value	Management & Maintenance	Current Usage	Applicable Networks	Applicable Legislation	Comments	
	Various location	Owned	£0	Environment Committee	Community Asset	None	Road Traffic Regulation Act 1984, s.72 Highways Act 1980, s.96	See Commemorative Tree Book	
8	Buildings & Structures								
	a.	Office Building / Store (Cemetery)	Owned	£42,730	<i>Facilities Manager's Job Description</i> incorporates tasks for maintenance	Equipment Storage	None	Health & Safety Legislation	
	b.	Toilets (Cemetery)						Public Health Act 1936, s.87	
	c.	Shed (Allotments Site, London Rd)		£1,671	Storage for Tenants	Health & Safety Legislation			
	d.	War Memorial		£1	Maintenance Plan is in place	Community Asset		War Memorials (Local Authorities' Powers) Act 1923, s.1; as extended by Local Government Act 1948, s.133	Refurbished: 2009

Annex 2 - Service Delivery Supporting Assets

Description / Site	Status	Book Value	Management & Maintenance	Current Usage	Applicable Networks	Applicable Legislation	Comments
1 Council Office	Leased	0	CWaC - In accordance with Tenancy at Will	Administration	None	Health & Safety Legislation	Leased from CWaC @ £10k pa - can be terminated by either party

Annex 3 –Transport Assets (Bus Shelters)

1	Bus Shelters							
	Site	Construction	Book Value	Management & Maintenance	Current Usage	Applicable Networks	Applicable Legislation	Comments
a.	Bridge Lane: Near junction with Quayside	Metal Frame / Polycarbonate Panels	£32,145	Community Committee	Community Asset	None	Local Government (Miscellaneous Provision) Act 1953, s. 4	
b.	Bridge Lane: Opposite Gates Garage	Brick						Title No: CH155128
c.	Chester Road (A56): Near Carriage Drive	Sandstone						
d.	Chester Road (A56): Nearer Helsby (N)	Tin						
e.	Chester Road (A56): Nearer Helsby (S)	Tin						
f.	High Street: Outside Supermarket	Tin						
g.	Kingsley Road: At junction with Top Road	Tin						

Annex 4 – Tangible Assets

[Local Government Act 1972, s.226 applies to Council Property & Documents in respect of powers to direct as to their custody]

Description		Status	Book Value	Management & Maintenance	Currant Usage	Applicable Networks	Applicable Legislation	Comments	
1	Civic Regalia	Owned	£6,756	Cleaned & polished and engraving updated in 2009	Mayor's Chain	None		2009 - 10 additional links 2010 – Retaining chain 2015 – Councillor, Mayor & Chair badges. Junior Mayors regalia	
2	Clocks								
	a. Church Street	Owned	25,716	Annual inspection	Community Assets	None	Parish Councils Act 1957, s.2	Maintenance contract in place.	
	b. Boston Clock Main Street			Annual inspection					
3	Christmas Lights	Owned	£21,430	Annual inspection		None			
4	Computer Equipment								
	a. Laptops x 5	Owned	£4,000	Covered by ICT Policy	Admin	None	Health & Safety Regulations		
	b. Monitors x 2								
	c. Keyboards x 4								
	d. Photocopier/Printer	Leased	0	Supplier contract					
5	Cups & Trophies x 10	Owned	£3,754	Annual inspection & cleaning	BKG prizes			Not used.	
6	Defibrillators x 7	Owned	£10,331	Action Plan in place	Community Assets	Partnership with NW Ambulance Service & local businesses		2015 - 2 new defibrillators pending installation in old Telephone Boxes 2016 – 1 new defibrillator installed at the Police Station and 1 at the Community Centre	
7	Telephone Boxes	Owned	£4		Community Assets			2015 – 4 boxes purchased from BT at £1 each.	
8	Litter Bins & Signs	Owned	£3,750	Emptying: CWaC	Community Assets		<ul style="list-style-type: none"> ▪ Highways Act 1980, s.301 ▪ Litter Act 1983, ss.5, 6 	2015 new signs added to all areas (14 @ £30 each)	
9	Notice Boards (Cemetery, Main Street & Ship Street) & Rotunda	Owned	£3,215	Updated regularly by Office Manager	Information Publication		FTC's Publication Scheme	£10 pa paid to TSB for use of wall space	
10	Office Equipment, Fixtures, Fittings & Furniture								
	a. Corner Desks x 4	Owned	£5,555						
	b. Under-Desk Units x 4								
	c. Table x 1								

Description		Status	Book Value	Management & Maintenance	Current Usage	Applicable Networks	Applicable Legislation	Comments
	d. Chairs x 10							
	e. Antique Chair							
	f. Filing Cabinets (High) x 4							
	g. Filing Cabinets (Low) x 6							
	h. Shelving Units x 2							
	i. Cabinet Safe Boxes x 2							
	j. Telephones x 4							
	k. Shredder							
11	Railings, Fences & Gates							
	a. Overton Memorial Field	Owned	£44,558					Railings + Gate
	b. Churchfields Play Area							Fence + Pedestrian Gate
	c. Fountain Lane Play Area							Fence + Dual Gate
	d. Ship Street Play Area							Fence + 1 Vehicle & 2 Pedestrian Gates
	e. Top Road Play Area							Fence + Pedestrian Gate
	f. Townfield Lane Play Area							Gate
	g. Cemetery							Gate & Fence + Fence at rear
	h. Kingsway Allotment Site							Gate + Fence with Security Gate
	i. London Rd Allotment Site							Gate + Fence (wooden)
	j. Ashton Dr Allotments Site							Gate + Fence
12	Play Equipment	Owned	£162,610	<ul style="list-style-type: none"> ▪ New play area on Churchfields has Rhino Mulch safety surfaces and playbark surfacing in the old play area. ▪ Safety surfaces (black tiles or black fleck wet pour installed for majority of equipment with a small number of items installed on 	Community Assets	None	<ul style="list-style-type: none"> ▪ Health & Safety Legislation ▪ RoSPA Guidance 	
	Churchfields Play Area (New)							
	a. Playdale timber bridge							
	b. Playdale straight Tunnel							
	c. Playdale embankment sides							
	d. Playdale CITY 2 bay swings							
	e. Playdale Mega Swing							
	f. Russell Play R3 Standing See-saw							
	g. Kompan Supernova							
	Churchfields Play Area (old)							

Description		Status	Book Value	Management & Maintenance	Current Usage	Applicable Networks	Applicable Legislation	Comments					
	a.	2.7m Swing		suitable grass surface) in the other play areas ▪ <i>Risk Assessments:</i> carried out by Facilities Manager on Monthly basis. ▪ <i>Repairs & Maintenance</i> carried out by specialist contractors				2 x flat swing & 2 x cradle					
	b.	Springer Bike											
	c.	Springer Tractor											
	d.	Football goal posts											
	Park Lane Play Area												
	a.	Multiplay Unit											
	b.	1.8m Metal Swing							2 x Cradle Seats				
	c.	See-saw											
	Townfield Lane Play Area								Play area being reviewed in 2017				
	a.	1.8m A Frame Swing							1 x Flat Seat				
	b.	1.9m A Frame Swing							1 x Flat Seat				
	c.	2.2m Double Arch Swing							2 x Cradle Seats				
	d.	Small Slide											
	e.	8m Embankment Slide											
g.	Arch Climber												
h.	Football Goal												
	Top Road Play Area												
	a.	2.3m Double Arch Swing							1 x Flat + 1 x Cradle				
	b.	Springer Horse											
	c.	Springer Elephant											
	d.	Zigzag Tower Slide											
13	Plot Markers												
	a.	Kingsway Allotment Site						Owned	£100	Plot identification	None		10 x £10 each
	b.	London Rd Allotment Site											
	c.	Ashton Dr Allotments Site											
14	Seats x 39		Owned	£12,942	Covered by Seats Policy	Community Assets	None	▪ Highways Act 1980 ▪ Parish Councils Act 1957					
15	Seat Plaques x 29												
16	Stocks		Owned										
	a.	Computer consumables											
	b.	Stationery / Minute Books											
	c.	Town Guide											
	d.	Walk Books											
	e.	WW1 Books											

17	Tools							
a.	Brush Cutter STIHL FS450	Owned			<ul style="list-style-type: none"> ▪ Cemetery ▪ Play Areas ▪ Community Orchards ▪ Hob Hey Woods ▪ Footpaths 	None	Health & Safety Regulations	
b.	Hedge Trimmer (Petrol) HS45		£321					
c.	Knapsack Sprayer Cooper Peglar 15ltr							
d.	Lawnmower (Ride-on) Honda 2417		£2,015					
e.	Lawnmower Viking Petrol Mower Type MB248.1T Serial No. 433459639		£580					
f.	Leaf Blower STIHL BG86C							
g.	Strimmer Mountfield MB30D							
h.	Chainsaw STIHL MS217		£1,010					
i.	Sundry Tools							

Annex 5 – Intangible Assets

	Description	Status	Book Value	Management & Maintenance	Current Usage	Applicable Networks	Applicable Legislation	Comments
1	Computer Software							
a.	Applications	Licensed				None		
b.	Data	Owned		<ul style="list-style-type: none"> ▪ Data Retention & Security Policy ▪ Disaster Recovery Plan 			<ul style="list-style-type: none"> ▪ Data Protection Act 1998 ▪ Freedom of Information Act 2000 	
2	Copyrights & Licenses							
a.	Walk Books	Owned						
b.	WW1 Books							
3	Crime Prevention (PCSO)	Partnership		Formal Agreement in place			Local Government and Rating Act 1997, s.31	Partnership with Cheshire Police
4	Website	Owned		Office Manager on behalf of FTC	Information publication			ISP Agreement with Medhurst (NW)

Annex 6 - Assets Register (for audit purposes)

Category	Site/description	Book Value
Allotments	Kingsway	£1
	London Road	£1
Cemetery	Tarvin Road	£1
Play Areas	Churchfields	£1
	Park Lane	£70,000
	Ship Street	£20,000
	Top Road	£1
Open Spaces & Recreation Grounds	Crowmere Lake	£1
	Churchfields	£15,000
	Hawthorne Road Community Orchard	£1
	Hob Hey Wood	£47,000
	Fluin Lane Field	£1
	London Road Field	£1
	Manley Road Copse	£1
	Marl Pits	£1
	Marshlands Tree Garden	£7,900
	Overton Memorial Field:	£1
Other Land	Greenfield Lane (land only)	£1
	Ship Street: Town Bowling Green	£50,000
Footpaths & Bridle Ways	Crowmere Lake	£1
	Hob Hey Wood	£2,250
Buildings & Structures	Office Building / Store (Cemetery) & gates	£42,730
	Shed (Allotments Site, London Rd)	£1,671
	War Memorial	£1
Non-operational Property	Blue Hatch (Rear of Houses)	£1
Transport assets	Bus Shelters	£32,145
Tangible Assets	Civic Regalia	£6,756
	Boston Clock Main Street/Church Street clock	25,716
	Christmas Lights	£21,430
	Computer Equipment	£4,000
	Cups & Trophies x 10	£3,754
	Defibrillators x 7	£10,331
	Telephone Boxes	£4
	Litter Bins & Signs	£3,750
	Notice Boards (Cemetery, Main Street & Ship Street) & Rotunda	£3,215
	Office Equipment, Fixtures, Fittings & Furniture	£5,555
	Railings, fences & gates	£44,558
	Play Equipment	£162,610
	Plot Markers	£100
	Seats x 39 & plaques x 29	£12,942
	Tools	Hedge Trimmer (Petrol)
Lawnmower (Ride-on)		£2,015
Lawnmower Viking Petrol Mower Type MB248.1T		£580
Chainsaw STIHL MS217		£1,010
		£597,359