

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);
- 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);
- Consider alternatives for under-used assets;
- 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.

¹ Building on Strong Foundations: A Framework for Local Authority Asset Management National Improvement and Efficiency Strategy [DCLG] 2008

Strategy for Management of Assets

Annex 1 - Land & Buildings

1 Allotments							
Site		Status	No of Plots	Book Value	Management & Maintenance	Currant Usage	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	Title No: CH486283
b.	London Road	Owned	10	£1			Title No: CH139973
c.	Ashton Drive	Leased	7	0			Leased from CWaC @ £1 pa till 2040.
2 Cemetery							
Site		Status	Book Value	Management & Maintenance	Currant Usage	Comments	
a.	Tarvin Road	Owned	£1	<ul style="list-style-type: none"> <i>Cemetery Regulations</i> are in place <i>Estates Manager's Job Description</i> incorporates tasks for maintenance <i>Charges</i>: FTC reviews annually Risk assessments: carried out by the Estates Manager. 	Community Asset	Title No: CH378658	
3 Play Areas							
a.	Churchfields	Owned	£1	<ul style="list-style-type: none"> <i>Risk Assessments</i>: carried out by the Estates Manager. <i>Estates Manager's Job Description</i> incorporates tasks for maintenance <i>Play Areas Strategy in place</i> (Produced by Groundworks in 2012) 	Community Asset	Title No: CH470122	
b.	Park Lane		£70,000			Title No: CH470120	
c.	Ship Street		£20,000			CH131715 Now closed. To be sold in due course, so therefore no longer classed as a community asset. Public notice of intention to sell issued in February 2018.	
d.	Top Road	Held in Trust	£1			Title No: CH565679 Recreation Grounds Charitable Trust	
e.	Townfield Lane	Leased	0			25 year lease from Feofees (2017- 2042 @ £1,100 pa till 2027	
4 Open Spaces & Recreation Grounds							
Site		Status	Book Value	Management & Maintenance	Currant Usage	Comments	
a.	Crowmere	Held in Trust	£1	<ul style="list-style-type: none"> <i>Trust Assets</i>: Managed by 	Community Assets	Recreation Grounds Charity	

	b.	Churchfields	Owned	£15,000	Trustees / FTC Committees ▪ <i>All Assets:</i> Maintenance , as required, by contractors ▪ <i>Community Orchard:</i> In partnership with Frodsham Transition Initiative		<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		<ul style="list-style-type: none"> ▪ Held in Trust ▪ Owned 		£1	
5	Other Land						
	1	Blue Hatch (Rear of Houses)	Owned	£1		Let to residents in adjoining houses	7 yr leases at peppercorn rent til 2023
	a.	South of Blue Hatch (Rent = 1 peppercorn)	Leased to FCA		Fluin Lane Lease	Community Centre	Titles: CH499745, CH500877 & CH511758
	b.	Fluin Lane (Rent = £1 pa)			Lease Agreement		99 Yr Lease Start 15.8.1968 Frodsham Community Association own the buildings. 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
	f.	Ship Street: Town Bowling Green	Leased to RLBC	£50,000	Lease Agreement	Bowling Green	Title: CH413053
	g.	Ship Street: Community orchard				Community Assets	
6 Footpaths & Bridle Ways on Land Owned/Leased by Frodsham Town Council							
		Site	Footpath No	Book Value	Management & Maintenance	Currant Usage	Comments
	a.	Churchfields	28				
	b.	Hob Hey Wood	i. 74 ii. Permissive Path iii. New Access	£2,250			Titles CH361035 & CH330951 iii. Title No: CH4088
	c.	Fluin Lane / London Road Fields	61				
	d.	Overton Memorial Field Wild Flower Meadow	Permissive Path				
	e.	Townfield Lane Play Area	3				
7 Trees							
		Description / Site	Status	Book Value	Management & Maintenance	Currant Usage	Comments
		Various location	Owned	£0	Environment Committee	Community Asset	See Commemorative Tree Book
8 Buildings & Structures							
	a.	Office Building / Store (Cemetery)	Owned	£42,730	<i>Estates Manager's Job Description</i> incorporates tasks for maintenance	Equipment Storage	
	b.	Toilets (Cemetery)				Public Amenity	
	c.	Shed (Allotments Site, London Rd)		£1,671		Storage for Tenants	New door in 2017
	d.	War Memorial		£1	Maintenance Plan is in place	Community Asset	Refurbished: 2009 Conditions survey completed in 2017 with major refurbishment required 2018-20.

Annex 2 - Service Delivery Supporting Assets

	Description / Site	Status	Book Value	Management & Maintenance	Currant Usage	Comments
1	Council Office	Leased	0	CWaC - In accordance with Tenancy at Will	Administration	Leased from CWaC @ £5,100 pa - can be terminated by either party with 28 days' notice

Annex 3 –Transport Assets

Bus shelters transferred to Cheshire West and Chester Council in 2018.

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	Comments
1	Civic Regalia	Owned	£6,756	Cleaned & polished and engraving updated in 2009	Mayor's Chain	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	Maintenance contract in place.
	b. Boston Clock Main Street			Annual inspection		
3	Christmas Lights	Owned	£21,430	Annual inspection		
4	Computer Equipment					
	a. Laptops x 3	Owned	£4,285	Covered by ICT Policy	Admin	2 replacement laptops in 2017
	b. Monitors x 2					
	c. Keyboards x 3					2 replacement keyboards in 2017
	d. Photocopier/ Printer	Leased	0	Supplier contract		
	e. Powerpoint projector	Owned	£323			New in 2017.
	f. Audio Recorder	Owned	£477			New in 2017
5	Cups & Trophies x 10	Owned	£3,754		BKG prizes	Not used.
6	Defibrillators x 7	Owned	£10,331	Action Plan in place	Community Assets	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	£2		Community Assets	2015 – 4 boxes purchased from BT at £1 each. 2017 – 2 boxes sold for scrap.
8	Litter Bins & Signs	Owned	£3,750	Emptying: CWaC	Community Assets	2015 new signs added to all areas (14 @ £30 each)

Description		Status	Book Value	Management & Maintenance	Current Usage	Comments
9	Notice Boards (Cemetery, Church Street, Main Street & Ship Street) & Rotunda	Owned	£4,064	Updated regularly by Admin Assistant	Information Publication	£10 pa paid to TSB for use of wall space New board installed on Church Street in 2017
10	Office Equipment, Fixtures, Fittings & Furniture					
	a. Corner Desks x 2	Owned	£5,555			
	b. Under-Desk Units x 2					
	c. Table x 1					
	d. Chairs x 10					
	e. Antique Chair					
	f. Filing Cabinets (High) x 2					
	g. Filing Cabinets (Low) x 2					
	h. Shelving Units x 4					
	i. Cabinet Safe Boxes x 2					
	j. Telephones x 3					
	k. Cupboard x 3					
11	Railings, Fences & Gates					
	a. Overton Memorial Field	Owned	£44,558			Railings + Gate – listed in 2017.
	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	£181,402	<ul style="list-style-type: none"> New play area on Churchfields has Rhino Mulch safety surface, wet pour and playbark surfacing in the old play area.
	Churchfields Play Area (New)					
	a. Playdale timber bridge					
	b. Playdale straight Tunnel					
	c. Playdale embankment sides					
	d. Playdale CITY 2 bay swings					

Description		Status	Book Value	Management & Maintenance	Current Usage	Comments
e.	Playdale Mega Swing			<ul style="list-style-type: none"> ▪ Safety surfaces (black tiles or black fleck wet pour installed for majority of equipment with a small number of items installed on suitable grass surface) in the other play areas ▪ <i>Risk Assessments:</i> carried out by Estates Manager on Monthly basis. ▪ <i>Repairs & Maintenance</i> carried out by specialist contractors 		
f.	Russell Play R3 Standing See-saw					
g.	Kompan Supernova					
Churchfields Play Area (old)						
a.	2.7m Swing					2 x flat swing & 2 x cradle
b.	Springer Bike					
c.	Springer Tractor					
d.	Football goal posts					
Park Lane Play Area						Equipment replaced in 2017-18.
a.	Memory Swing					
b.	Toddler Comet Roundabout					
c.	Springboard See-Saw					
	Playtime Multi-Play System - Georgy Porgie					
	Sit-In Spring Mobile - Bustling Bumblebee					
	Flat Top Single Self-Closing Gate With Hydraulic x 2					
Townfield Lane Play Area						play equipment to be refurbished with some new equipment in 2018.
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.	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			10 x £10 each
b.	London Rd Allotment Site					
c.	Ashton Dr Allotments Site					

Description		Status	Book Value	Management & Maintenance	Current Usage	Comments
14	Seats x 41	Owned	£12,942	Covered by Seats Policy	Community Assets	Bench at Church Street bridge replaced in 2017.
15	Seat Plaques x 32					
16	Stocks					
	a. Computer consumables	Owned				
	b. Stationery / Minute Books					
	c. Town Guide					
	d. Walk Books					
17	Tools					
	a. Brush Cutter STIHL FS450	Owned			<ul style="list-style-type: none"> ▪ Cemetery ▪ Play Areas ▪ Community Orchards ▪ Hob Hey Woods ▪ Footpaths 	
	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					
	j. Speedwatch Gun					

Annex 5 – Intangible Assets

Description		Status	Book Value	Management & Maintenance	Current Usage	Comments
1	Computer Software					
	a. Applications	Licensed				Microsoft 365
	b. Data	Owned		<ul style="list-style-type: none"> ▪ Data Retention & Security Policy ▪ Disaster Recovery Plan 		Cloud storage provided by Prism
2	Copyrights & Licenses					
	a. Walk Books	Owned				
	b. WW1 Books					IBSN License
4	Website	Owned		Administrative Assistant on behalf of FTC	Information publication	ISP Agreement

Annex 6 - Assets Register (for audit purposes)

Transferred to spreadsheet In February 2017. Register approved by P&P on 12 February 2018 and Council on **26 March 2018.**