



**Facilities Management
Asset Register - Summary Report
Support Notes**



1.0 Full Asset Ref

This column shows the asset reference that was allocated in the first draft of the Bridgend Town Council asset register. This consisted of two reference numbers:

- BTC.001 – identified the type of asset, e.g. a building (based upon a rateable hereditament); an allotment site; grit bins; defibrillators etc.
- BG.1 / AT.1 / GB.1 / DF.1 – this gives each asset within its ‘type’ a discreet number. This is to help support maintenance schedules.

It is intended that referencing in this format it will allow the ‘grouping’ of assets within the register.

- ‘0’ Gaps within this column (‘0’) show the inclusion of assets into this register from the finance asset register.
- **ADDITION** – these are existing assets recently identified for included in the financial asset register
- **NEW** – acquisitions within 2020/2021
- **OBSOLETE ?** – query raised in records
- **REMOVED** – asset removed from register due to obsolescence, termination, physical removal of asset

NOTE This element has not been finalised pending agreement on the format of the register for overarching management purposes by the Council and the requirements for informing the financial asset register.

2.0 Ward

Ward location of asset – to aid location for management purposes and to aid analysis of asset breakdown if required. Gaps require further identification / confirmation.

Some assets such as Chains of Office, whilst physical location can be identified, are not defined by their location and belong to the Town Council as a whole.

3.0 Location

Physical location of asset – description for management / identification purposes where there is no formal postal address.

- ‘0’ Gaps require further investigation

4.0 Address 1

Either the street or site the asset is located on.

- ‘0’ Gaps require further investigation
- ‘QUERY’ denotes assets where a specific number of assets are listed in the financial register but further information requires on asset details.

5.0 Ins Val Reqd

Insurance Valuation required

- ‘Y’ included in financial register or identified in records as being required

- 'N' part of asset listed in financial register but listed separately as requiring discreet management / servicing, e.g. flagpoles at the war memorial recommended as require specialist maintenance - recommended annual servicing by specialist contractor.

6.0 Ins Listing

Number of asset within current financial register for cross referencing purposes.

The ordering of assets has been rearranged from the financial asset register to allow grouping of assets for ease of analysis.

7.0 Ins Val

Insurance Valuation as specified within existing financial register or as suggested within records for 'additions'.

8.0 Insurance Description

As defined for finance purposes within existing register:

- Land & Buildings
- Community Asset
- Vehicles & Equipment – to be checked by RFO if this is correct as assets currently included in 'Community Assets'

9.0 Description

Description of type of asset for management purposes – based upon designations previously set out by WG for local authority asset management.

10.0 Use - Primary

Main use of the asset – majority of assets have a single usage, background records will provide greater details for mixed use assets for management purposes, e.g. the New Town Hall will provide both administrative offices as well as being for community use.

11.0 Inspection Date

Last formal inspection date for management purposes. It is intended to develop background records to include links to inspection sheets and photographs and also location maps in due course.

General Information

This asset register is currently a working document recorded within an excel workbook stored on the main Town Council drive hosted by BCBC.

The 'Summary Report' is intended to provide specific headline information to support the Council in the decision making process for financial and management purposes.

The information contained within this list is automatically 'fed' from a background spreadsheet within the workbook (titled Asset Register). It is intended that this spreadsheet will include greater detail in due course, such as whether assets are listed, located within a conservation area, tenure, acquisition & disposal dates as well as notice periods if applicable. The collation and recording of further information as assets are inspected will therefore provide an easily accessible source of information to support the Council in the management of all BTC physical assets.

The Summary Report does not currently include assets for which the Council does not have a current management or financial responsibility, however, there is capacity to record this information within the workbook in order to support record keeping, e.g. playgrounds owned and maintained by BCBC where equipment has been funded by a BTC grant; the new public toilet facility at the Indoor Market.