



EYE TOWN COUNCIL

STORAGE OF COUNCIL ASSETS

The following items are held at the Manor Storage for secure keeping. Additional insurance cover has been provided through the Town Council's insurance company for items over £25,000. Photographs of the following items are held by the Town Clerk.

Two handled silver cup	Gifted circa 1822	£20571.25 2017 Asset Register value
Silver seal	Gifted	£223.10 2017 Asset Register value
Two small bailiffs Maces	Gifted 16 th century	£1895.20 2017 Asset Register value
Pair of punch bowls and ladles	Gifted	£20004.25 2017 Asset Register value
Silver gilt mace	Gifted	£21899.45 2017 Asset Register value
Pair of silver gilt badges	Gifted circa 1673	£1,164.95 2017 Asset Register value

It is also suggested that the Mayor's gold chain be stored at this facility if this is not practicable then insurance arrangements should be made by the Mayor in office to cover the chain whilst the item is at their home. The 2017 Asset Register value for these items was £58,000 and £7,000 respectively.

The procedure for removal and return of item from Manor Storage is as follows:

1. Entry is via swipe card. The swipe card will be held by the Mayor. Manor Storage, on an annual basis, must be supplied with the registration number of any vehicle the mayor may use to visit the storage facility (this is an extra security measure they take). The swipe card contains unique information relating to the Town Council. If lost, this must be reported immediately to Manor Storage.
2. Entry is from 6am to 9 pm seven days per week. Where possible items should be removed on the day of the event they are needed for and returned as soon as possible after the end of the event. For events when items cannot be returned by 9 pm i.e. Council meetings, the items should be kept securely at the Mayor's residence and returned to Manor Storage as soon as practical the next day.
3. The Mayor will be accompanied by either the Deputy Mayor, the Town Clerk, a Councillor who is member of the Governance Committee or the Mace Bearer every time any item is removed or returned.
4. Due care and attention must always be given, and no item should be left unattended whilst away from the storage facility.
5. The Mayor will also hold the key to enter the individual storage unit. The Mace Bearer and the Town Clerk both hold a key to the storage box containing all items except the Mace. The Mace Bearer only holds the key for the box the Mace is stored in. Should the storage unit key be lost, this must be immediately reported to Manor Storage.

This policy was adopted by Eye Town Council on 17th January 2018

Signed

..... Mayor.