

FOLKESTONE TOWN COUNCIL ASSET REGISTER 2023/24						
Description	Acquisition Date	Acquired From	Purchase Value	Location/Responsibility	Estimated Life	Maintenance and Other Notes
Labelling machine	01/05/2017		£160.00	Town Hall Office	20 years	
Standing workstation	01/10/2017		£140.00	Town Hall Office	20 years	
Photocopier/Printer (Leased) deduct.	04/09/2016	KCS Procurement	£3,500.00	Town Hall Office	15 years	
Defibrillator	10/05/2015		£700.00	Town Hall Office	20 years	Inspected once a month for power checks
Kickstep stand	24/01/2015		£40.00	Town Hall Office	20 years	
A4 binding machine	04/04/2019		£100.00	Town Hall Office	15 years	
Electric fly killer	17/07/2018		£100.00	Town Hall Office	10 years	
Sony cyber shot camera	01/03/2019		£75.00	Town Hall Office	10 years	
Stationery cupboard 4x	01/03/2017		£800.00	Town Hall Office	30 years	
Cabinet for Printers/Paper storage	02/07/2014		£150.00	Town Hall Office	30 years	
Franking machine	01/06/2021	Pitney Bowes	£1,250.00	Town Hall Office	10 years	
Printer	27/09/2020		£250.00	Town Hall Office	10 years	
Sneeze screens 2x	01/09/2020		£220.00	Town Hall Office	30 years	
Lockers 3x	01/09/2020		£450.00	Town Hall Office	30 years	
Filing cabinets 4x	17/04/2016		£600.00	Town Hall Office	30 years	
Lockable drawers 10x	25/05/2017		£1,000.00	Town Hall Office	30 years	
Chairs 8x	07/06/2017		£640.00	Town Hall Office	20 years	
Desks 7x	08/06/2017		£1,400.00	Town Hall Office	20 years	
Reception Desk/Cupboards	01/11/2014		£1,140.00	Town Hall Office	20 years	
Telephones 7x	10/05/2016	Convergence Communications Ltd	£560.00	Town Hall Office	15 years	Maintained by Convergence, telephone replacement in place
Laptop 2x	01/02/2022	ADM Computing	£1,200.00	Town Hall Office	10 years	Serviced and supported by ADM Computing for cybersecurity
PC 8x	23/04/2015	ADM Computing	£2,400.00	Town Hall Office	15 years	Serviced and supported by ADM Computing for cybersecurity
Computer monitor	22/06/2023	ADM Computing	£172.00	Town Hall Office	15 years	
Additional monitor	27/04/2023		£194.95	Town Hall Office	15 years	
Customised invoice stamp	10/08/2023	Stamps Direct	£54.60	Town Hall Office	15 years	
Laptop Microsoft Surface Pro 5	22/09/2023	Solent Laptops Ltd	£231.67	Town Hall Office	10 years	Serviced and supported by ADM Computing for cybersecurity
Surface Laptop 2	01/02/2024		£2,073.00	Town Hall Office	15 years	Serviced and supported by ADM Computing for cybersecurity
Voice recorder for meetings	27/07/2023	Amazon Business	£97.48	Town Hall Office	15 years	
Work from home laptop	25/08/2023	Solent Laptops Ltd	£349.17	Town Hall Office	10 years	
TOWN HALL OFFICE SUB-TOTAL			£20,047.87			
Water boiler (rented)	29/04/2018	Culligans (UK) Ltd	£300.00	Kitchen	10 years	Engineer attends site to inspect and carry out service if need
Table/chairs set	01/08/2017		£110.00	Kitchen	20 years	
Large safe	12/04/2015		£1,000.00	Kitchen	30 years	
Microwave	01/01/2022		£100.00	Kitchen	10 years	
Dishwasher	01/01/2022		£250.00	Kitchen	10 years	
Refrigerator	01/01/2022		£150.00	Kitchen	10 years	
Cupboard	13/05/2015		£150.00	Kitchen	30 years	
KITCHEN SUB-TOTAL			£2,060.00			
Telephone	10/05/2016	Convergence Communications Ltd	£80.00	Town Mayor's Parlour	15 years	Maintained by Convergence, telephone replacement in place
Small display cabinet	17/09/2014		£200.00	Town Mayor's Parlour	30 years	
Large display cabinet	25/09/2014		£400.00	Town Mayor's Parlour	30 years	
Lockable drawer	11/10/2014		£250.00	Town Mayor's Parlour	30 years	
Leather chair	15/10/2014		£150.00	Town Mayor's Parlour	30 years	
Leather armchairs 2x	23/11/2014		£800.00	Town Mayor's Parlour	30 years	
Meeting table	01/01/2016		£300.00	Town Mayor's Parlour	30 years	
Desk	10/08/2014		£800.00	Town Mayor's Parlour	30 years	
TOWN MAYOR'S PARLOUR SUB-TOTAL			£2,980.00			
Epson projector	29/06/2023	AV Partsmaster Ltd	£557.63	Meeting Room	15 years	
Meeting chairs 12x	18/04/2016		£360.00	Meeting Room	30 years	
PA system/microphone	20/07/2017		£200.00	Meeting Room	15 years	

Projector screen	04/05/2018		£150.00	Meeting Room	15 years	
Flower pedestal	20/09/2019		£100.00	Meeting Room	10 years	
Dais	11/08/2019		£500.00	Meeting Room	10 years	
Chair	23/05/2023		£80.00	Meeting Room	30 years	
Desks 2x	01/03/2017		£1,000.00	Meeting Room	30 years	
MEETING ROOM SUB-TOTAL			£2,947.63			
Roller blind	29/06/2023	Anthony Cowie Ltd	£223.33	Reception Area	15 years	
TV 55"	01/05/2018		£350.00	Reception Area	15 years	
Rope barrier	01/05/2019		£120.00	Reception Area	30 years	
Till	01/04/2017	Global Payments	£400.00	Reception Area	15 years	Maintained by Global Payments for support and online supp
Retail display cabinets	01/04/2017		£1,600.00	Reception Area	25 years	
Wall mounted leaflet holders 7x	01/03/2017		£910.00	Reception Area	25 years	
Tourism kiosk (inc. PC)	01/11/2014		£3,000.00	Reception Area	25 years	Maintained by Global Payments for support and online supp
Museum display cabinet	14/06/2012		£7,000.00	Reception Area	30 years	
Leaflet stand 2x	16/07/2013		£150.00	Reception Area	30 years	
PC	01/02/2016		£400.00	Reception Area	15 years	
Foot pedal sanitiser dispenser	01/09/2020		£250.00	Reception Area	10 years	
Sneeze Screen	01/09/2020		£110.00	Reception Area	30 years	
Small armchairs 2x	14/10/2018		£100.00	Reception Area	30 years	
Large armchairs 4x	18/10/2018		£200.00	Reception Area	30 years	
Chair 2x	02/09/2018		£160.00	Reception Area	30 years	
Desk	13/09/2018		£200.00	Reception Area	30 years	
Reception desk	01/12/2020		£2,400.00	Reception Area	30 years	
Reception desk	01/03/2016		£650.00	Reception Area	30 years	
RECEPTION AREA SUB-TOTAL			£18,223.33			
Telephone	10/06/2016	Convergence Communications Ltd	£80.00	Town Clerk's Office	15 years	Maintained by Convergence, telephone replacement in place
Small safe	04/07/2013		£200.00	Town Clerk's Office	30 years	
Colour printer	17/09/2019		£400.00	Town Clerk's Office	15 years	
Ruckus R550 Dual-band WAPs 3x	01/05/2023	ADM Computing Ltd	£1,305.00	Town Clerk's Office	10 years	Serviced and supported by ADM Computing for cybersecurit
Monitor (24 inch)	01/04/2023	ADM Computing Ltd	£185.00	Town Clerk's Office	15 years	
Monitor (24 inch)	01/03/2023	ADM Computing Ltd	£150.00	Town Clerk's Office	15 years	
Surface Pro doc/keyboar	01/03/2023		£250.00	Town Clerk's Office	15 years	
Surface Pro	01/05/2022	ADM Computing Ltd	£2,320.00	Town Clerk's Office	15 years	Serviced and supported by ADM Computing for cybersecurit
Shelving cabinet	13/06/2016		£500.00	Town Clerk's Office	30 years	
Storage cabinet 2x	29/10/2016		£400.00	Town Clerk's Office	30 years	
Whiteboard	05/07/2015		£100.00	Town Clerk's Office	30 years	
Filing cabinet	25/03/2014		£150.00	Town Clerk's Office	30 years	
Lockable drawers 2x	13/06/2014		£200.00	Town Clerk's Office	30 years	
Meeting table	29/07/2017		£200.00	Town Clerk's Office	30 years	
Meeting chairs 3x	04/08/2017		£300.00	Town Clerk's Office	30 years	
Executive chair	06/08/2017		£500.00	Town Clerk's Office	30 years	
Desk	02/08/2017		£800.00	Town Clerk's Office	30 years	
TOWN CLERK'S OFFICE SUB-TOTAL			£8,040.00			
Storage rack	01/06/2016		£100.00	Store Area	30 years	
Trolley	01/03/2019		£80.00	Store Area	30 years	
Gazebos 10x	01/02/2016		£1,600.00	Store Area	20 years	
Crowd barriers 40x	01/07/2018		£920.00	Store Area	30 years	
Carpet cleaner	01/05/2017		£240.00	Store Area	20 years	
STORE AREA SUB-TOTAL			£2,940.00			
Catering Urn	01/11/2019		£80.00	Museum Area	20 years	
Media player	01/12/2020		£250.00	Museum Area	15 years	

Touch screen TV	01/08/2018		£4,990.00	Museum Area	20 years	
Mobile TV trolley	01/06/2018		£70.00	Museum Area	20 years	
Barrier system for Museum	01/05/2018		£350.00	Museum Area	20 years	
Ipad floorstand	01/05/2018		£245.00	Museum Area	30 years	
Ipad	01/05/2018		£250.00	Museum Area	15 years	
Display cases 8x	01/05/2018		£8,400.00	Museum Area	30 years	
Large screen PC	01/03/2017		£1,700.00	Museum Area	20 years	
Glass display cabinets 2x	01/03/2017		£200.00	Museum Area	30 years	
Glass display stand	01/03/2017		£150.00	Museum Area	30 years	
Dehumidifier	01/12/2020		£500.00	Museum Area	10 years	
Camera lens (Close-up)	01/06/2022		£280.00	Museum Area	20 years	
Nikon camera & lens	01/09/2020		£650.00	Museum Area	15 years	
Camera lens	01/02/2016		£300.00	Museum Area	20 years	
Camera	01/07/2014		£300.00	Museum Area	15 years	
Museum display cabinet	02/03/2018		£7,000.00	Museum Area	30 years	
Laptop computer 2x	01/02/2022		£1,200.00	Museum Area	15 years	Serviced and supported by ADM Computing for cybersecurity
PC 2x	25/10/2018	ADM Computing Ltd	£600.00	Museum Area	15 years	Serviced and supported by ADM Computing for cybersecurity
Meeting chairs 20x	13/04/2014		£600.00	Museum Area	30 years	
Set of meeting tables	18/04/2014		£2,000.00	Museum Area	30 years	
Stockable chairs 80x	01/06/2015		£800.00	Museum Area	30 years	
Folding tables 6x	01/08/2015		£900.00	Museum Area	30 years	
Replacement NVR for CCTV Museum	19/07/2023	CCTV4Less	£355.90	Museum Area	25 years	Serviced by CCTV contract every two weeks
MUSEUM AREA SUB-TOTAL			£32,170.90			
Chambers/cinema speaker system	01/08/2018		£6,900.00	Chambers/Cinema	20 years	
Mechanised roller cinema screen	01/08/2018		£18,000.00	Chambers/Cinema	25 years	
Chambers/Cinema upholstered seating with desk 16x	01/08/2018		£5,000.00	Chambers/Cinema	15 years	Cinema planning to renovate seating area
Chambers/Cinema upholstered seating 43x	01/08/2018		£16,500.00	Chambers/Cinema	15 years	Cinema planning to renovate seating area
Cinema kiosk	01/08/2018		£6,800.00	Chambers/Cinema	20 years	
CHAMBERS/CINEMA SUB-TOTAL			£53,200.00			
Deputy Mayoral Tricorn and neck tabs	06/07/2023	Michaels Civic Robes	£505.50	Civic Regalia	20 years	
Item 1. Mace	05/07/2004		£27,500.00	Civic Regalia	50 years	
Item 10. Past Mayor's Badge	08/09/2004		£325.00	Civic Regalia	50 years	
Item 11. Deputy Mayor's Badge	10/11/2004		£1,500.00	Civic Regalia	50 years	
Item 12. Chain of Office	04/03/2004		£850.00	Civic Regalia	50 years	
Item 13. Brooches	01/02/2005		£300.00	Civic Regalia	50 years	
Item 14. Mayor's Badge of Office	15/03/2004		£5,500.00	Civic Regalia	50 years	
Item 15. Cigarette Box	19/06/2007		£120.00	Civic Regalia	20 years	
Item 16. Armada Dish	23/04/2005		£250.00	Civic Regalia	50 years	
Item 17. Salver	04/07/2006		£435.00	Civic Regalia	50 years	
Item 18. Salver	19/06/2006		£435.00	Civic Regalia	50 years	
Item 19. Decanter	13/05/2004		£270.00	Civic Regalia	50 years	
Item 2. Mayor's Badge	25/04/2004		£10,000.00	Civic Regalia	50 years	
Item 20. Tray	14/07/2004		£250.00	Civic Regalia	50 years	
Item 21. Dish	20/05/2005		£200.00	Civic Regalia	50 years	
Item 22. Bowl	20/05/2005		£300.00	Civic Regalia	50 years	
Item 23. Ashtray	19/09/2004		£150.00	Civic Regalia	50 years	
Item 24. Dish	30/09/2004		£990.00	Civic Regalia	50 years	
Item 25. Bowl	23/03/2004		£360.00	Civic Regalia	50 years	
Item 26. Seal	01/06/2004		£150.00	Civic Regalia	50 years	
Item 27. Historical Document	17/05/2004		£5,000.00	Civic Regalia	20 years	
Item 28. Charters	27/11/2004		£4,000.00	Civic Regalia	50 years	
Item 29. Robes	13/05/2005		£16,500.00	Civic Regalia	50 years	
Item 3. Chain of Office	01/05/2004		£7,000.00	Civic Regalia	50 years	
Item 30. Chair	12/04/2005		£600.00	Civic Regalia	50 years	
Item 31. Miscellaneous Items	26/07/2006		£1,680.00	Civic Regalia	50 years	
Item 32. Tricorn	01/09/2009		£478.50	Civic Regalia	20 years	
Item 4. Bowl	14/07/2007		£1,095.00	Civic Regalia	50 years	

Item 5. Trophy Cup	20/05/2005		£1,595.00	Civic Regalia	50 years	
Item 6. Trophy Cup	26/05/2006		£2,825.00	Civic Regalia	50 years	
Item 7. Rose Bowl	07/06/2008		£750.00	Civic Regalia	50 years	
Item 8. Past Mayor's Badge	12/02/2005		£400.00	Civic Regalia	50 years	
Item 9. Mayor's Badge	03/04/2004		£400.00	Civic Regalia	50 years	
Past Mayor's Badge 2023-24	31/01/2024		£625.35	Civic Regalia	50 years	
Town Clerk's wig	22/05/2023		£360.00	Civic Regalia	20 years	
Town Mayor's Robe	09/06/2010		£900.00	Civic Regalia	20 years	
Town Mayor's Robe (Large)	23/10/2013		£900.00	Civic Regalia	20 years	
CIVIC REGALIA SUB-TOTAL			£95,499.35			
Community Minibus	27/09/2023	GM Coachwork Ltd	£61,055.00	Other	10 years	Serviced every eight weeks
Play equipment	01/03/2023	Safeplay Playground Services Ltd	£150,000.00	Other	30 years	Play inspections carried out every week, twice a year for exte
Parks 8x	01/04/2021	Folkestone & Hythe District Council	£1.00	Other	50 years	Play inspections carried out every week, twice a year for exte
Bus shelters 11x	01/12/2021		£27,500.00	Other	20 years	Annual service clean
Gurkha Memorial	01/04/2018		£30,000.00	Other	50 years	Annual service clean
Portable stage & platform	01/03/2016		£5,000.00	Other	30 years	
Allotment sites 2x	03/04/2004		£2.00	Other	50 years	Inspected every week
Power columns (Cheriton High St) 11x	10/08/2009	Kent County Council	£4,400.00	Other	30 years	
Christmas Lights	04/09/2012	Blachere Illuminations	£72,370.00	Other	15 years	Power testing and intallation once a year for Christmas Light
Folkestone Collection (inc. Fittings)	12/09/2004		£2,000,000.00	Other	50 years	Power testing and intallation once a year for Christmas Light
CCTV Equipment	10/09/2010	Folkestone & Hythe District Council	£130,450.00	Other	30 years	Serviced by CCTV contract every two weeks
WW1 Archive books 2x	18/04/2017		£2,000.00	Other	50 years	Include part of Folkestone Collection
Belgian Refugees Painting	19/08/2017		£20,000.00	Other	50 years	Include part of Folkestone Collection
Painting of Viaduct	10/10/2017		£1,706.00	Other	50 years	Include part of Folkestone Collection
War memorial & statue	25/05/2005		£59,073.00	Other	50 years	Annual service clean
William Harvey statue	14/03/2006		£124,833.00	Other	50 years	Annual service clean
The Old Town Hall	25/09/2004		£700,000.00	Other	50 years	Office and museum daily cleaning service
Speed watch equipment	14/09/2008		£2,251.00	Other	50 years	
Railing Planters x10 Cheriton (to be valued)	20/03/2010	Folkestone & Hythe District Council	£1.00	Other	30 years	Maintained by Folkestone & Hythe District Council every mo
Railing Planters x10 Hill Road (to be valued)	20/03/2010	Folkestone & Hythe District Council	£1.00	Other	30 years	Maintained by Folkestone & Hythe District Council every mo
Railing Planters x25 (to be valued)	20/03/2010	Folkestone & Hythe District Council	£1.00	Other	30 years	Maintained by Folkestone & Hythe District Council every mo
Planters (Large) 4x	20/03/2010	Folkestone & Hythe District Council	£3,320.00	Other	30 years	Maintained by Folkestone & Hythe District Council every mo
Planters (Medium) 6x	20/03/2010	Folkestone & Hythe District Council	£3,720.00	Other	30 years	Maintained by Folkestone & Hythe District Council every mo
Benches 14x	19/04/2012		£7,280.00	Other	20 years	Maintained by Folkestone & Hythe District Council every mo
Beacon	13/05/2005		£1,030.00	Other	50 years	
Map stands 3x	04/06/2007		£9,600.00	Other	25 years	
Noticeboards allotments 2x	03/09/2004		£720.00	Other	25 years	Maintained by allotment tenants
Noticeboards 3x	26/04/2005		£1,080.00	Other	25 years	Regular update of noticeboards for new poster events
Computer server (in cupboard)	01/02/2018	Clearview Communications	£3,500.00	Other	20 years	Maintained and service by CCTV and IT providers
Laptop Lenovo ThinkPad T460s	22/09/2023	Solent Laptops Ltd	£306.67	Other	10 years	Serviced and supported by ADM Computing for cybersecurity
Laptop Dell Latitude 7480	22/09/2023	Solent Laptops Ltd	£265.00	Other	10 years	Serviced and supported by ADM Computing for cybersecurity
Laptop HP EliteBook Folio 9470m	22/09/2023	Solent Laptops Ltd	£281.67	Other	10 years	Serviced and supported by ADM Computing for cybersecurity
Transformer cables for Christmas lights 3x	20/12/2023	Harmer & Sons Grounds Maintenance	£287.75	Other	15 years	Power testing and intallation once a year for Christmas Light
Night time CCTV 2x	17/08/2023	Amazon Services Europe	£108.32	Other	15 years	Serviced by CCTV contract every two weeks
OTHER SUB-TOTAL			£3,422,143.41			
GRAND TOTAL			£3,660,252.49			