

LLANTWIT FARDRE COMMUNITY COUNCIL
CYNGOR CYMUNED LLANILLTUD FAERDREF



MEETING OF THE COUNCIL

3RD OCTOBER, 2022

REPORT OF THE CLERK

1. PURCHASE OF RIALTAS SUITE ASSET INVENTORY

- 1.1 On Friday, 23rd September, 2022, the Responsible Finance Officer and the Assistant Clerk took part in a demonstration of the Rialtas Suite Asset Inventory. Both concluded that it would be of considerable benefit to add this to the existing Rialtas package currently in use.
- 1.2 To include the Asset Inventory to the package would cost £342.25 for the first year and future projected costs would be £169.00. These costs also include training for the staff concerned.
- 1.3 An examination of the Asset Register formed part of the 2019/20 annual audit, where one of the four areas of concern highlighted that:-

The Asset Register does not contain the information specified in the publication – “Governance and Accountability for Local Councils – A Practitioners Guide 2011 (Wales) Amended 2014”.
- 1.4 This, together with the three other areas of concern were acted upon and a great deal of work was undertaken by staff in compiling a new Asset Register where an inventory of the Council's assets were started from scratch and where every single item is now coded.
- 1.5 The work undertaken by the staff was recognised by the Internal Auditor and was reported to Members at the Council meeting held on the 25th June, 2020, where it was stated that a comprehensive Asset Register was now in place and

contains the information specified in the publication as indicated in paragraph 1.3 above.

- 1.6 The contents of the Asset Register, including photographs can now be uploaded into the Asset Inventory, if agreed by Members to be purchased from Rialtas. This would be of significant benefit for both Audit and Insurance purposes.
- 1.7 As indicated in paragraph 1.2, the necessary training will be provided to the staff concerned and this will accord with Section 67 of Part 4 of the Local Government Elections (Wales) Act, 2021, as it is necessary to produce a report to the Staffing Committee by the end of November, 2022 on the Council's training plans, thus demonstrating that this Council is proactive in training staff.

2. RECOMMENDATIONS

Members are requested to:-

- 2.1 Agree to the quote as outlined in paragraph 1.2 of the report for the addition of the Asset Inventory to the existing Rialtas package.