



UTTOXETER TOWN COUNCIL

ASSET REGISTER

2022-23

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**NOTE: ALL ASSETS VALUES INCLUDED ARE AS REVISED 15 AUGUST 2018 (AS IN ACCORDANCE EXTERNAL AUDITORS)
AND AS APPROVED BY UTTOXETER TOWN COUNCIL 11 SEPTEMBER 2018**

UTTOXETER TOWN COUNCIL

ASSET REGISTER 2021-22 (TOWN HALL & CARTER STREET PROPERTIES REVISED INSURANCE VALUES AS AT 7 JULY 2021)

1. BUILDINGS AND LAND

Building/Address	Description	Insurance	Purchase / Details	Asset Value (Revised in 2017-18)
The Town Hall High Street Uttoxeter ST14 7HN	Designed by Thomas Fradgley. Built in 1854. Grade II Listed Building, with 1960s extension to the rear. Note: In December 2008, Council sold all the land and buildings, including the large room over the archway, to the north of the Town Hall, and the land and buildings to the west of the Town Hall, to Taylor Wimpey. Note: In June 2017, Council purchase Part of Unit 4a Carters Square to extend the facilities at the Town Hall.	Insured for £4,506,250.00 <i>(Note: Reinstatement Value as at 7 July 2021) Previously insured for £5,357,564.88 April 2021</i> <i>Note: Previously Insured for £4,760,127.00 as at June 2017 (Prior to purchase of part of 4a Carters Square)</i>	Transferred to the Town Council from Uttoxeter Urban & District Council in 1974 UTC Purchased Part of Unit 4a Carters Square for £50,000 in June 2017	Transferred to UTC in 1974 therefore, at no cost to the Council 2016-17 - Revised Asset value for the T/Hall - £1.00 2017-18 – Revised Asset value to £50,001
Cemetery Stafford Road Uttoxeter	Three acres and 13 square perches (1.25 Hectares) of land were purchased in 1861 for £671. 17s 2d. Contents, signs, bollards, bunkers, seats, etc. Purchase of 1.5069 acres – Extension to Uttoxeter Cemetery	Land valued at £12,000 an acre. Total £40,000. Contents insured for £10,000 Zurich – 25 March 2022 – confirmed PLI in place	Transferred to the Town Council from Uttoxeter Urban & District Council and Joint Burial Cmtee in 1974 Completed purchase 25 March 2022 – Bowcock & Pursaill	Transferred to UTC in 1974 therefore, at no cost to the Council Revised Asset value for the Cemetery - £1.00 £37,500 for the land plus Land Registry fees, etc
Cemetery Chapel Stafford Road Uttoxeter	The Chapel is a Grade II Listed Building. Two separate Chapels, (originally, one Church of England and one Roman Catholic), linked by a covered archway, were designed by Benjamin Wilson, Architect, of Derby, in an “Ornamental Gothic” style, and the work cost £1,333. The Bishop of Stafford consecrated the Chapel on 25 June 1861. The Chapels were refurbished in 2003 at a cost of approximately £181,000.	£680,515.95	Transferred to the Town Council from Uttoxeter Urban & District Council and Joint Burial Cmtee in 1974 Book of Rem. was Donated to UTC by Uttoxeter Lionesses	Transferred to UTC in 1974 therefore, at no cost to the Council Revised Asset value for the Cemetery Chapels - £1.00

<p>Cemetery – Garden of Remembrance</p>	<p>Contents of Chapel, pews, furniture, organ, Book of Remembrance, etc.</p> <p>10 x Above Ground Level Sanctums</p> <p>10 x Above Ground Level Sanctums</p> <p>Public Disabled Toilet – installed April 2008.</p> <p><i>Note: 20 x Above Ground Level Sanctums – Order placed in March 2022 – Delivery expected in June 2022</i></p>	<p>Contents insured for £10,000.</p> <p>Insured for £7,743.95 Covered within Cemetery Grounds</p> <p>Located within the Garden of Remembrance</p> <p>Insured within Buildings cover</p>	<p>Organ – Donated local F. Director Pews – Transferred in 1974 Purchased March 2017 for £3,340</p> <p>Purchased September 2017 for £3,450</p> <p>Purchased £2,500</p>	<p>Asset value - £3,340</p> <p>Asset value - £3,450</p> <p>Asset value - £2,500</p>
<p>St. Mary's Churchyard</p> <p>Closed</p>	<p>Town Council took on responsibility for maintenance of the grounds/boundary wall/clock in 1974.</p>	<p>Insured for £63,536.40</p>	<p>Not UTC Owned – UTC Resp. for Maint.</p>	<p>Not UTC Owned – UTC Resp. for Maintenance of grounds/boundary wall only</p> <p>No asset value recorded</p>
<p>32, 34, 36 Carter Street Uttoxeter</p>	<p>Timber framed 17C buildings.</p>	<p>£1,550,150.00 - Revised Reinstatement Values as at 7 July 2021</p> <p><i>32 Carter Street - £445,000</i></p> <p><i>34-36 Carter Street (following extensive refurbishment) £1,060,000 (Note: Reinstatement Value as at 7 July 2021) Previously insured for £5,357,564.88</i></p> <p><i>Note: April 2021 insured for £848,508.62</i></p>	<p>32-42 Carter Street purchased 25/7/1983 in the sum of £40,000</p> <p>38-42 - Sold 1985</p>	<p>Revised Asset value for 32-36 Carter Street to the cost price - £40,000</p>

The Kiosk Market Place Uttoxeter	Built as weighing machine for the Proprietors of the Market Tolls in 1854 and designed by Thomas Fradgley (who also designed Town Hall). Known also as the Johnson Memorial from around 1877. It was refurbished in 2005 and the Rotarians paid for a Lantern to be placed on top of the Kiosk. (Original lamp lost in 1960s) The lantern is a Windsor Street Luminaire with cast base mounting finished in polished and lacquered copper with clear polycarbonate glazing on black pedestal.	Insured for £111,960.16 <i>Note: Refurbished June 2021 by Midland Conservation Ltd</i> Exterior £16,617.64 Interior - £4,438	Transferred to the Town Council from Uttoxeter Urban & District Council in 1974	Transferred to UTC in 1974 therefore, at no cost to the Council Revised Asset value for the Kiosk - £1.00
War Memorial Market Place Uttoxeter	Erected in 1926, following demolition of the shops on Bear Hill. Special lighting was placed in flower boxes to floodlight the memorial in August 2002. Three additional bronze plaques sited upon the War Memorial 25 April 2018 depicting 46 add. Names missing from the War Memorial.	Insured for £92,710.08 Three add. Plaques funded by JCB	Transferred to the Town Council from Uttoxeter Urban & District Council in 1974 Gifted to the Town	Transferred to UTC in 1974 therefore, at no cost to the Council Revised Asset value for the War Memorial - £1.00
Millennium Monument Market Place Uttoxeter	Circular monument made of stone with stainless steel bar on top. The top face is a sundial with a depiction of the solar system as at the start of the Millennium. The four main plaques around the sides are dedicated to the main sponsors (M J Barrett Construction, JCB, Elkes Biscuits, and Uttoxeter Racecourse.) Unveiled 23 September 2000 by the Rt Hon Earl of Shrewsbury and Talbot DL. UTC in November 2002 accepted responsibility of ownership.	Insured for £106,504.07	£53,000 (Purchased 2000/01)	Revised Asset value for the Millennium Monument to purchase price - £53,000
Millfield Victory Allotment Off Heath Road Uttoxeter	"Two acres two roods and thirteen perches or thereabouts." Land situated between The Cockstubbles and Windmill Close, Heath Road. Leased to Uttoxeter Allotment Holders Association currently @ £959 per year for 2022-23.	Land valued at £12,000 an acre (covered by PLI only) £30,000	Transferred to the Town Council from Uttoxeter Urban & District Council in 1974	Transferred to UTC in 1974 therefore, at no cost to the Council Revised Asset value for the Millfield Victory Allotments - £1.00
Brick and Tile Building Millfield Victory Allotment Off Heath Road	Leased to Mr and Mrs Lindley on 1 November 2020 until 31 October 2021 @ £838 per annum. (reviewed annually)	Under terms of the lease, the tenant insures the building.	Transferred to the Town Council from Uttoxeter Urban & District Council in 1974	Transferred to UTC in 1974 therefore, at no cost to the Council

Uttoxeter		Valued/insured July 2013 for reinstatement costs of £49,491.66	District Council in 1974	Revised Asset value for the Brick Building located at the Millfield Victory Allotments - £1.00
Park Avenue Allotments	Allotment site has 13 plots and is 2,179.7m2 (Area provided by ESBC 7/6/18) Annual Rent to Park Avenue £135 per annum for 2022-23	Covered by Public Liability Insurance only (Allotment Holders Ass. Provide Cover)	Leased to the Town Council from ESBC on 22 May 2018 for a term of 99 years	Leased to the Town Council on 22 May 2018 for 99 years Revised Asset value for the Park Avenue Allotments - £1.00
Alexandra Crescent Allotments	Allotment site has 16 plots and is 3,172.12m2 (Area provided by ESBC 22/11/18 and forms part of Millfield Allotment annual rental)	Covered by Public Liability Insurance only (Allotment Holders Ass. Provide Cover)	Letter ESBC 6/7/2010 informing UTC transfer to UTC from ESBC 1 April 1974 (Documentation obtained 22/11/2018 – Added as Asset/Insured)	Revised Asset value for the Alexandra Crescent Allotments - £1.00
Bus Shelters: Ashbourne Road	Brick and tile construction.	Insured for £3,857.62	UTC took over responsibility - ESBC denial of ownership in the late 1980s. (ESBC took over resp. of all bus shelters in the town in 1974).	Revised Asset value for Ashbourne Road Bus Shelter - £1.00
Bentley Road	No. 3 bay 3.2m x 1.3m cantilever flat roof passenger waiting shelter with midrails and aluminium frame powder coated in British Racing Green with half end panels.	Insured for £3,093.40	£1,493 purchased by UTC in 2000	Revised Asset value for Bentley Road Bus Shelter - £1,493
Deed of Gift relating to St John Ambulance HQ Carter Street	The deeds to these premises were handed to Uttoxeter Town Council by the Trustees of the St John Ambulance Room, Carter Street, Uttoxeter, for safe keeping and include the Deed of Gift from the Trustees to the Town Council for them to act as permanent Trustees.	-	Gifted	No Asset value included

Jubilee Stone Bench	Commemorating the Diamond Jubilee of HM Queen Elizabeth II to be situated within Market Place, Uttoxeter	£2,558.88	£1,900 (Purchased in 2011 – funded by donations raised during D Brookes Term of Office)	Revised Asset value for the Jubilee Stone Bench to purchase price - £1,900
Coat of Arms	Coat of Arms plus a hand painted heading to the letters patent and frame	£8,066.85	£6,305 Coat of Arms £226 Frame (Purchased 2011-13)	Revised Asset value for the Coat of Arms - £6,531
	Heraldic Shield (purchased from Midland Signs via Council's Architect Montague Architects)	£1,279.45	£520 Heraldic Shield (Purchased 2011-13)	Revised Asset value for the Heraldic Shield - £520
Organ	A Yamaha electronic organ (located within the Adam Peaty Suite)	Covered on Town Hall contents insurance cover from 1 June 2018	Gifted to the Town Council from Councillor Martin Blencowe	Asset value - £1.00 From 1 June 2018
Area of Reflection, Market Square (WWI Centenary Commemorative Plaque, 2 memorial benches and 1 6ft Soldier Silhouette)	8-foot-high plasma cut from 6mm thick steel, galvanized and powder coated black	Insured for £1,500 (Confirmed Email from Zurich dated 02 Nov 2018)	Gifted to UTC from JCB 5 November 2018	Asset value - £1.00
	RAF Commemorative Bench (Purchased by the RBL in the sum of £730) and WWII Commemorative Bench (Purchased by the Uttoxeter Knights in the sum of £730)	£1,545.00	Purchased by RBL and Uttoxeter Knights and gifted to the Town Council	Asset value - £2.00
	6FT Soldier Silhouette (Purchased by the RBL in the sum of £325)	£334.75	Purchased by RBL, gifted to the Town Council	Asset value - £1.00

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2. CIVIC REGALIA

Item	Description	Insurance	Purchase / Details	Asset Value (Revised = 2017-18)
Mayor's Chain of Office	Hall marked silver link chain with hand painted Jewel on black velvet collar, in presentation case. Refurbished and re-valued October 2007.	Insured for £5,308.63	Transferred to the Town Council from Uttoxeter Urban & District Council in 1974	Transferred to UTC in 1974 therefore, at no cost to the Council Revised Asset value for the Mayor's Chain of Office - £1.00
Consort's Medallion	Hand painted hall marked silver Jewel with double ribbon in leatherette case.	Insured for £727.53	Donated to UTC from retiring Mayor, John Whittaker and Mrs Kathleen Brough, April 2007.	Revised Asset value for the Consort's Medallion - £1.00
Deputy Mayor's Chain of Office	Presented by Uttoxeter Inner Wheel Club on 25 April 1995 to mark their Golden Jubilee. Council resolved in June 1995 to purchase a Jewel for the chain, at a cost of £150.	Insured for £727.53	Donated to UTC by Uttoxeter Inner Wheel Club on 25 April 1995 UTC Purchased Jewel for the Chain in June 1995 at a cost of £150	Revised Asset value for the Deputy Mayor's Chain of Office - £1.00 Revised Asset value for the Deputy Mayor's Chain of Office Jewel - £150
Mayoral Board	Oak board inscribed with names of Mayors from 1974 to date	Insured for £2,334.65	Transferred to the Town Council from Uttoxeter Urban & District Council in 1974	Transferred to UTC in 1974 therefore, at no cost to the Council Revised Asset value for the Mayoral Board - £1.00
Uttoxeter Urban District Council Chairmen's Board	Oak board inscribed with names of Chairmen from 1895 to 1973	Insured for £2,266.65	Transferred to the Town Council from	Transferred to UTC in 1974 therefore, at

			Uttoxeter Urban & District Council in 1974	no cost to the Council Revised Asset value for the Urban District Council Chairmen's Board - £1.00
Uttoxeter Rural District Council Chairmen's Board	Oak board inscribed with names of Chairmen from 1896 to 1973	Insured for £2,266.65	Transferred to the Town Council from Uttoxeter Urban & District Council in 1974	Transferred to UTC in 1974 therefore, at no cost to the Council Revised Asset value for the Uttoxeter Rural District Council Chairmen's Board - £1.00
Town Crier's Regalia	Tricorn hat, Breeches, Waistcoat, Pair of 18 th Century Buckles, Hand Bell, Jabot, Tights, Top Coat and Cape, Walking Stick.	Insured for £2,447.30 (Cost of replacement by Michaels, 83 Wades Road, Filton, Bristol, BS34 7EB (civicrobes.com)).	Donated to UTC by Uttoxeter Inner Wheel Club on 25 April 1995	Revised Asset value for the Town Crier's Regalia - £1.00

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3. CLOCKS, TOKENS

Item	Information	Description	Insurance	Purchase / Details	Revised Asset Value
The Town Hall Clock	Uttoxeter Lions Club presented UTC with a clock, which hangs from the balcony of the Town Hall.	Electronic clock with Lions emblem.	Insured for £3,427.31	Donated to the UTC on behalf of the Town by Uttoxeter Lions in 2000 UTC maintain the Clock annually	Revised Asset value for the Town Hall Clock - £1.00
Buntings Brewery Clock	Mr Douglas Bowyer refurbished the clock in 2006 – free of charge.	Turret Clock. Cast iron faced rim with pendulums.	Insured for £14,838.60	Transferred to the Town Council from Uttoxeter Urban & District Council in 1974	Transferred to UTC in 1974 therefore, at no cost to the Council Revised Asset value for the Buntings Brewery Clock - £1.00
Round Wooden Case Clock	Lettering on the face “Edwin Saxelby” “Uttoxeter”. Presently situated in the Council Chamber.	Uttoxeter made clock, presumably purchased at the time of the opening of the Town Hall.	Insured for £1,317.83	Transferred to the Town Council from Uttoxeter Urban & District Council in 1974	Transferred to UTC in 1974 therefore, at no cost to the Council Revised Asset value for the Round Wooden Case Clock - £1.00
Collection of Orme Tokens Orme Tokens Cont:	Deed of Gift, dated 1 September 1997, under condition that they be held on display at Uttoxeter Heritage Centre, for the benefit of the people of Uttoxeter. In the	208 Tokens.	Insured for £16,232.61	Gifted to the Town Council by Miss Beatrice Orme on 1 September 1997.	Gifted to UTC by Miss Orme, therefore, at no cost to the Council

	event of the Heritage Centre closing, then the tokens should remain on display at Uttoxeter Town Hall, or other suitable location within the town. Donated by Miss Beatrice Orme			Tokens currently on display at the former Heritage Centre, now Redfern Cottage Museum of Life	Revised Asset value for the Collection of Orme Tokens - £1.00
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4. MINUTES, BURIAL LEDGERS, MANORIAL RIGHTS, ETC.

Item	Description	Location	Purchase / Details	Revised Asset Value
Minute Books	From 1896 to present day. Uttoxeter Urban District Council 1896 – 1974 Uttoxeter Town Council 1974 – Present day.	Bound volumes kept in fireproof cabinet.	Transferred to the Town Council from Uttoxeter Urban & District Council in 1974 Prev. Minute Books binding by Hawksworth Graphics in the sum of 11 approx.. £275 per book	Transferred to UTC in 1974 therefore, at no cost to the Council Revised Asset value for the Minute Books - £1.00
Burial Ledgers, Above Ground Level Sanctum Ledger, Grants of Exclusive Right, etc.	From 1872 to present day. Joint Burial Committee to Uttoxeter Town Council	Original Ledgers kept in fireproof cabinet.	Transferred to the Town Council from Uttoxeter Urban & District Council in 1974	Transferred to UTC in 1974 therefore, at no cost to the Council Revised Asset value for the Burial Ledgers, etc. - £1.00
Manorial Rights	Dated 4 September 1903. C. S. Kynnersley to Uttoxeter Urban District Council “grant of one third part or share of and in the Manor or Lordship of Uttoxeter in the County of Stafford.”.	Original kept in fireproof cupboard.	Transferred to the Town Council from Uttoxeter Urban & District Council in 1974	Transferred to UTC in 1974 therefore, at no cost to the Council Revised Asset value for the Manorial Rights - £1.00
Members’ Register of Interests	Current.	Register kept in fireproof cabinet.	No cost	No Asset cost recorded

5. HIGHWAYS - Item	Description	Insurance	Purchase / Details	Revised Asset Value
Town Entry Signs x 6	<p>(1200 x 875mm) made from resin, Green face, Black on Black and Gold Text. A picture of St Mary's Church and the War Memorial on an oval plate, and inscription "Welcome to Uttoxeter, an Historic Market Town". Signs erected in August 2001.</p> <p>One sign replaced in 2009 due to damage at a cost of £953.55 plus vat.</p>	Insured for £5,121.31	<p>Purchased in April 2001 £2,909.10 for 6 x Signs plus posts.</p> <p>SCC installed signs and provided posts January 2002</p>	<p>Revised Asset value for the Town entry signs - £2,909.10</p> <p>Note: A replacement sign for Bramshall Road was claimed for on insurance in June 2018 at a value of £1,814 (inc. carriage/installation)</p>
Street Lighting	<p>UTC responsible for 4 streets (unadopted) (6 Lighting columns)</p> <ul style="list-style-type: none"> • Eaton Street – 2 columns (replacement of 1 column Oct 2007 £998.85. • Chorlton Terrace – 1 column • Colne Mount – 1 column • Heath Cross/Cockstubbles footpath – 2 columns (UTC accepted responsibility for these in October 2006). <p>Council responsible for servicing additional columns, making a total of 23.</p>	Insured for £30,309.88	<p>Transferred to the Town Council from Uttoxeter Urban & District Council in 1974</p> <p>UTC funds all associated costs on an annual basis for the 23 street lighting columns as recorded</p>	<p>Transferred to UTC in 1974 therefore, at no cost to the Council</p> <p>Revised Asset value for the 23 Street Lights @ £1.00 each - £23.00</p>
Christmas Lights	<p>Original lights (10 30yr old+ lights disposed of April 2017)</p> <p>Plus new lights purchased 2005 - £30,710.</p> <p>10 refurbished displays purchased in April/May 2017 via City Illuminations</p> <p>Existing lights value unknown.</p>	Insured for £45,119.86	<p>Donated to UTC by ESBC</p> <p>£30,710 plus refurbishment cost for 2015/2016 totalling £2,875</p> <p>2017-18 purchased 10 x refurbished displays purchased for £1,000</p>	<p>Originally donated from ESBC</p> <p>UTC replaced the majority of the Lights in 15/16 £33,585</p> <p>17/18 – Revised Asset value for the Christmas Lights - £34,585</p>
Red Telephone Box /Micro Library (Nov 2018)	Junction Stafford Rd/Westlands Road – Council agreed to adopt 2009	Insured for £712.61	Purchased for £1.00 in 2009	Revised Asset value - £1.00

Floral Trees x 4 large metal	Situated around the town centre	Insured for £5,933.00	<p>2 x Purchased by UTC at £750 each from DSK Engineering in 2002/2016</p> <p>2 x Donated to UTC from ESBC</p> <p>Replacement floral tree for Market Place inc. bunting pole in April/May 2017 £650 from DSK Engineering</p>	<p>Revised Asset value for 2 x UTC owned floral trees - £1,500</p> <p>Revised Asset value for 2 x floral trees donated from ESBC - £1.00each (x2)= £2</p> <p>Revised Asset value for bunting pole - £650</p>
Barrier Flower Baskets	38 barrier flower baskets <i>(Note: Reviewing April/May 2022 with ESBC)</i>	Insured for £6,568.03	Purchased via a Bloom Grant funding from ESBC	Revised Asset value for barrier baskets - £38.00
Bench Seats x 4	Situated to the front of the Town Hall. Given to the Town by ESBC 2000	Insured for £4,446.70	Donated to the Town by ESBC in 2000	Revised Asset value for Town Hall benches - £1.00 each (x 4) = £4
Stevenson's Bench	<p>Donated to the Town on 8/9/2009 by Mr Basil Stevenson from Ontario, Canada in memory of the Stevenson's Yellow Bus Service 1926-1994.</p> <p>UTC Resp. for Maint.: Refurbished 2015 £1,500 Refurbished 2021 - £275 (replace slats) plus painting by Cllr Krupski</p>	Insured for £2,097.11	Donated to the Town by Mr Basil Stevenson.	Revised Asset value for Stevenson's Bench - £1.00
<p>Speed Indicator Devices (SIDS) x 8 Including 9 posts and 9 sockets</p> <p>(Bramshall Road x2, Stafford Road x2, New Road x2, Highwood Road x1 and Kingfisher Way x1)</p>	To be used as part of the Town Council's Traffic Calming measures at various locations within the Town	Insured for £16,857.14	<p>4 x Ordered January 2021 – Received delivery April 2021, installed April 2021.</p> <p>2 x Ordered July 2021 – installed September 2021.</p> <p>2 x Ordered January 2022 – installed March 2022.</p>	Asset Value – Total - £14,349.75 (£7,064.86, 3,642.65 plus £3,642.24)

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6. FURNITURE, EQUIPMENT

See separate inventory for furniture and equipment for:

Administrative Offices

Photocopier (As at 20/05/20 – 5-Yr Lease

Develop Ineo+227 Multifunctional Copier)

Council Chamber

Town Hall premises including CCTV cameras (x5)

Insurance / Details

£9,609.34 (Leased)

£1,715.00 purchase price
for 2x Cameras in September
2011

£630.00 purchase price
for 1x Camera in November
2014

£1,285 for 2 add. Cameras and
Replacement of other dome
Cameras and upgraded system

All items Gifted to UTC

All items Gifted/Donated

£19,767.31 – Leased to UTC for
use during the period of Grant of
Licence for UTC to administer
Uttoxeter's Markets

£447.83

£6,589.12

Purchased August 2012 - £2,725

Revised Asset Value

No Asset value as Leased

Revised Asset value - £1,715

Revised Asset value - £630

Replacements for cover as above
Oct 2019-July 2020

Revised Asset value - £1.00

Revised Asset value - £1.00

Revised Asset value - £1.00

Revised Asset value - £447.83

Revised Asset value - £2,725

Note: 2 x Trailers disposed of in August 2012 – No value (scrapped)

1 x LM187 flatbed Ivor Williams Trailer

Purchased in August 2012 by UTC

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7. DEEDS, ETC.

Deed Boxes:

1. Carter Street
2. Joint Burial Committee
3. St John Ambulance HQ
4. War Memorial Site

Box File 1:

1. Town Hall Deeds
 - 22 March 1810 – Assignment of Messuage and premises in Uttoxeter for £150.
 - 27 February 1829 – Abstract of Title – Right Hon Henry, Lord Willoughby de Broke.
 - 1833 – Abstract of Title – Freehold Messuage and premises situate in the town of Uttoxeter.
 - 1852 Abstract of Title to a Capital Messuage Warehouse, Building Ground and other hereditaments at Uttoxeter.
 - 25 March 1853 – Conveyance.
2. 1982 – Agreement between East Staffordshire District Council and Uttoxeter Town Council 1 August 1982. Rights of access over land adjacent to Town Hall and to rear bar including letter from East Staffordshire District Council allowing the Town council to use land for market purposes.
3. Kissing Gates on Pedestrian Entrances into the Cattle Market. Instructions to Counsel to advise and to settle proceedings. Advice and Statement of Claim from F S Hawthorn and Sons.
4. Official Copy of Land Registry – Edition Date 28 June 2006.
5. Town Hall Manorial Rights – dated 4 September 1903. C S Kynnersley to Uttoxeter Urban District Council grant of 1/3rd part or share of and in the Manor or Lordship of Uttoxeter in the County of Stafford.
6. Town Hall Gates and Access (Court Order 1994).
7. Sale of land/buildings at Town Hall. Copy of contract documents including lease of room over archway including ownership changes.

Box File 2:

1. Allotments.
 - (a) Lease to Allotment Holders Association.
 - (b) Allotments – Leases from ESBC – The Signed Lease Park Avenue Allotment as of 22 May 2018 for 99-year Lease.
Note: Deeds located at ESBC 2008 – Chased number of occasions. UTC to consider the Draft Lease for Westlands Road Allotments as at 12 June 2018. ESBC remain responsible for Westlands Road and Victoria Allotments as at 19 March 2021. Copies of documentation within the files.
 - (c) Conveyance for part Millfield Allotment.
 - (d) Lease of Allotment Building.

Box File 2 Cont.:

2. Kiosk – Leases.
3. Lease 32 Carter Street (2001/2004) including current to date.
4. 42 Carter Street - Lease.
5. 34-36 Carter Street. 25-year lease to Uttoxeter Heritage Board (expiry 2035)
6. Orme's Deed of Gift – Tokens.
7. Cemetery – Consecrated Ground Certificate/Consecration of Burial Ground, Uttoxeter Cemetery - 12 September 2006 including Purchase of Cemetery extension purchased in March 2022.
8. Charities – including Stevenson's Charity.
9. Treasury Stock Certificates – Cemetery.
10. The Cockstubbles – Conveyance 22 July 1921 and Conveyance 16 April 1940.
11. Markets – Lease Agreement. Licence for Uttoxeter Town Council – ESBC Markets Agreement.
12. Tribute to our Great Uncle James Nuttall – Archive copy.
13. Oddments: (One envelope)
 - Tenancy – Rooms, town Hall.
 - Lease – Northgate, Church Street.
 - Lease – 8 Ashbourne Road, Rocester.
 - Council Chamber – Hawthorn House (demolished).
14. 19A High Street - Lease.
15. Park Avenue Allotment Lease from ESBC.
16. Westlands Road Allotment Lease from ESBC (TBC).
17. Balance Hill Allotments Lease from ESBC (TBC).
18. Alexandra Crescent Allotments documentation from ESBC.

Reviewed and Adopted at the Annual General Meetings held on 13 May 2014, 19 May 2015, 10 May 2016, 13 December 2016, 9 May 2017
UTC 11 July 2017 Authorised permission to update Asset Register following exchange of Contracts 23/6/17
Reviewed and Adopted at the Annual General Meeting 8 May 2018
Reviewed/Amended 15 August 2018 – As approved by Chair of F&GP/Internal Auditor. Included for Adoption by UTC on 11 September 2018.
Revised 22 November 2018 – Included for UTC 11 December 2018.
Reviewed/Adopted by Council at its Annual Meeting 14 May 2019.
Reviewed/Adopted by Council at its Annual Meeting 5 May 2021.
Included for consideration by Council at its Annual Meeting scheduled to take place on 10 May 2022.