

ORTON PARISH COUNCIL

INVENTORY OF OFFICE EQUIPMENT, RECORDS, DOCUMENTS & SUNDRY BELONGINGS MARCH 2018

(Transferred April 28th 2006 to P. Macdonald following retirement of E. Reed.)

Acer laptop computer comprising: laptop, carrying case, mouse.

Surge Protector

Brother printer/copier

Three Drawer Desk (Unlockable)

Two Drawer Filing Cabinet (Lockable)

Three tier filing tray and files

Projector.

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Minute Books. (Five + 2 Ring binders)

*1894-1930; 1930-1964; 1964-1981; 1981-1995; 1995-2005; 2006 (typed/filed in binder), 2016 to date (typed/filed in ring binder).

Register of Interests

Councillors' Code of Conduct File

Accounts Books

*1920-1942; 1942-1965; 1965-1988; 1988-2013.

Receipts & Payments books 1988 to present + Cheque books

Postage Book

Accounts & Invoices + used cheque books and paying in books

Items of correspondence and planning applications received since March meeting.

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*Items shaded thus are now lodged in Cumbria County Council Archives