**ORTON PARISH COUNCIL**

# INVENTORY OF OFFICE EQUIPMENT, RECORDS, DOCUMENTS & SUNDRY BELONGINGS MARCH 2019

# (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