



ASSET DISPOSAL POLICY

1. INTRODUCTION

The term fixed assets means property, plant and equipment with a useful life of more than one year. The Council has a duty towards the electorate to ensure that all assets are properly managed, controlled and recorded.

2. CONTENTS

The Parish Council will maintain a Fixed Asset Register of items in excess of £150 which is the property of Lapley, Stretton and Wheaton Aston Parish Council.

It will be updated annually. A record of assets and their values is required to:

- Provide information to Councillors as to the assets under their control.
- Provide information or decision making purposes.
- Provide information for external reporting, insurance and audit purposes.

The method of fixed asset valuation for first registration on the asset register is at acquisition cost. Meaning that once recorded in the register, the recorded value will not change from year to year until disposal. Commercial concepts of depreciation, impairment adjustments and revaluation are not required for this method of asset valuation.

3. REGISTER CONTENT

The following information will be recorded;

- Description of asset including date acquired
- Location of asset
- Disposal or amount received
- Reason for disposal
- Replacement insurance value

4. NEW ASSETS

It is important that the council consider the creation and maintenance of new assets. Once identified, any new assets will be financed from any number of sources including; the precept, earmarked reserves, grants, sponsorship and borrowing.

5. MAINTENANCE

Assets will be inspected regularly and maintained to a satisfactory standard.

6. DISPOSAL

The authority to dispose of assets over £250 either by destroying, selling them or otherwise, will lie with the Parish Council, under £250 the Clerk, in conjunction with the Chairman, can dispose of assets. Any revenue obtained from the disposal of an asset will in normal circumstances be credited to the budget heading which originally purchased the asset.

7. REVIEW

To be reviewed annually.