Flax Bourton Parish Council

Asset Disposal Procedure

Introduction
This procedure provides clear guidance on the process to follow when disposing of Parish Council Assets. This procedure does not apply to buildings and land but to items that are obsolete, beyond repair and surplus to requirements but which have a de minimis value of above £100 (as per our Asset Register).

What is the process?
The first step is to estimate the value of the item(s) to be disposed of. The following methods can be applied to estimate the value of the item(s):

- By obtaining a quotation or preliminary bid.
- Previous knowledge and experience.
- Research (internet, trade publications etc).

It is important to ensure that details such as values, item descriptions etc, are accurately recorded and evidenced to ensure a clear audit trail of the disposal process. This can be done by using the form at Appendix A if not already recorded on the asset register.

What are key disposal considerations?
Before decisions are made regarding the correct method of disposal, the Clerk will first determine if the item is in working order and therefore in saleable or re-usable condition, it may be that the item has only recycle or scrap value. If established that the item is re-useable or saleable the following needs to be considered:

- Re-Use or Relocation - Assets can be re-used or relocated to other areas owned by the Parish Council.
- Sale or transfer of items – all sales of assets should be accompanied by a receipt and a completed Disclaimer form (Appendix B). The Disclaimer should be signed and completed by both the Clerk and the purchaser, with the original being retained by the council and a copy given to the purchaser for their records.

Any revenue generated from the disposal of an asset, will, in normal circumstances, be credited to the cost centre from which the asset was originally funded.

If it is decided that the item has only recycle or scrap value, the Clerk will take reasonable steps to ensure that items are disposed of in such a way that the risk to the council is appropriately mitigated. Risks may include:

- 3rd party claims (where injury is caused by using the disposed of item).
- Breaches of legislation (e.g. Data Protection Act as a result of insufficient data cleansing of computer equipment).
- Reputational damage (arising from adopting environmentally unfriendly disposal routines).

The March asset register shows items disposed of by the Clerk within that financial year these are then removed from the register the following March.

Appendix A

Flax Bourton Parish Council

Asset Disposal Form

Name of person completing form and position within the Parish Council:

Description of Asset:

Asset Value:

Has the Asset been removed from the Asset Register?

YES / NO

Has the correct approval been sought to comply with financial regulations?

YES / NO

Authorising Officer:

Appendix B

Flax Bourton Parish Council

Disclaimer Form

Clerks Name:

Contact Details:

Full Description of Item(s) to be Purchased:

Items are purchased / obtained from Flax Bourton Parish Council on a bought as seen basis.

I/we the undersigned take ownership of the above item(s) at own risk and understand that Flax Bourton Parish Council accepts no liability for any damage or injury caused to persons or property resulting from the transportation, storage or use of the item(s) listed above.

Signed:

Date:

Organisation: