

HEIGHINGTON PARISH COUNCIL

ASSET MANAGEMENT POLICY

Introduction

Heighington Parish Council has a duty towards the electorate to ensure that the investment in assets is properly managed, controlled and recorded.

The Parish Council will maintain a Fixed Asset Register of items of value. The Register will be held by the Parish Clerk and will be updated annually.

Recording of Assets

A record of fixed assets and their values is required to:

- Provide information to Councillors as to the assets under their control
- Track and monitor the assets
- Provide information for decision making purposes, e.g., maintenance, disposal
- Provide information for external reporting, insurance and audit purposes

Valuation

The method by which asset valuation will be decided for first registration on the Fixed Asset Register is at acquisition cost. The recorded value of the asset will not change from year to year until disposal of the asset. At which time, the asset will remain on the Fixed Asset Register as a “disposed asset” and will display a nil value recorded against the item.

The commercial concepts of depreciation, impairment adjustment and re-valuation are not required for this particular method of asset valuation.

The Fixed Asset Register

The Parish Council’s Fixed Asset Register will contain the following information:

- A description of the asset including the date on which it was acquired
- The location of the asset
- The market value, where appropriate
- The replacement value for insurance purposes
- The disposal amount realised from the sale of the asset
- The reason for the disposal
- The date of disposal

Financing of New Assets

The Parish Council will consider the acquisition of new assets and the maintenance requirements of its current assets on a regular basis, and at a minimum twice a year. When the requirement for any new asset has been identified, the Parish Council will consider a range of funding sources including:

- From the Precept
- From earmarked Reserves
- Form a grant

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- From sponsorship
- From a donation

The Parish Council will consider and investigate all requests from the electorate for the purchase of new assets or improved equipment.

Asset Inspection & Maintenance

All assets listed on the Fixed Asset Register will be inspected and reported on annually.

Assets are required to be maintained to a satisfactory standard to ensure serviceability, prolong useable life and reduce the possibility of increased repair costs.

Asset maintenance action will require the prior approval of the Parish Council and no asset will be maintained beyond its reasonable useful life term.

Identification of Surplus Assets

As part of the annual asset review the Parish Council will consider and determine whether any current asset is surplus to needs, and if found to be so, will take appropriate action to dispose of the asset.

Sustainability

The Parish Council will consider ways to reduce the running costs of an asset, increase income from an asset, and share assets or services for the benefit of the Parish wherever it is lawful, possible and appropriate to do so.

Disposal

The authority to dispose of assets either by destroying or selling the item, will lie with the Parish Council. Any asset that is disposed of will remain on the Fixed Asset Register and will be listed at nil value.

Version Control

Date	Description	Author
September 2020	First Draft	Parish Clerk