Tanworth in Arden Parish Council Asset Disposal Policy

Date policy adopted: 20/06/2024 Date for review: July 2026

This procedure provides 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 or surplus to requirements.

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.

What are key disposal considerations?
Before decisions are made regarding the correct method of disposal, the Parish Clerk together with the Chair will first determine if the item is in working order and therefore in saleable or re-usable condition,

•All sales of assets should be accompanied by a receipt and a completed Disclaimer form. The Disclaimer should be signed and completed by both the Parish Clerk and the purchaser, with the original being retained by the Parish Council and a copy given to the purchaser for their records.

Other considerations
The Parish Clerk must take reasonable steps to ensure that items to be disposed of are disposed of in such a way that the risk to the Parish 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).

TANWORTH -IN-ARDEN PARISH COUNCIL

R/O Earlswood Village Hall
Shutt Lane
Earlswood
Solihull
B94 6BZ

Asset Disposal Form

Description of Asset:
Asset Value:
Has the Asset been removed from the Asset Register? YES / NO Has approval been sought to comply with financial regulations? YES / NO Have steps been taken to ensure data cleansing of IT equipment? YES / NO
Authorising Officer: Position Date: