



COUNTTESTHORPE 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 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):

- . 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 and item descriptions, etc, are accurately recorded and evidenced to ensure a clear audit trail of the disposal process. This can be done using the form in Appendix A.

What are key disposal considerations?

Before decisions are made regarding the correct method of disposal, the Parish Manager, together with the Finance Working Party, will first determine if the item is in working order and therefore in saleable or reusable condition. It may be that the item has only recycle or scrap value. Once established that the item is reusable or saleable, the following will be considered:

- . Reuse or relocate – Assets can be reused 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 completed and signed by both the Parish Manager and purchaser, with the original being retained by the Parish Council and a copy given to the purchaser for their records.
- . Approval for agreed action will be sought from the Parish Council

Other considerations

The Parish Manager must take reasonable steps to ensure that items being 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)
- . Reputational damage (arising from adopting environmentally unfriendly disposal routines)

Adopted by Countesthorpe Parish Council on:

Date of review:

Appendix A

Countesthorpe 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

Countesthorpe Parish Council

Disclaimer Form

Parish Manager's name:

Contact details:

Full description of item(s) to be purchased:

Items are purchased / obtained from Countesthorpe 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 Countesthorpe 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 (if applicable):