



OLD CLEEVE PARISH COUNCIL

ASSET MANAGEMENT POLICY

Version	Date	Changes
01	15 January 2024	New policy
02	20 January 2025	Assets Register to have a de minimis threshold of £150 except for assets with a nominal value recorded as £1.
03	19 January 2026	Reference to Asset Inspection Working Party updated to Community Facilities Working Group

1. INTRODUCTION

1.1 Old Cleeve Parish Council has a duty to ensure that its investments in assets are properly managed, controlled and recorded. If the assets the Parish Council owns, or for which it is responsible, are not being managed properly the Parish Council is exposed to the risk of financial loss relating to:

- improper asset management – outdated patterns of use may run on unchallenged or unnoticed;
- improper asset usage and maintenance – assets may not be fit for purpose, be underused or out-of-date; and
- asset ownership – the continued ownership of assets may be overlooked altogether and risks unmanaged.

1.2 The risk of financial loss can be greatly reduced by effective asset management. This policy defines how Old Cleeve Parish Council tracks, values, inspects, maintains, and disposes of its assets.

2. RECORDING OF ASSETS

2.1 The Parish Council must maintain a register of its fixed assets, long-term investments, and other non-current assets that it holds (the Asset Register). The term fixed assets mean the property, plant and equipment used by the Parish Council to deliver its services. A long-term investment arises where the Parish Council invests money in anything other than a short-term investment¹.

2.2 The Asset Register should be used to:

- Track and monitor the assets, ensuring that no asset is overlooked or underutilised and is therefore used most efficiently;
- Provide information for decision making purposes, for example about maintenance or disposal;
- Provide information for external reporting, insurance, and audit purposes, for example the Annual Governance and Accountability Return entry for capital assets; and
- forms a record of assets held for insurance purposes.

¹ Governance and Accountability for Local Councils: A Practitioner's Guide (England) 2023 published by the Joint Panel on Accountability and Governance

2.3 The Old Cleeve Parish Council's Asset Register will be maintained electronically by the Clerk and contain the following information:

- A description of all assets with an acquisition value in excess of £150 (with the exception of assets with a nominal value recorded as £1), including the date on which it was acquired (where known),
- The location of the asset,
- The market value, where known and appropriate,
- The replacement value for insurance purposes where known,
- The disposal amount realised from the sale (if applicable) and the use of those funds,
- The method of disposal, and
- The date of disposal.

3. VALUATION

3.1 Assets valuation will be recorded on the Asset Register at their acquisition cost. The recorded value of the asset will not change from year to year until disposal of the asset. The commercial concepts of depreciation, impairment adjustment and re-evaluation are not appropriate for Parish Councils².

3.2 Where the Parish Council receives a Fixed Asset as a gift at zero cost, for example by transfer from a principal authority under a community asset transfer scheme, the Fixed Asset should be included in the Asset Register with a nominal one-pound (£1) value as a proxy for the zero cost³.

3.3 Community assets are those assets owned by the Parish Council that do not have a functional purpose or any intrinsic resale value (for example, the remains of the Monks Path Cross or the war memorial). They should be recorded in the Assets Register in the same way as gifted assets⁴.

3.4 For the purpose of insurance, the value to be used is the replacement value of the item and not the purchase price or market value. Insurance valuations should also include any installation costs.

² Governance and Accountability for Local Councils: A Practitioner's Guide (England) 2023 published by the Joint Panel on Accountability and Governance

³ Governance and Accountability for Local Councils: A Practitioner's Guide (England) 2023 published by the Joint Panel on Accountability and Governance

⁴ Governance and Accountability for Local Councils: A Practitioner's Guide (England) 2023 published by the Joint Panel on Accountability and Governance

- 3.5 The Parish Council will ensure assets are valued accurately for insurance purposes to avoid under (or over) insuring. Assets should therefore be valued every five to seven years to ensure the appropriate level of insurance is held.

4. ASSET INSPECTION AND MAINTENANCE

- 4.1 All assets listed on the Asset Register will be physically verified, inspected and reported on at least annually by the Community Facilities Working Party.
- 4.2 Any assets which cannot be located within a reasonable time will be removed from the Asset Register and recorded in the Asset Disposals Record.
- 4.3 Assets are required to be maintained to a satisfactory standard to ensure serviceability, prolong usable life, and reduce the possibility of increased repair costs. Asset maintenance action will require the prior approval of the Parish Council, unless it is safety critical.
- 4.4 The Parish Council will ensure an adequate annual budget is set to cover anticipated maintenance of assets.

5. REVIEW OF THE ASSET REGISTER

- 5.1 The Asset Register will be reviewed annually by the Parish Council. As part of the review, the Parish Council will determine whether any current asset is surplus to needs and, if found to be so, will take appropriate action to dispose of the asset.
- 5.2 The Parish Council will consider ways to reduce the service costs of an asset, increase income from an asset and share assets or services for the benefit of the community wherever it is lawful, possible, and appropriate to do so.

6. DISPOSAL

- 6.1 The Parish Council will dispose of assets which are no longer needed, or which are beyond economic repair. No asset will be maintained beyond its reasonable useful life term.
- 6.2 The authority to dispose of assets either by destroying or selling the item, will lie with the Parish Council. Where possible the Parish Council will attempt to sell assets that require disposal. Any funds raised should be credited to the cost centre from which the original asset was funded and put towards a replacement, if appropriate, or placed in General Reserves.

- 6.3 If an asset cannot be sold, then the Parish Council will endeavour to dispose of the asset in an environmentally appropriate way.
- 6.4 The asset will remain on the Asset Disposals Record for seven years after disposal, then it will be deleted.