

Bredhurst Parish Council

Asset Disposal Policy and Procedure



Adopted: October 2026

1. Introduction

This policy outlines the procedures for the disposal of assets owned by Bredhurst Parish Council with an original value exceeding £500. The policy ensures that asset disposals are conducted in a transparent, accountable, and financially responsible manner, requiring the agreement at a full council meeting. Disposal of all assets below this threshold will be approved by the Clerk and Chairman and reported at the next full council meeting.

2. Objectives –

- Ensure the disposal of assets is conducted in a transparent and accountable manner.
- Maximize the financial return to the council from the disposal. - Ensure compliance with relevant legal and regulatory requirements.
- Minimise environmental impact through appropriate disposal methods.

3. Scope

This policy applies to all assets owned by Bredhurst Parish Council with an original purchase value exceeding £500. This includes, but is not limited to, office equipment, street furniture, machinery, and other tangible property.

4. Approval Process

a. Identification of Asset for Disposal:

An asset may be identified for disposal due to redundancy, obsolescence, damage beyond economic repair, or any other reason deemed appropriate by the Parish Council.

b. Valuation and Assessment:

The asset must be assessed to determine its current market value and condition. An independent valuation may be sought if deemed necessary.

c. Report to Council: -

A detailed report should be prepared and presented to the full council meeting.

The report must include:

- Description of the asset.
- Reason for disposal.
- Current market value and assessment.
- Proposed method of disposal.
- Estimated costs associated with disposal (if any).

d. Council Approval:

- Disposal of the asset must be approved by a majority vote at a full council meeting. The approval must be documented in the minutes of that meeting.

5. Methods of Disposal

- a. Sale by public tender.
- b. Donated to a community service or organisation.
- c. Scrap or Recycling.

Choice of the most appropriate disposal option will normally be influenced by the nature of the goods for disposal and market value. In all cases, the disposal should be recorded in the disposal's column of the Parish Council's asset register.

5. Record Keeping

Detailed records of the disposal process must be maintained, including:

- Description of the asset. - Method of disposal. - Valuation and assessment documents.
- Details of the buyer (if applicable).
- Financial transaction records.
- Copies of council meeting minutes approving the disposal.

6. Compliance and Review

This policy must be reviewed annually to ensure it remains compliant with legal requirements and continues to meet the Parish Council's needs.

Non-compliance with this policy must be reported to the full council and may result in disciplinary action.

7. Environmental Considerations

The Parish Council commits to minimising environmental impact by opting for recycling and environmentally friendly disposal methods whenever possible.