



## **Asset Management Policy**

### **1.Introduction**

Tidworth Town Council (hereafter known as the Council) has a duty towards the electorate to ensure that the investment in assets is properly managed, controlled and recorded. The Council will maintain a Fixed Asset Register (hereafter known as the Register) of items of acquisition cost in excess of £150. The Register will be held in the Council office and will be updated annually for approval at the Annual Town meeting.

### **2.Responsibility**

The Services Committee is responsible for ensuring that the Register is kept up to date and that any acquisitions and disposals are recorded.

#### 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.

### **3.Valuation**

The method by which asset valuation will be decided for first registration on the Register is at acquisition cost, but if this information is not available it will be input at £1.00.

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-valuation are not required for this particular method of asset valuation.

### **4.The Fixed Asset Register**

The Council's 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

### **5.Financing of New Assets**

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

- From the Precept
- From earmarked Reserves



- From a grant
- From sponsorship
- From a donation.

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

### **6.Asset Inspection & Maintenance**

All assets listed on the 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 involving Council expenditure will require the prior approval of the Council and no asset will be maintained beyond its reasonable useful life term.

### **7.Identification of Surplus Assets**

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

### **8.Sustainability**

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

### **9.Disposal**

Assets listed on the Register may only be disposed of (as refuse, by recycling, by sale, or by destruction) on the authority of the Council. Any asset that is disposed of will remain on the will be listed at nil value on a separate Disposals Register which will contain the following information:

- The disposal amount realised from the sale of the asset
- The reason for the disposal
- The date of disposal.

. Any revenue generated from the disposal of an asset, will, in normal circumstances, be credited to the cost centre from which the asset was originally funded.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(Print Name)** \_\_\_\_\_ **Chair, Tidworth Town Council**