

Weston-in-Gordano Parish Council

Assets Management Policy

Purpose

The purpose of this policy is to establish a clear framework for the management, maintenance, acquisition, monitoring, and disposal of Weston-in-Gordano Parish Council's physical assets. It ensures that all Council-owned property is used effectively, maintained safely, and accounted for appropriately.

Scope

This policy applies to all tangible assets owned, leased, or managed by the Parish Council. These include (but are not limited to) street furniture, open spaces infrastructure, IT equipment and defibrillator.

Asset Register

The asset register is currently maintained in word, which keeps track of:

- Asset name, description and location
- Purchase date and value
- Insurance Value
- Current condition
- Disposal date (if applicable)[LS1]

The Clerk holds overall responsibility for maintaining the asset register and ensuring its accuracy.

Acquisition of Assets

New assets must be:

- Approved in line with the Council's Financial Regulations
- Added to the asset register upon receipt
- Assigned to a location and custodian (if relevant).

Maintenance and Inspections

All assets are subject to appropriate maintenance and inspection schedules, as outlined in the Parish Council's Risk Assessment. Responsibilities include:

- Annual inspections
- Prompt repairs
- External contractor input where needed (e.g. electrical testing, structural assessments)

inspection results and maintenance actions will be logged.

Insurance

All insurable assets are covered under the Council's annual insurance policy. The asset register informs the schedule of cover. Insurance values are reviewed annually during the insurance renewal process.

Disposal of Assets

Assets that are obsolete, surplus, or beyond repair will be disposed of in line with the Asset Disposal Procedure. This includes:

- Value assessment
- Sale, recycling, or safe disposal
- Completion of the Asset Disposal Form and Disclaimer
- Removal from the asset register in the next financial cycle

Risk Management

Risks associated with Council assets are identified, mitigated, and reviewed annually in the General Asset Risk Assessment[LS2]. This includes safety, security, and operational risks. The Council is committed to reviewing mitigation measures and adapting as needed.

Roles and Responsibilities

Role	Responsibility
Clerk	Holds overall responsibility for asset management, ensuring compliance with this policy, maintaining audit trails, and overseeing the current use of Civi.ly.
Designated Councillor	May assist in annual visual checks.[LS3]
Council	Makes strategic decisions regarding asset acquisition, investment, and disposal.
Contractors	Conduct maintenance and inspections, and report any issues to the Clerk.
Volunteers	Support reporting of any damage, defects, or safety concerns during community activity.