

SWAFFHAM BULBECK PARISH COUNCIL

ASSET MANAGEMENT PLAN

Purpose and Context

The Parish Council has assets totalling £123,917 to date.

The Council has a duty towards the electorate to ensure that this investment is properly managed, controlled and recorded.

Policy Statement

The Parish Council will maintain a Fixed Asset Register of items of value in excess of £150 which is held in the Parish Council Office. It will be updated annually. A record of assets and their values is required to:

- Provide information to Councillors as to the assets under their control.
- Provide Information for decision making purposes.
- Provide information for external reporting, insurance and audit purposes.

The method of fixed asset valuation for first registration on the asset register is at acquisition cost. Meaning that once recorded in the asset register, the recorded value of the asset will not change from year to year until disposal. Commercial concepts of depreciation, impairment adjustments, and revaluation are not required for this method of asset valuation.

The Parish Council's Fixed Asset Register contains the following information:

- Description of the asset including date acquired.
- Location of the asset.
- Disposal or amount received.
- Reason for disposal
- Replacement insurance value
- Market Value (where appropriate)

Engaging with Parishioners and Councillors

The Parish Council, because it is the tier of government closest to the people it serves, has a key role in ensuring local services are responsive to the needs of the local electorate. The Council will inform, consult and involve local people in their functions and activities through the Website, The Beacon, Annual Report, Noticeboards, Surveys, Annual Meeting, Public Meetings and Parish Council Meetings.

Financing of New Assets

It is important that the Council consider the creation and maintenance of new assets. Once identified, any new assets will be financed from a number of sources including: the precept, earmarked reserves, grants, sponsorship and borrowing.

Maintenance

Assets will be inspected regularly and maintained to a satisfactory standard.

Disposal

The authority to dispose of assets either by destroying, selling them or otherwise, will lie with the Parish Council. Any revenue obtained from the disposal of an asset will in normal circumstances be credited to the cost centre which originally purchased the asset.

Updated: May 2020

Review Date: April 2021