Blisworth Parish Council - Asset Management Records Policy

Introduction

Blisworth Parish Council has a duty towards the electorate to ensure that the investment in assets is properly managed, controlled and recorded.

The Parish Council will maintain an Asset Register of items of value. The Register will be will be updated annually.

Purpose of Recording of Assets

A record of 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

Information to be included on the Asset Register

The Parish Council's Asset Register will contain the following information:

- A description of the asset including the date on which it was acquired (where available)
- The location of the asset
- The market value, where appropriate
- The replacement value for insurance purposes
- Disposal date and the disposal amount realised from the sale (if applicable)

Scope of Asset Register

In order to ensure transparency and reasonableness, the following items are included in the Council's asset register, whether purchased, gifted or otherwise acquired, together with their holding location:

- Land and buildings held freehold or on long term lease in the name of the Council
- Community assets
- Vehicles, plant and machinery
- Assets considered to be portable, attractive or of community significance
- Other assets estimated or known to have a minimum purchase or resale value of £50.00
- Long term investments, shares and loans made by the Council

The following items fall outside the definition for inclusion and are therefore excluded from the Council's asset register:

- Land and buildings held on short term lease or rented
- Land and buildings maintained or serviced, but not owned by the Council
- Assets with a purchase or resale value of less than £50 (other than items listed as for inclusion in the asset register)
- Repairs
- Cash, short term investments and other current assets
- Intangible assets (e.g., trademarks, internet domain names, contingent assets, broadcast rights).

Valuation

The method by which asset valuation will be decided for first registration on the Asset Register is at acquisition cost.

- Once recorded on the asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils (Governance and Accountability for Local Councils: A Practitioner's Guide (England). The commercial concepts of depreciation, impairment adjustment and re-valuation are not required for this particular method of asset valuation.

Assets must be valued by one of the following means based on available information:

- Where Blisworth Parish Council receives an asset as a gift at zero cost, e.g.: transfer from a principal authority or other organisation under a community asset transfer scheme. The asset in these circumstances will be included in the Asset Register with a nominal one-pound (£1) value as a proxy for the zero cost.

- Where Blisworth Parish Council receives a community asset at zero cost that does not have functional purpose or any intrinsic resale value, e.g.: a village pond or war memorial. The asset in these circumstances will be included in the Asset Register with a nominal one-pound (£1) value as a proxy for the zero cost.

- Apply the purchase price (net of VAT, if VAT can be reclaimed); otherwise, apply the purchase price (gross of VAT if VAT cannot be reclaimed or where the VAT status of the purchase is unclear).

- Where part of an existing asset is replaced and records are insufficiently detailed to determine the asset value to be extinguished by the replacement, the asset value being extinguished will be an estimated proportion of the recorded asset value. The Asset Register will then be updated by adding the asset value of the replacement .

Procedure for Updating the Asset Register

The start point is the asset register that has been agreed for the end of the previous financial year. The Payments and Receipts accounts should be reviewed for all purchases made during the year. A discussion should be held with all Council officers to identify any assets that have been gifted to the Council. Any new assets should be added to the asset register, with their values recorded at the purchase price (net of VAT if VAT is being reclaimed or at £1 if gifted to the Council).

Financing of New Assets

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

- From the Precept
- From earmarked Reserves
- From a grant including s106/CIL
- From sponsorship
- From a donation
- From a loan

Asset Inspection & Maintenance

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

Identification of Surplus Assets

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

Sustainability

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

Disposal
The authority to dispose of assets either by destroying or selling the item, will lie with the Parish Council.
Any asset that is disposed of (due to end of use etc) will remain on the Asset Register and the asset will be noted as 'disposed' and will be listed at nil value. Where an asset is sold, details will remain on the Asset Register and the asset will be noted as sold with the sale value recorded.
Any revenue obtained from the disposal of an asset will in normal circumstances be recorded as a receipt in the payments and receipt file.

Proceeds from Disposal of Fixed Assets
Proceeds from the disposal of fixed assets by smaller authorities are known as capital receipts and are subject to statutory controls. Such proceeds cannot be used for revenue purposes and can only be used for capital purposes - that is the purchase of fixed assets, the significant enhancement of fixed assets, the making of capital grants, or the repayment of long-term loans. Authorities should keep separate records so that they can demonstrate compliance with this requirement.

Where the total proceeds from the sale of a fixed asset is below a specified amount, currently £10,000, it is deemed to be de minimis and these requirements do not apply.

This does not affect the requirement to include such amounts in AGAR Accounting Statements when they are received, but is necessary to ensure that the authority complies with the appropriate statutory provisions.

Version	Details of any revision	Approved at	Date	Review Date
v1	Adopted new BPC Asset Register	Approved at BPC Meeting 06/02/2023 Minute Point: 18	06/02/2023	April 2023
Readoption	None	Readopted at BPC Meeting 02/05/2023 Minute Point: 31	02/05/2023	May 2024
v2	Where part of an existing asset is replaced and records are insufficiently detailed to determine the asset value to be extinguished by the replacement, the asset value being extinguished will be an estimated proportion of the recorded asset value. The Asset Register will then be updated by adding the asset value of the replacement.	Readopted at BPC Meeting 03/02/2025 Minute Point: BPC272/24-25	03/02/2025	May 2025
Readoption	None	Readopted BPC Meeting 12/05/2025. Minute Point: BPC/31/2025	12/05/2025	May 2026
Readopted	None	Readopted at BPC Meeting 11/05/2026 Minute Point: BPC/34/2026.	11/05/2026	May 2027
v3	New section: **Proceeds from Disposal of Fixed Assets**	Readopted at BPC Meeting 05/10/2026 Minute Point: BPC/161/2026	05/10/2026	May 2027