



## **MORETONHAMPSTEAD PARISH COUNCIL**

### **Fixed Asset Register Policy**

#### **1. Information.**

1.1 Local Councils must maintain an Asset Register to ensure fixed assets are appropriately safeguarded.

1.2 An Asset Register has four main purposes.

1. It forms a basis for completion of box 9 in the 'Annual Return'.
2. It informs decisions on risk and insurance issues.
3. It provides information on the age and potential lifespan of certain items.
4. It provides assurance of the continued existence of Council's property.

1.3 Moretonhampstead Parish Council owns property and land and also leases land, mainly public open space and play areas. These areas also contain various play equipment and other equipment such as benches and refuse/dog bins. The Parish Council are responsible for these items. The relevant Lease needs to be consulted in areas of doubt.

1.4 A decision has been made by Council to list all assets in order to keep a record of all land, buildings and equipment. This will ensure continuity of information for ease of reference when there are changes of Parish Clerks and/or Councillors.

#### **2. Administration.**

2.1 The maintenance and amendment of the register will be the responsibility of the Clerk who may seek assistance to obtain photographs or physical inspection. The Council Chairman and Vice Chairman will also have editorial access to enable updating in the absence or unavailability of the Clerk.

2.2 The Asset Register will be reviewed by the Parish Council annually by way of an item on the agenda. This will ensure that it is kept up to date and relevant.

2.3 The information is contained in tables which allow for the easy insertion or removal of rows or columns.

2.4 The Asset Register should be in a format to be made available for public inspection subject to redaction of any access codes for locks or similar sensitive information. It will be available for inspection on the Parish Website.

#### **3. Valuation of assets and the fixed asset register**

3.1 Once recorded on the fixed asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustment are not appropriate for

Local Councils (Governance and Accountability for Local councils: A Practitioner's Guide (England) 2017).

- 3.2 Assets must be valued by one of the following means based on available information:
- Actual purchase and installation price (where known)
  - Proxy (estimated purchase price) value, where actual purchase price is not known
  - Nominal value of £1. This should be used for assets gifted or transferred to the Council.

#### **4. Valuation of assets for insurance purchases**

4.1 The fixed asset register will be used to inform the insurers of Council assets.

4.2 For the purposes of insurance, the value to be used is the replacement value of the item, not the purchase price or market value.

4.3 The Council should ensure assets are valued accurately for insurance purposes to avoid under (or over) insuring. Assets should therefore be valued at least every five years to ensure the appropriate level of insurance is held.

Moretonhampstead Parish Council

This version May 2024

Next review May 2026