

PRESTON PARISH COUNCIL

Doc009 – Land and Asset Management Policy

Adopted May 2024

Chair: Margaret Trinder

Purpose

The purpose of this policy is to explain how the land and fixed assets of the Parish Council will be recorded, managed, maintained, disposed of and reported on. This Policy provides a framework designed to safeguard and manage land and fixed assets owned by the Parish Council.

Introduction

Preston Parish Council has a duty towards the electorate to ensure that the investment in land and assets is properly managed, controlled and recorded. The Parish Council will maintain a Land and Asset Register which will be reviewed annually and will be included in the documentation submitted to the internal auditor.

Recording of Assets

A record of land and fixed assets and their values is required to:

- Provide information to Councillors as to the land and assets under their control
- Track and monitor the land and assets
- Provide information for decision making purposes, e.g., maintenance, disposal
- Provide information for external reporting, insurance and audit purposes

Valuation

The method by which asset valuation will be decided for first registration on the Fixed Asset Register is at acquisition cost. If the Parish Council disposes of an asset, it will remain on the Fixed Asset Register as a “disposed asset” and will display a nil value recorded against the item.

The Land and Asset Register

The Parish Council’s Land and Fixed Asset 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 disposal amount realised from the sale of the asset
- The reason for the disposal
- The date of disposal

This register will be published annually with the transparency documents on the Parish Council section of the village website.

The Land and Investment Register

The Parish Council’s Land and Investment Register will contain the same information as the Land and Fixed Asset Register with the addition of replacement values for insurance purposes. This information does not have to be published.

Financing of New Assets

The Parish Council will consider the acquisition of new assets according to need. 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
- From sponsorship
- From a donation

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

Asset Inspection and Maintenance

All assets listed on the Fixed Asset Register will be inspected and reported on annually when the register is reviewed prior to the internal audit. Assets are required to be maintained to a satisfactory standard to ensure serviceability, prolong useable life and reduce the possibility of increased repair costs. Maintenance of assets 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.

Disposal of Land and Fixed Assets

Disposal of Fixed Assets

The authority to dispose of fixed assets will lie with the Parish Council. Any asset that is disposed of will remain on the Fixed Asset Register and will be listed at nil value.

Disposal of Land

Any disposal of Parish Council land will be at the discretion of the Parish Council. Applications to purchase land will be considered on a case by case basis and the Parish Council reserve the right to refuse requests if deemed appropriate.

If the Parish Council decides to sell land, the procedures of the 1972 Government Act will be followed. This includes:

- Obtaining a valuation of the land
- Insertion of Section 123 notices in The Comet for two consecutive weeks notifying the public of the proposed sale
- Consideration of any representations arising from the section 123 notices.
- Appointment of a solicitor to act on its behalf to conduct the conveyancing, should the Parish Council decide to proceed with the sale.

Circular 06/03 of the Local Government Act 1972 allows land to be disposed of at less than its value in specified circumstances. The Parish Council will refer to this circular, if necessary, dependent on the particular details of any sale.

The Parish Council will take into account its responsibilities to the electorate when making any decision to sell land. The reasons for the decision and the ensuing benefits to residents will be clearly explained in Parish Council minutes.

Review

This document will be reviewed every four years when Parish Councillors take up their term of office, unless there are changes in legislation, or recommended best practice guidelines, in which case, it will be reviewed earlier, to comply with the statutory or recommended changes. All amendments will be agreed by the Parish Council and will be formally recorded.

Reviewed: May 2024 **Next Review:** May 2027