



Wheatley Parish Council Fixed Assets Policy

Draft 14.06.2023 , Approved TBC

1. Introduction

In accordance with Accounts and Audit Regulations 2015 and Section 14 of its Financial Regulations Wheatley Parish Council (WPC) is required to record, manage, and safeguard its fixed assets and equipment.

This policy sets out the details of what should be included in WPC's asset register and how the register will be maintained.

2. Scope of Fixed Asset Register

A fixed asset is clarified as property, plant, machinery, and equipment, which are for long-term use by WPC.

The Fixed Asset Register has four main purposes, it:

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

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 **£250**. (TBC)

Items excluded from the register are:

- land and buildings held freehold or on short term lease in the name of the Council.
- assets rented by or loaned to the council.
- stationary and other consumables
- boundaries of land owned (e.g., fences, hedges, and gates)
- assets with a purchase or resale value of less than **£250**. (Unless specifically listed in the register).
- Repairs
- Cash, short term investments and other current assets

3. Valuations of Fixed Assets

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.¹

Assets should be valued in the following ways:

1. Apply the purchase price (net of VAT if VAT has been reclaimed, or gross of VAT if VAT has not been reclaimed, or where the VAT status is unclear)
2. Insurance valuation
3. Nominal fee of £1 applied. Assets gifted to WPC will be given a nominal price of £1.

WPC should seek to have all large assets independently reviewed at least every three years, or in line with insurance policies.

4. Updating the register

The Register is adopted by the Council at the end of each financial year but is a working document during the council year, during which officers will update and amend details as necessary.

Information from WPC's financial software and files will be used to update the register with purchases or disposals.

Disposals should include any assets which are no longer in use or will not be used in the future.

The register should be used to undertake a stock take of the council's assets, verifying that items exist. Any assets that cannot be located should be removed from the register.

Date of policy: 14.06.2023
Approving committee: Full Council
Reviewing Committee: Finance Committee
Date of committee meeting: N/A
Policy version reference: N/A
Supersedes: N/A
Policy effective from: TBC
Date for next review: 2025.

¹ Governance & Accountability of Local Council's; A Practitioners Guide (England, (2014), p3.69)