

Asset Management Policy

1. Purpose

This policy sets out how Winterbourne Parish Council (“the Council”) will manage, maintain, acquire and dispose of its assets in a structured, transparent and financially responsible manner.

The policy supports compliance with:

- Local Government Act 1972
 - Localism Act 2011
 - Guidance from the National Association of Local Councils (NALC)
 - The Council’s Standing Orders
 - The Council’s Financial Regulations
 - The Council’s Risk Management Policy
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2. Objectives

The Council aims to:

- Protect and enhance community assets
 - Ensure assets are safe and compliant
 - Maintain an accurate Asset Register
 - Ensure a maintenance programme is in place
 - Plan financially for maintenance and replacement
 - Ensure value for money
 - Support long-term sustainability
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3. Scope of Assets

This policy applies to all Council-owned or managed assets, including:

Community Assets

- Village Halls
- Community Buildings
- Pavilions
- Recreation Grounds
- Play Areas
- Allotments

- Public open spaces
- Ponds

Infrastructure & Street Furniture

- Benches
- Noticeboards
- Litter bins
- Bus shelters
- Signage

Operational Assets

- Office furniture
 - IT equipment
 - Maintenance tools and equipment
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4. Asset Register* (items over £500)

The Clerk/RFO will maintain a comprehensive Asset Register including:

- Description of asset
- Unique asset reference number
- Location
- Date acquired
- Purchase cost or proxy value
- Insurance value
- Condition (if known)
- Custodian/responsible committee

Review Process

- Reviewed annually before completion of AGAR
 - Presented annually to Full Council for approval
 - Updated following any acquisition or disposal
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5. Asset Acquisition Procedure – assets over £1,000.00

Before acquiring any asset, the Council will:

1. Identify community need
2. Assess long-term revenue implications
3. Conduct risk assessment
4. Consider maintenance obligations
5. Confirm funding source
6. Obtain professional advice where necessary

All acquisitions must:

- Be agreed at Full Council
- Comply with Financial Regulations
- Be recorded in the Asset Register

6. Inspection & Maintenance Framework

The Council adopts a **risk-based inspection schedule**.

A. Routine Inspections

Asset Type	Inspection Frequency	Responsible Person
Play Area	Weekly visual check	Estates and Amenities Manager
Play Equipment (Operational)	Weekly	Estates and Amenities Manager
Recreation Grounds and Commons	Weekly	Estates and Amenities Manager
Benches & Bus Shelters	Monthly	Estates and Amenities Manager
Bins	Weekly	South Gloucestershire Council Operative
Noticeboards	Monthly	Estates and Amenities Manager
Pavilions	6 Monthly	Clerk and Councillor
Greenfield Centre	Monthly	Clerk
Village Hall	Annually	Council Representative
Allotments	6 monthly	Allotments Rep
Car Parks	Monthly	Estates and Amenities Manager
Ponds	Monthly	Estates and Amenities Manager
Greenspaces	Monthly	Estates and Amenities Manager

B. Specialist Inspections

Asset	Frequency	Contractor Required
Play Areas (Independent Inspection)	Annually	RPII Qualified Inspector
Tree Survey	Every 2 Years	Qualified Arboriculturist
Electrical Installation	Every 5 years	NICEIC Contractor
Fire Risk Assessment	Annual Review	Competent Person
Asbestos Survey	Every two years or as required	Specialist
Legionella Report	Every two years or as required	Specialist

All inspections must:

- Be documented
- Record defects
- Assign remedial actions
- Be retained for audit purposes

7. Financial Planning & Reserves

The Council will:

- Budget annually for routine maintenance
- Maintain an earmarked reserve for major asset repair/replacement
- Use whole-life costing when assessing new assets
- Consider grant funding opportunities
- Consider community partnership funding

All capital projects must:

- Include business case
- Include risk assessment
- Be approved by Full Council

8. Risk Management

Asset-related risks are recorded in the Council's Risk Register.

The Council will ensure:

- Adequate insurance cover
- Public liability cover
- Regular health & safety checks
- Compliance with relevant safety standards
- Prompt response to identified hazards

Assets deemed unsafe will be removed from public access immediately pending repair.

9. Asset Disposal

An asset may be disposed of where:

- It is surplus to requirements
- It is uneconomical to repair
- It no longer provides community benefit

Disposal will:

- Be approved by:
 - Full Council – over £3,000.00
 - F&GP – £1,000 to £3,000.00
 - Clerk – Under £1,000.00
- Comply with statutory requirements
- Seek best consideration where required
- Be properly documented
- Be removed from the Asset Register

Community Asset Transfer considerations will be evaluated where appropriate.

10. Sustainability & Climate Considerations

When managing assets, the Council will:

- Improve energy efficiency of buildings
 - Use sustainable materials where possible
 - Encourage biodiversity on open spaces
 - Consider carbon impact in procurement
 - Promote environmentally responsible maintenance
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11. Roles & Responsibilities

Full Council

- Strategic oversight
- Approval of acquisitions and disposals over £3,000.00
- Annual approval of Asset Register

Clerk / Responsible Financial Officer

- Maintain Asset Register
- Ensure compliance
- Arrange inspections
- Report annually on asset condition
- Approval of acquisitions and disposals under £1,000.00

Committees (if applicable)

- Operational monitoring
 - Inspection oversight
 - Approval of acquisitions and disposals between £1,000 and £3,000.00
 - Report to Full Council
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12. Cross-Reference to Council Governance Documents

This policy should be read alongside:

- Standing Orders (Procurement & Contracts sections)
 - Financial Regulations (Asset control, payments, tenders)
 - Risk Management Policy
 - Health & Safety Policy
 - Insurance Policy
 - Reserves Policy
 - Environmental Policy
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13. Maintenance Planning

Each year, the Clerk/RFO will prepare a forward plan identifying:

- Anticipated major repairs
- Lifecycle replacement costs
- Required reserves contributions

This maintenance planning schedule will be:

- Reviewed annually alongside budget setting
- Updated following significant asset acquisition or disposal

14. Review Arrangements

This policy will be:

- Reviewed every 3 years
- Reviewed following significant asset acquisition

Title	Asset Management Policy
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- *to be read in conjunction with the Fixed Asset Valuation Policy*