

14.C



Drighlington Parish Council

Asset Register & Disposal Policy

Appendix A: Asset Disposal Form

Form to be completed by Parish Clerk or Appropriate Manager and presented to the relevant committee for recommendation to the Finance committee and full Parish council in line with the Asset Register Policy and Disposals Procedure.

List of Assets to be Disposed

Asset reference and serial number	Location	Description	Purchase date	Original cost	Disposal value
152 ✓	The Moor	Removable Parking Post	09/06/23	£257.25	£257.25
160 ✓	EO - Home	Outdoor Broom	2020	£20.00	£20.00
161 ✓	EO - Home	Commercial Dustpan set	2020	£40.00	£40.00
127 ✓	Community Hub	Hi Vis Jackets 10 in total	10/04/24	£79.90	£79.90
157 ✓	Clerk's Home	Laptop bag	04/04/23	£22.99	£22.99

REASONS FOR DISPOSAL

- 152 – Damaged and needed replacing due to illegal entry on the Moor.
- 160 – Damaged needs replacing. Not fit for purpose.
- 161 – Damaged needs replacing. Not fit for purpose.
- 127 – general wear and tear.
- 157 – Damaged. Broken handle and broken zip.

METHOD OF DISPOSAL

Scrapped	<input checked="" type="checkbox"/>	Sold	<input type="checkbox"/>	Gifted / Donated	<input type="checkbox"/>
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Additional Information:

Date of Disposal		Auth Ref/Minute Ref	
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Authorising Officer and Position Held:
(Sign & Print Name)

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125 ✓	Community Hub	Bunting	24/04/2024	£76.80	£76.80
109 ✓	Clerk's Home	Brother toners 3 used	2022/2023	£72.97	£72.97
118 ✓	Community Hub	Union Jack Flags x2	2022/2023	£200.00	£200.00
115 ✓	Community Hub	Yorkshire Flags x3	01/04/2024	£630.00	£630.00

REASONS FOR DISPOSAL

125 – Damaged, general wear and tear
 109 – used items
 118 – Damaged, used and general wear and tear
 115 – Damaged, used and general wear and tear

METHOD OF DISPOSAL

Scrapped	X	Sold		Gifted / Donated	
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Additional Information:

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Authorising Officer and Position Held:
(Sign & Print Name)