



East Wittering and Bracklesham Parish Council Fixed Asset Register and Asset Valuation Policy

1. Purpose

This policy sets out the arrangements for the recording, valuation, management and reporting of fixed assets held by the Parish Council in accordance with proper practices applicable to local councils in England.

The policy aims to ensure:

- consistency in asset recording and valuation;
- transparency and accountability;
- compliance with the Annual Governance and Accountability Return (AGAR) requirements; and
- proper stewardship of public assets.

2. Scope

This policy applies to all fixed assets owned, managed or controlled by the Parish Council, including:

- land and buildings;
- street furniture;
- vehicles and machinery;
- play equipment;
- office equipment;
- community assets; and
- gifted assets.

3. Definition of Fixed Assets

The Council shall determine and approve a minimum value threshold for inclusion of items in the fixed asset register.

In determining the threshold, the Council shall consider:

- the expected useful life of the item;

- whether the item would be included in an insurance claim;
- whether the item forms part of the Council's risk assessment arrangements; and
- whether the item should reasonably be regarded as a fixed asset rather than a consumable item.

The approved threshold and the rationale for its adoption shall:

- be recorded in the Council minutes;
- be reviewed at least annually; and
- be applied consistently.

One item or a group of similar items may be regarded as a single asset for inclusion within the fixed asset register.

4. Asset Register

The Parish Council shall maintain an up-to-date asset register containing sufficient detail to identify each asset.

The register should include, where appropriate:

- asset description;
- location;
- date of acquisition;
- acquisition cost or proxy value;
- insurance value;
- disposal date (where applicable); and
- any relevant notes relating to condition or status.

Assets under construction or not yet brought into use shall only be included in the asset register once complete and providing benefit to the community.

Assets that are obsolete, no longer in use, or awaiting disposal shall remain recorded but clearly identified as such.

5. Asset Valuation

The Council adopts acquisition cost as the preferred and standard method of fixed asset valuation for first registration in the asset register.

Assets shall normally be recorded at:

- their actual purchase cost; or
- where acquired at no cost, a nominal value of £1.

This approach shall be applied consistently from year to year.

Commercial concepts of:

- depreciation;
- impairment adjustments; and
- revaluation

shall not normally be applied for the purposes of the asset register and AGAR reporting.

6. Gifted and Community Assets

Assets received at zero cost, including through community asset transfer or donation, shall be included in the asset register at a nominal value of £1.

Community assets that:

- have no functional purpose; or
- have no intrinsic resale value

7. Changes to Asset Values

Asset values recorded in the register shall not normally change from year to year unless:

- the asset is materially enhanced;
- additional components are added; or
- there is a justified correction to a previous recording error.

The Council must be able to explain and reconcile all changes in asset values from one financial year to the next.

8. Annual Reporting

The total value of assets recorded in the fixed asset register at 31 March each year shall be reported in Line 9 of the Annual Governance and Accountability Return (AGAR).

The Responsible Financial Officer shall ensure that:

- the asset register is reviewed annually;
- additions and disposals are properly recorded; and
- the AGAR figure agrees with the total shown in the asset register.

9. Review of Policy

This policy shall be reviewed annually by the Parish Council and updated as necessary to reflect changes in legislation, guidance or proper practices.

Adopted by: East Wittering and Bracklesham Parish Council

Date Adopted: 14/05/2026

Min Ref: 26.059.12

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