



Matlock
TOWN COUNCIL

DISPOSAL OF ASSETS POLICY

ADOPTED BY MATLOCK TOWN COUNCIL

20/04/2026

Minute Number: **CC535/26**

INTRODUCTION

The purpose of this policy is to provide protocols for the disposal of Council assets. This policy will help to ensure that equipment is properly accounted for prior to disposal and that the disposal is by an appropriate method, minimising any risk to the Council.

'Assets' applies to the terms 'asset(s)', 'item(s)', 'equipment', throughout this policy and refers to any item listed on the Council asset register. They are items of a capital nature where values tend to be high, and which have a useful life of more than one year (fixed assets).

Non-disposal of obsolete equipment not only takes up space but potentially incurs on-going maintenance costs. The Council disposes of such equipment in line with the processes set out in this policy.

Consideration has been given to identifying the risk and the areas most susceptible to fraud. This policy is designed to minimise fraud and misappropriation.

Donated assets

Where items to be disposed of have previously been donated to the Council, it is considered prudent to consult the original purchaser.

INVENTORIES

The Council must maintain an inventory of permanent stock. The inventory will assist in the identification of assets which require disposal. An electronic inventory record is currently in use which is stored within our accounts software 'Scribe'.

Within the inventory, equipment should be documented with details to clearly identify the item in question and its location. If items are scheduled for disposal, the disposal method and authorisation is also to be documented.

This may mean expanding and updating the inventory records where necessary to reflect the additional information required. If it would not be appropriate to reflect the information in the existing inventory, a separate but linked record should be maintained instead.

Particular attention should be paid to documenting attractive/ portable/ expensive items such as cameras, computer equipment, musical equipment, electric kitchen equipment etc. These should also carry a security mark and be identifiable through make & model number and serial number. These references should also be recorded within the inventory.

It is very important that this Council maintains up to date and appropriately detailed inventory record.

REASONS FOR DISPOSAL

Items can be available for disposal because they are:

- Not fit for purpose
- So out-of-date as to be incapable of satisfactory modernisation.
- No longer required, due to changed procedures, functions or usage patterns
- Beyond repair but able to be sold for scrap

METHODS OF DISPOSAL

Assets identified for disposal may be dispensed using the procedures outlined below following authorisation by Matlock Town Council.

Acceptable methods of disposal are:

- Sale of assets
- Donation of assets to a community service organisation within or of benefit to Matlock
- Destroy assets
- Recycle assets

Choice of the most appropriate disposal option will normally be influenced by the age and functionality of the equipment for disposal and by market value. The choice of disposal method will be recommended by the officers of the Council.

PROCEDURES

It is essential to adopt procedures which are clear and transparent and minimise the risk of allegations of unfairness in any process of disposal.

SALE OF ASSETS

The sale of assets involves assigning a minimum price to the item(s) and publicising the items(s) availability for sale on the Town Council Noticeboards and website for a period of not less than 21 days. They should be advertised as “sold as seen” with no guarantee of lifespan given. Priority will be given to those within Matlock. Applications are to be made in writing stating how the item would be used and who would benefit.

For all sales, the Council will adhere to their Financial Procedures, with official receipts being issued (and copies retained) for any payments received in this regard.

The Council will be clear and transparent when determining the appropriate minimum prices of items with the minimum price covering the costs connected to the disposal (eg clearing of data from a PC etc.)

All goods to be sold should be in a good and safe condition.

Prospective buyers should be given adequate opportunity to inspect the goods prior to submission of their tender and once collected, the inventory should be updated.

In the case of electronic equipment some buy & resell websites and retailers may purchase the item(s) and this should be considered if no one local comes forward to purchase an item within the allotted 21 days.

DONATIONS TO EXTERNAL ORGANISATIONS

If following an assessment of the item, it is deemed to be of little monetary value, the procedure for the sale of assets should be followed.

DESTROY OR RECYCLE ASSETS

Items with no market value and of no use to any other organisation or person may be destroyed in an appropriate and safe manner. Items must be destroyed or recycled in accordance with legislation (for example there are certain legislative requirements for the disposal of batteries, recycling of electrical and white goods etc). Advice on how to

destroy or recycle assets in accordance with legislation can be obtained from Derbyshire Dales District Council who provide services for recycling and refuse collection.

The disposal must be authorised by full Council and the inventory must be updated accordingly.

Disposal of PC's and Laptops

It is essential to ensure that any computer and laptop hard drive/ memory/ datastore are professionally cleared of such data prior to disposal. This is to ensure that the Council adheres to data protection legislation and minimises the risk that sensitive information is exposed to unauthorised individuals. The current computer hardware supplier will be able to advise.

HEALTH AND SAFETY NOTICE

For all items ensure the recipient signs the following health and safety notice:-

Matlock Town Council will not be liable for any Health and Safety issues surrounding the use of *[insert the item name]*. It is the recipient's responsibility to ensure that it is suitable and safe for its intended use, installed correctly, and that it can be used without risk to health or safety. It is the recipient's responsibility to obtain any instruction for and advice on its installation and use and to carry out or to have competent persons carry out all necessary checks appropriate. The Council will not be liable for any loss, damage, or injury arising out of its installation or use, however caused.

RELATED DOCUMENTS

Disposal of Assets checklist