

# Woodmansey Parish Council

## Asset Inspection Policy

Version: 1  
Status: Puboished  
Date: 16th Oct 2017  
Author: Judith Roberts

### 1. Introduction

The Asset Register lists all current assets owned by the Parish Council. The register is updated annually and approved by the Council, usually at the March meeting. In order for this data to be confirmed as accurate and also in order to ensure the current state of all assets is known, an inspection is required to be undertaken prior to the register update.

### 2. Appointment of inspection team

At the December meeting of the Parish Council, one or more Councillors will be appointed o the inspection team. This team will undertake the inspection of all assets currently on the register. The team may, at its discretion, allocate a subset of assets to be inspected to different members.

### 3. Inspection process

Assets relating to playgrounds do not need to be inspected; they are regularly inspected as part of regular playground inspections.

The Clerk will provide the inspection team with a current list of non-playground assets, in a form which allows for noting the current location and state of each asset and the date inspected.

Asset inspections should be completed by the appointed team by the end of January. Each asset should be confirmed as being in existence, along with its current location and state.

Details for all non-playground assets should be submitted to the Clerk by the end of January.

### 4. Post inspection activities

The Clerk will update the Asset Register in February, based on the results of the inspections. Where relevant, assets requiring repair or replacement will be included in the agenda for a Council meeting to consider.

The updated Asset Register will be presented to Council at the March meeting.

