



ECCLESFIELD PARISH COUNCIL

Serving the Community since 1894

DISPOSAL POLICY

Goods and Equipment

All goods and equipment remain the property of Ecclesfield Parish Council until the Council give permission for their disposal.

Goods and equipment that have residual value must not be disposed of without the express permission of the Finance & Premises Committee who will decide on the method of disposal.

Where the Finance & Premises Committee decides that goods or equipment are to be sold, the details of the payments, including the person (s) or organisation (s) receiving the goods or equipment, shall be recorded.

Any goods needing to be disposed of over £500.00 would be a recommendation to Council, not a decision of the Finance & Premises Committee.

Upon disposal, any goods/assets of the Council will be removed from:

- The Asset Register (over the value of £500.00)
- The Inventory Register (under the value of £500.00)

IT Equipment

Any data must be professionally destroyed. Any company or persons that are asked to destroy IT equipment should provide a certificate or statement that states disposal of IT Equipment has been completed and conforms to the requirement of the Council Data Protection Policy and the Data Protection Act and the guidance from the Information Commissioners Office (ICO).

Adopted by Council 9.1.2020

Review date: June 2023