



# ECCLESFIELD PARISH COUNCIL

*Serving the Community since 1894*

## **DRAFT DISPOSAL POLICY**

### **Goods and Equipment**

All goods and equipment remain the property of Ecclesfield Parish Council ('the Council') until it gives permission for their disposal.

Goods and equipment that have residual value as detailed on the Council's Asset Register and Council's Inventory Register must not be disposed of without the permission of the Finance and Premises Committee who will also decide on the method of disposal.

Where the Finance and Premises Committee recommends 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 and reported to Full Council.

Any goods needing to be disposed of over £500.00 would be a recommendation to Council, not a decision of the Finance and 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 XXXX**

**Review date: XXX**