



PULHAM MARKET PARISH COUNCIL

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Pulham Market Parish Council

Asset Management and Village Maintenance Policy

1. Asset Management and Village Maintenance Policy

Overview

Pulham Market Parish Council has an asset register which lists all the assets of the Parish Council. These are updated as and when there is a movement of assets. This must be provided to the Internal Auditor yearly and the Insurance company at the time of any adjustments. The parish insurance is uplifted annually to ensure all assets are insured at market value.

Any new asset purchased is recorded at the purchase price.

The Clerk and/or appointed Councillors will carry out a physical audit of the assets annually and either rectify any problems from their findings or report the issues to the members of the Parish Council at the next meeting for consideration of action required. Completion of the annual audit will be minuted at the next Parish Council meeting.

Should damage occur to The Village Green, the Clerk will make the members of the Parish Council aware as soon as is practicable. In terms of process, a standard letter will be sent to the company/individual explaining the damage which has resulted. The letter recipient will be communicated to regarding any costs or expenses incurred to rectify the damage.