



WAREHAM TOWN COUNCIL – REPORT

Meeting Date: 24 March 2026

Agenda Item: 13

Subject:	Removal of Items from Asset Register
Prepared by:	Nicola Gray, Town Clerk and RFO
Purpose of Report:	To consider and note the list of items to be removed from the Asset Register.
Background:	<p>The Asset Register forms part of the AGAR (Annual Governance and Accountability Return) calculations which must be accounted for and reported on to both internal and external audit.</p> <p>Prior to April 2023, the register was retained on an excel spreadsheet by the finance officer and had not been presented to Council for several years. In April 2023, Scribe Accounts were used and the asset register incorporated onto the accounting system from that spreadsheet, however, in 2024 a full exercise checking the list was carried out and number of items were found to be missing from the list, and it was updated and presented to Council for noting accordingly.</p> <p>A further check has been done in March 2026 which requires Council to approval disposals over £500. Any disposals below £500 can be authorised by the Town Clerk in accordance with Financial Regulations, but Council should note the disposals.</p>
Key Points:	<p>Appendix A provides a list of items which require disposal from the register for the reason given in the final column.</p> <p>Council should consider the disposal reason for items and determine if they approve the disposal.</p>
Implications:	<p>In accordance with the Council's Financial Regulations, disposal of assets with an individual value exceeding £500 requires approval of the Council. Approval ensures compliance with proper practices and audit requirements.</p> <p>Failure to formally approve and record disposals could result in audit queries and an inaccurate Asset Register. Approval ensures a clear audit trail and strengthens internal control.</p> <p>The items listed have been replaced, are no longer required, duplicated, or are beyond repair, and their removal will ensure the Asset Register remains accurate and up to date.</p>
Recommendation:	That Council approves the disposal of the items listed in Appendix A with an individual value exceeding £500, in accordance with Financial Regulations, and notes the disposal of items with an individual value below £500, authorised by the Town Clerk under delegated authority. The Council also confirms that the disposals represent items that are obsolete, replaced, duplicated or beyond repair and no longer provide value to the Council.

Appendix A

Item	Status	Date Acquired	Purchase Cost	Location	Reason for Disposal
Curtains and tie backs x 14	Disposed	April 2018	£4,819.00	Corn Exchange	Replaced with new in 2025
24' Hedge Cutter Model HS74	Disposed	March 2003	£314.00	Recreation Ground	Stolen and replaced in 2024
Kombi with Knib K2 Linemarker	Disposed	July 2011	£510.00	Recreation Ground	Broken beyond repair
Synthetic Cricket Wicket	Disposed	01.04.23	£5,279.00	Recreation Ground	Replaced in 2025
Sponsorship plaques x76	Disposed	April 2005	£760.00	Various locations in town	No longer required
Dewalt DCD778M2T	Disposed	01/04/2023	£167.00	Caretakers Cupboard	Broken beyond repair
Henry Hoover & Attachments x2	Disposed	01/04/2023	£100.00	Town Hall & Pavilion	Duplicated entry
Karcher Pressure Washer	Disposed	01/04/2023	£120.00	Pavilion Garage	Broken beyond repair
Stihl HL 95/K Long reach Hedgecutter	Disposed	01/04/2023	£600.00	Pavilion garage	Stolen and replaced in 2024
Gas Beacon	Disposed	01/04/2022	£1,000.00	Pavilion Garage	Deemed dangerous recommend disposal
Noticeboard - manmade timber	Disposed	12/07/2023	£1,207.24	Rempstone Centre	Duplicated entry
Roller banner for Museum	Disposed	19/04/2023	£195.00	Museum	Duplicated entry
Tang Dynasty Statue (AD618-707)	Disposed	01/04/2023	£1.00	Museum Store	Duplicated entry

Total Disposal amount from Asset Register	£15,072.24
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