

# Lanteglos-by-Fowey Parish Council

## Asset maintenance policy

### Purpose

The Clerk to the Parish Council maintains an asset register and this forms part of the Parish records. The Register (or Policy) records assets, values and changes to assets (e.g. replacement or refurbishment) as events but does not direct a periodic review of the state of the assets.

The Asset Maintenance Policy sets out inspection and intervention requirements for the assets and will enable a comprehensive plan for the upkeep of assets which will assist budgeting and timely interventions to minimise costs and maintain asset health.

The basic principle is that best practice for maintenance of all assets is to develop a policy maintaining or extending the performance or life of the asset and to prevent costly interventions as a result of failure (which may even mean wholesale replacement).

The maintenance policy sets out regime for asset interventions: by period or duty, by intervention, refurbishment, replacement, disposal etc.

### Principles

Condition or probabilistic based maintenance policies are best practice and the most economic methodology over the lifetime of most assets.

A schedule of gradual or small interventions on a regular basis smoothes cashflow and funding requirements, rather than experiencing large or unexpected calls on cash.

In order to inform the maintenance programme assets need to be inspected regularly to ensure the maintenance schedule is not just time based (there is no point in incurring the costs of maintenance every year if there is no deterioration in performance or appearance over 10 years). Therefore, the principle of an annual, quarterly or other period of inspection is recommended.

Inspection may mean only a visual inspection by a Parish Councillor, or a regular (staggered perhaps) inspection by a contractor, or a professional survey by a land or property surveyor. The combination of appropriately timed inspections will ensure the condition of assets is maintained and their valuations updated where required.

### Document structure

The asset policy and schedule is contained in these pages: a draft of the types of interventions depending on asset type; and a quarterly schedule of those interventions. These should be updated with the Asset Schedule for the Council records.

### Budgeting

The schedule can be linked to forecast costs to create a long range forecast of funding requirements which in turn feeds the recommendations to revisions to the Precept.

## Inspection and maintenance periodicity

The following table sets out the interventions and their periodicity. The principles are to meet any contractual obligations (e.g. leases, equipment contracts), inspect and determine when interventions are required and what the intervention should be, periodic maintenance to maintain asset condition.

Asset Type	Monthly	Quarterly	Annually	3 years	5 years	Consider replacement
Land		Inspect boundaries, access, state, damage			Survey and value every five years	
Buildings			Inspect annually for deterioration	Maintain/redecorate	Survey and value every five years	
Buildings (Internal)				Maintain/redecorate		
Benches			Inspect		Maintain	25 years
Salt Bins	Check salt through season		Inspect before winter season		Maintain	10 years
Bins			Inspect before summer season	Maintain		5 years
Notice Boards			Inspect	Maintain		10 years
Defibrillator	Test		Test and maintenance by provider			Contract review
Road Signs			Check condition and visibility			
Office Equipment			Check condition			Replace furniture
Computer Equipment		Update software and drivers				5 years

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## Assets and Inspection cycle

The following table lists Parish Council assets and the initial schedule of inspections and works.

Asset	Date acquired	Life	2023				2024				2025				2026				2027				
			Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	
Land at Brendon		>99	SV				I								I					I			
Whitecross Green		>99	SV				I								I					I			
Polruan village hall		>50					I								I					I			
WC - The Quay		>50	SV	R			I								I					SV			
WC - St Saviour's		>50	SV	R			I								I					SV			
WC - Frogmore		>50	SV				I	R							I					SV			
WC - sanitisers x 5	20 Jun 20	5	I				I						R		I					I			
WC signs	23 May 16	5	I				I								I					I			
Polruan bus shelter		10	I	R			I								I					I			
Bodinnick shelter		10	I	R			I								I					I			
Notice boards		5	I	R			I								I					I			
Notice board - new	26 Sep 17	5	I	R			I								I					I			
Council benches - new @ £350		10	I				I	R							I					I	R		
Council benches - old @ £110		10	I	R			I								I	R				I			
Council benches - new @ £416.50	24 Apr 18	10	I	R			I								I	R				I			
Council benches - new @ £437.52	27 Sep 19	10	I				I	R							I					I	R		
Salt bins @ £115		10	I				I								I					I			
Salt bins	24 Nov 20	10	I				I								I					I			
Bin - Bodinnick		5	I				I								I					I			
Bins (dog waste) - Frogmore + ???	28 Sep 21	5	I				I								I					I			
Defibrillator	28 Jun 16	3	I	C			I								I					I			
Road signs	27 Jun 17	10	I				I								I					I			
Road signs	24 Jul 17	10	I				I								I					I			
Road signs - wood fingerpost	23 Apr 19	10	I				I								I					I			
Telephone kiosk		>25	I	R			I								I	R				I			
Sentry safe (fire chest)		10	I				I								I					I			
Fireproof filing cabinet	26 Sep 17	10	I				I								I					I			
Display boards	25 Jun 18	5	I	R			I								I	R				I			

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Key

- I Inspect
- R Repair/Renew
- S Survey
- V Valuation
- SV Survey and valuation
- C Contract review

## Document history

VERSION	AUTHOR	DATE	DESCRIPTION
<b>0.1</b>	Cllr. Goddard	April 2022	Original draft policy agreed at LbFPC April meeting
<b>1.0</b>	Cllr. Goddard	September 2022	Updated and simplified. Format change and more description drafted.