

## Budget and Administration Committee

### Disposal of assets

1. Council has previously agreed a policy on disposal of assets, enabling officers to dispose of assets with the consent of the chair and Vice Chair of this committee.
2. However, as with all delegations, there are occasions when it is either more appropriate or more convenient for disposals to be discussed with this committee before proceeding to agree a transaction or action. This is one such occasion.
3. The three items to be disposed of are:
  - a. The multi-function device / photocopier,
  - b. The old file server, and
  - c. The old audio recording device.
4. The MFD / photocopier has failed, and is unserviceable except as a very large and unwieldy scanner. It is beyond economic repair because parts are no longer available for it. The only question is how it is to be disposed of, and to obtain committee's recommendation that costs should be incurred to dispose of it if necessary.
5. The former file server uses an operating system that is no longer supported by the manufacturers, and is beyond the predicted lifespan of its components. Our contractors suggest it is neither reliable enough to sell as a usable server, nor interesting enough to attract a hobbyist or collector of old computer equipment. The option of selling the device on eBay has been discounted because of the large size and high postage costs likely to be incurred. It is therefore proposed to advertise it as 'free to a good home' since the data has been removed from it, before, if no takers appear, it is also disposed of at a cost to the council. It is suggested preference should be given to voluntary organizations or educational institutions over other bidders.
6. The former audio recording device is no longer reliable. It is in a dilapidated condition, and parts of the body, such as the battery cover, repeatedly fall off. It is beyond its expected lifecycle, but, because it still functions as a user interface for musical instruments to a computer, it may attract buyers if advertised on a spares or repair basis on eBay. It is therefore proposed that committee authorize the Town Clerk to create an eBay account and sell the device in this way.

### Recommendation

1. That committee consider the proposals above and make their views known to the Town Clerk.