

Agenda item 5

For approval - Disposal of assets

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Summary

This report gives details on IT equipment that has been disposed of and requests approval to dispose of assets at Victoria Park Office.

I will endeavour to answer any questions at the meeting but if you require any specific information, please let me know beforehand at hpaniccia@frometowncouncil.gov.uk.

Disposal of IT Equipment

We disposed of the below assets securely on 09/03/2021. Paul Stillman removed the hard drives from the equipment which Sean Powell (Town Hall Steward) destroyed. Dave Krzyzosiak (Lead Town Ranger) took the equipment to be disposed of to the Recycling Centre.

ID	Description	Cost	Purchase date	Disposal date
COMP201401	Dell OptiPlex 390 Desktop	£ 375.00	21/05/2014	09/03/2021
COMP20143	Dell i5 desktop reception	£ 380.00	21/05/2014	09/03/2021
LAP003	HP Laptop	£ 400.00	26/03/2013	09/03/2021
LAP022	HP Probook 440	£ 563.00	04/05/2017	09/03/2021
LAP201408	HP Laptop	£ 517.02	21/05/2014	09/03/2021
TAB001	Wacom Graphics Tablet	£ 43.24	14/10/2015	09/03/2021
TAB002	2x iPads	£ 827.00	14/09/2015	09/03/2021
TAB004	Hannspree Hannspad Tablet	£ 110.00	01/09/2018	09/03/2021
TAB005	Hannspree Hannspad Tablet	£ 110.00	01/09/2018	09/03/2021

Any IT equipment that is not efficient enough for staff usage is offered to Fair Frome before being disposed of.

Disposal of Victoria Park Office equipment

The Town Rangers have requested that the following assets be disposed. They are both obsolete and disposing of the assets will give the Rangers more space.

ID	Description	Cost	Purchase date	Reason for disposal
BLR001	Boiler	£ 1,500.00	01/04/1998	Obsolete – not fit for purpose. There is only one radiator in the office, so the boiler would only heat this. The Rangers are using portable radiators when necessary.

OIL002	Oil Storage Tank	£ 2,000.00	01/04/2012	Obsolete – removal of the oil storage tank will provide much needed space in the yard for the Rangers.
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Recommendations

1. Ratify the disposal of IT equipment listed above.
2. Approve the disposal of the boiler and oil storage tank at Victoria Park Office.