Briefing Note
Disposal of Items - Workshop

for Finance & Governance 21 April 2022

Agenda Item 11

Background

The Parish Council's workshop makes up one half of the Chapel in South Avenue Cemetery.

Historically, half of the workshop is given over to the Hurstpierpoint Museum and Heritage Group archive. The other half is used as a workshop for the Cemetery Manager and the Maintenance Officer to store tools and equipment. Much of this space now contains office archives.

Some of the archives are extremely important such as the Council Minutes. The intention it to move all historic Council and Committee Minutes to the WSCC County Archive in Chichester Records Office. The Records Office take in Parish Council records on deposit, effectively a long term loan, which means that the Parish Council retains ownership. The terms and conditions of the deposit are attached in Appendix 1. The records office will provide proper storage, display and conservation processes.

The workshop also holds a significant amount of emergency planning equipment such as torches, batteries, hi-vis jackets, foil blankets, hard hats, first aid kits (out of date) and masks/gloves etc. These will be reviewed and updated separately as required.

Disposal – Items with No Value

The following items of little or no value are now surplus to requirements and it is recommended that they are disposed of:

Items with No Known Value	Disposal Method	Potential Income	Comments
Domestic Gas Heater	Waste Removal Firm	£0	Unsafe (1970s)
Broken Office Chairs x 3	Waste Removal Firm	£0	Unsafe
Plug-in Electric Radiator	Waste Removal Firm	£0	Old. Not required.
Metal Grave Markers	Metal Recycling?	£0	Steel and alloy
Old Computer Equipment	Recycle	£0	Not used
Wooden 8 rung ladder	Waste Removal Firm	£0	Poor condition/unsafe

Disposal – Items with Some Value

The following items that may have value are now surplus to requirements and it is recommended that they are sold:

Items with Potential Value	Disposal Method	Potential Income	Comments
Trailer (5ft x 3ft)	Sale	£500	Not used since 2010
Domestic Wood Chipper	Sale	£20	Not used since 2010
Hayter Mower	Sale	£20	Not used since 2006

Items to Remain

The majority of tools and equipment will remain stored in the workshop which includes a wheel barrow, 2 tables, a work bench and vice, water pump and hose, chemical cabinet, the display easel for the St Lawrence Fair and display boards.

Staff Consultation

The Estates & Facilities Manager, Maintenance Officer and Cemetery Manager have all been consulted on items of equipment to remain and those that they no longer use and can be disposed of.

Recommendation

Members are therefore asked to review the above information and agree that:

RECOMMENDATION: That the Committee AGREES that:

a) **the Council Minute archive can be removed to safe storage at Chichester Records Office;**

b) **the following items can be disposed of, sold if possible and removed from the asset register:**

- **Trailer**
- **Wood Chipper**
- **Mower**

c) **a waste disposal and metal recycling firm be used to dispose of the other items with no known value.**

West Sussex Record Office: Terms of Deposit

1. West Sussex Record Office acquires, preserves and makes accessible the archives relating to the County of West Sussex in accordance with its collections policy. West Sussex Record Office accepts private records by way of gift, purchase, bequest or indefinite loan. This statement sets out the terms under which the Record Office accepts deposited records on indefinite loan.

2. Where documents are deposited, the depositor retains ownership together with the right to withdraw all or part of the collection upon reasonable notice in writing, subject to any special conditions agreed upon at the time of deposit. In the case of permanent withdrawals, reasonable notice shall consist of a period of time sufficient to allow the Record Office to make copies of the documents for the purposes of research and private study. In the case of temporary withdrawals this shall be for a period of no more than three months.

3. Although records are deposited on indefinite loan it is assumed that the period of deposit will be, other than in exceptional circumstances, not less than 25 years in order that expenditure incurred by the Record Office on conservation and cataloguing can be justified. If a deposit is withdrawn permanently, the depositor may be required to make a financial contribution towards the costs incurred during the period of deposit.

4. The Record Office reserves the right to undertake any repair or conservation work deemed necessary for the preservation of the material in accordance with our conservation programme.

5. The Record Office reserves the right to make copies of deposited records for the purposes of preservation and in order to improve access. Ownership of such copies shall be vested in the Record Office.

6. The Record Office may take such measures deemed necessary for the administration and security of deposited documents such as their rearrangement, stamping and marking.

7. The deposited material will be stored in secure accommodation and the Record Office will take all reasonable steps to ensure the long term preservation of the records by protecting them from damage from climatic extremes, flood, fire, theft or physical misuse. However should damage or loss occur the County Council cannot be held liable for compensation.

8. Documents will be produced for consultation by researchers under supervision in accordance with the Record Office rules for public use of archives, subject to any statutory restrictions or any special conditions agreed between the depositor and the Record Office at the time of deposit. In the event of any access restrictions agreed with the depositor, the Record Office will only produce these records with the written permission of the depositor. The Record Office observes the principles set out in the Data Protection Act 1998, the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

9. The copying of documents by photography or photocopying is permitted for the purposes of private and unpublished research, subject to any restrictions agreed upon at the time of deposit and in accordance with current copyright regulations. People to whom copies are supplied for research purposes will be required to sign a declaration of compliance with the current copyright legislation. For any other purposes, including publication, the consent of the owner or depositor will be sought.

10. The Record Office may place any of the deposited material in an exhibition on its own premises, subject to any restrictions on access applicable to the deposit and under such conditions as are reasonable for the exhibition of such material. Requests from other institutions for the loan of records for temporary exhibitions will be referred to the depositor for approval.

11. We reserve the right to dispose of duplicate and non-archival material (by destruction as confidential waste if necessary), unless you have previously indicated a wish to have such documents returned.

12. Private depositors: Please let us know of any subsequent change of address or contact details. On your death, your documents will become the property of your personal representatives, or of anyone to whom you leave them by your will. We will need firm evidence of your death and of your wishes before we will treat any other person as the owner of your documents.

13.Non-private depositors: Please let us know of any changes within your organisation, such as the name of the current contact, or changed address.

14. West Sussex Record Office is the Diocesan Record Office for the Diocese of Chichester and accepts parish records in accordance with the Parochial Registers and Records Measure 1978 (amended 1992).

Please sign this document in the space overleaf to accept these terms of deposit.

Wendy Walker, County Archivist December 2015