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| Approved date | 7 th October 2024 | Author | Joan Toon | Issue |
| Review date | December 2026 | Owner (if different) | Joan Toon Dilys Warren | 1.1 |

1. Purpose

For Stroud u3a members to be made aware of the inventory of items (Assets) that are owned by Stroud u3a. Details such as current location, approximate cost/value (where known) will also be recorded and held on record by the person who manages these Assets on behalf of Stroud u3a. This is currently Joan Toon.

Information on each Asset including photographs, is set out in a separate document. By informing members of this inventory the intention is also to provide the necessary information to members if they should wish to borrow any such Assets for the purposes of pursuing the activities of Stroud u3a.

Assets may only be borrowed by paid up Stroud u3a members and only for use on Stroud u3a, Cotswold Link u3a or National u3a business. We regret that to ensure we can retain clear control of them, Stroud u3a assets cannot be lent outside of these limitations.

2. Procedure

This document will be made available on the Stroud u3a website.

Once a member has identified the asset(s) they might wish to use, they should email assets@stroudu3a.org in order to discuss this further and ascertain availability for the date(s) needed etc.

If the asset is available, they will be given permission to borrow and details of where the asset is being held will be sent to them. No charges will be levied on members for using Stroud u3a's assets for Stroud u3a activities.

The holder of the asset will be informed of the required usage and the revised (temporary) location will be noted on the asset register.

All assets will be returned after use to the registered holder.

The person managing assets on behalf of Stroud u3a is authorised by the Committee to relocate assets more permanently provide their new current location is promptly recorded and is overseen by a member of Stroud u3a.

3. Maintenance of Assets

The owner of the Asset Register will be apprised by the borrower of any shortcomings with the asset and appropriate action taken.

4. Replacement of Assets

When an asset becomes unfit for purpose its future will be referred back to the Committee of Stroud u3a.