



## **Report on the proposal to Adopt Civic.ly Asset Management Platform**

### **Background**

Minehead Town Council is legally required to maintain a clear and accurate record of its assets. This is essential not only for compliance with the Annual Governance and Accountability Return (AGAR) but also for ensuring transparency, public trust and effective strategic planning. Over the past two years, MTC has made significant progress in updating and maintaining its asset register. However, the current system relies heavily on manual updates and cross referencing across multiple platforms, such as paper based playground inspections and separate digital systems for vehicle checks. To streamline this process, the Clerk has been looking into Civic.ly, a new digital platform specifically designed for local councils to manage assets more efficiently.

### **Key Benefits of Civic.ly**

- **Centralised Operations:** Consolidates multiple systems into one platform, replacing paper based and fragmented digital processes with a single, integrated solution.
- **Real Time Asset Tracking:** Enables full lifecycle management of assets, from acquisition to maintenance, repairs and eventual replacement.
- **Paperless Reporting:** Reduces administrative burden and improves efficiency with digital reporting tools.
- **Ease of Reporting:** Simplifies reporting for councillors and, in time, will allow public access for greater transparency and engagement.
- **Scalable and Future Proof:** Designed to grow with the council's needs, including future features such as lone worker monitoring and open space management.
- **Audit Ready:** Creates clear, auditable trails for all asset-related activities, supporting compliance and governance.
- **No Tie-In Period:** Offers flexibility to withdraw if the system does not meet expectations.
- **Early Adopter Advantage:** Full access to all future features at no additional cost, with onboarding fees waived.

### **Operational Considerations**

To maximise the platform's capabilities, staff, particularly the Amenities Team, will need access to mobile devices on-site. Currently, only one council-issued smartphone is available to the amenities team. A policy change is recommended to allow the use of personal mobile phones for work purposes, with a monthly contribution from the council to staff phone bills. This avoids the higher cost of issuing new devices while ensuring full functionality of the system.

## **Financial Overview**

- Onboarding Cost: £0 (100% saving of £3,794)
- Additional Costs: £0 (Staff mobile contributions TBC)
- Monthly Subscription (from April 2026): £527 (£6,324 annually)
- Trial Period: Free until April 2026, provided a budget line is created for the next financial year.

## **Legal Considerations**

The council has the power to adopt this system under Section 111 of the Local Government Act 1972, which permits actions conducive to the discharge of its functions. Furthermore, the council has statutory obligations under:

- The Practitioners' Guide (asset recording and reporting),
- The Health and Safety at Work Act 1974 (maintenance and safety of assets),
- And general duties under the Local Audit and Accountability Act 2014.

## **Recommendations**

1. To adopt Civic.ly, making full use of the free trial period and preparing a budget line for the annual subscription from April 2026.
2. To approve in principle a policy change allowing staff to use personal mobile phones for work purposes, with a monthly contribution from the council, effective April 2026.

Ben Parker

Town Clerk

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