Probus
Parish Council

eBay Use Policy & Procedures

Parish Council eBay Use Policy

Adopted: [insert date] **Review Date:** [insert date] **Council:** [insert parish council name]

1. Purpose of the Policy
This policy sets out the procedures and controls for the use of an official eBay business account by the Council. The purpose of using eBay is to enable the lawful, transparent, and efficient disposal of surplus, obsolete, or unused Council-owned assets, and to support approved fundraising activities where appropriate.

2. Governance and Authorisation
2.1 The Council must approve the creation and operation of an eBay account by formal resolution.
2.2 The account shall be registered in the name of the Clerk/RFO and linked only to official Council contact details and bank accounts.
2.3 The Clerk/Responsible Financial Officer (RFO) is authorised to administer the account. Additional officers may be authorised by resolution if required.
2.4 Councillors shall not operate the account directly unless explicitly authorised by the Council.

3. Asset Disposal
3.1 Items may only be sold on eBay following Council approval, in accordance with the Council's Financial Regulations and asset disposal procedures.
3.2 Each item must be recorded in the asset disposal log, including:

- Description
- Condition
- Reason for disposal
- Method of disposal (eBay)
- Date listed
- Sale price
- Buyer details
- Fees and net income

3.3 Items containing personal data (e.g., computers, phones) must be securely wiped before listing.
3.4 Items must be safe, legal to sell, and compliant with eBay's prohibited and restricted items policies.

4. Account Management
4.1 The Clerk/RFO shall maintain secure access to the account, including strong passwords and two-factor authentication.

4.2 Login credentials must be stored securely and must not be saved on personal devices.
4.3 All communication with buyers must be professional, factual, and in line with the Council's standards of conduct.

5. Listing and Selling Items
5.1 Listings must be accurate, honest, and include clear photographs.
5.2 The Clerk or authorised officer shall determine appropriate pricing, including:

- Starting bid
- Buy-It-Now price
- Postage or collection arrangements

5.3 Items may be sold via auction or fixed price, depending on what is most appropriate for value and demand.
5.4 Postage costs must be calculated accurately and charged appropriately.
5.5 The Council may use "eBay for Charity" for approved fundraising activities.

6. Financial Management
6.1 All proceeds from sales must be paid directly into the Council's main bank account.
6.2 eBay fees, postage costs, and any other expenses must be recorded and reported as part of the Council's financial accounts.
6.3 The RFO shall reconcile all eBay transactions monthly and include them in financial reports to Council.
6.4 VAT must be applied and recorded where applicable, in accordance with the Council's VAT status.

7. Audit and Transparency
7.1 A full audit trail must be maintained for all eBay activity. 7
.2 The Clerk/RFO shall report quarterly to the Council on:

- Items sold
- Income received
- Fees incurred
- Any issues or disputes

7.3 The Council may publish a summary of items sold and income generated to support public transparency.

8. Risk Management
8.1 The Council must ensure that items sold are safe and do not expose the Council to liability.
8.2 Electrical items should be PAT-tested where appropriate.
8.3 Disputes or returns must be handled promptly and professionally.
8.4 The Council must comply with GDPR and ensure no personal data is shared or sold.

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9. Review of Policy

This policy shall be reviewed annually or sooner if required due to changes in legislation, eBay terms, or Council procedures.

POLICY REVIEW

The policy will be reviewed every two years. In the event that an incident of whistleblowing takes place, Probus Parish Council will take the opportunity to examine its policy, procedures and working methods to see if they can be improved.

Document control

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Owner	**Probus Parish Council**
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