

# **Botus Fleming Parish Council Asset Audit Report**

(This audit does not include any aspect of the Playing Field which is audited separately)

DATE OF AUDIT: 16/01/2023	AUDITED BY: S. White
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Item	Area	Condition	Action Required
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Life Belt	Moditonham Quay	Good	None
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Notes:
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Parish Pound	Botus Fleming	Good	None
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Notes:
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Bus Shelter	Hatt	No Change	None
Railings and Signage	Hatt Roundabout	No Change	None
Play Equipment	Recreation Field	See Appendix A	

Notes:
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Notice Board	Botus Fleming	Good	None
	Hatt	No change	Work Required

Notes: Posts on Botus Fleming notice board have been braced to provide stability
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Salt Grit Bins	Hatt Sunnybanks	1/2 Full	None
	Hatt Vollards Lane	1/2 Full	None
	Road, Hatt To Botus Fleming	Full	None
	Botus Fleming Crossroads	1/4 Full	None

Notes:
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Benches	Moditonham Quay	Good	None
	Road, Hatt To Botus Fleming	Good	None
	Recreation Field 1	Poor	Inspection required
	Recreation Field 2	Poor	Inspection required
Picnic Benches	Recreation Field	Good	None

Notes: The benches in the Recreation Field had been tipped over. When righted it could be seen that some wear and tear was evident. Pedestrian gate into field found to be open again.
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Laptop	Parish Clerk	No Change	None
Printer	Councillor/Auditor	No Change	None

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## **Appendix A**

### Checklist For Play Equipment

Maintenance Check	Week 1	Week 2	Week 3	Week 4	Comment
Check Rotating Parts	27/11	4/12	10/12	17/12	
Check Swing Chain Links/Shackles/Seats	27/11	4/12	10/12	17/12	
Check Bolts/Fixings/Ball Joints	27/11	4/12	10/12	17/12	
Check For Loose/Missing Parts	27/11	4/12	10/12	17/12	
Check Plastic/Rubber Parts	27/11	4/12	10/12	17/12	
Check For Damage/Obstruction/Corrosion	27/11	4/12	10/12	17/12	
Check Safe Surfacing	27/11	4/12	10/12	17/12	

Notes: Inspections also carried out on 24/12/2022, 1/1/2023, 10/1/2023 and 16/1/2023