

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: 13/02/2023	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:

Parish Pound	Botus Fleming	Good	None
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Notes:

Bus Shelter	Hatt	No change	None
Railings and Signage	Hatt Roundabout	No change	None
Play Equipment	Recreation Field	See Appendix A	

Notes:

Notice Board	Botus Fleming	Good	None
	Hatt	No change	Work required

Notes:

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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:

Benches	Moditonham Quay	Good	None
	Road, Hatt To Botus Fleming	Good	None
	Recreation Field 1	No change	Watch
	Recreation Field 2	No change	Watch
Picnic Benches	Recreation Field	Good	None

Notes:

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	21/01	29/01	04/02	11/02	
Check Swing Chain Links/Shackles/Seats	21/01	29/01	04/02	11/02	
Check Bolts/Fixings/Ball Joints	21/01	29/01	04/02	11/02	
Check For Loose/Missing Parts	21/01	29/01	04/02	11/02	
Check Plastic/Rubber Parts	21/01	29/01	04/02	11/02	
Check For Damage/Obstruction/Corrosion	21/01	29/01	04/02	11/02	
Check Safe Surfacing	21/01	29/01	04/02	11/02	

Notes: