

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: 18/04/2023	AUDITED BY: S. White
------------------------------	-------------------------

Item	Area	Condition	Action Required
------	------	-----------	-----------------

Life Belt	Moditonham Quay	Good	None
-----------	-----------------	------	------

Notes:

Parish Pound	Botus Fleming	Good	None
--------------	---------------	------	------

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:

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: 18/04/2023	AUDITED BY: S. White
------------------------------	-------------------------

Item	Area	Condition	Action Required
------	------	-----------	-----------------

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

Botus Fleming Parish Council Asset Audit Report

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

Appendix A

Checklist For Play Equipment

Maintenance Check	Week 1	Week 2	Week 3	Week 4	Comment
Check Rotating Parts	18/3	26/3	2/3	9/3	
Check Swing Chain Links/Shackles/Seats	18/3	26/3	2/3	9/3	
Check Bolts/Fixings/Ball Joints	18/3	26/3	2/3	9/3	
Check For Loose/Missing Parts	18/3	26/3	2/3	9/3	
Check Plastic/Rubber Parts	18/3	26/3	2/3	9/3	
Check For Damage/Obstruction/Corrosion	18/3	26/3	2/3	9/3	
Check Safe Surfacing	18/3	26/3	2/3	9/3	

Notes: Also checked on 15/3/2023.