

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: 15/05/2023	AUDITED BY: S. White
------------------------------	-------------------------

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

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

Notes:

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

Notes: Weeds getting tall.

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: Hatt notice board unusable in windy conditions. Delays could be encountered in posting some notices.

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:	AUDITED BY:
----------------	-------------

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	23/4	30/4	6/5	13/5	
Check Swing Chain Links/Shackles/Seats	23/4	30/4	6/5	13/5	
Check Bolts/Fixings/Ball Joints	23/4	30/4	6/5	13/5	
Check For Loose/Missing Parts	23/4	30/4	6/5	13/5	
Check Plastic/Rubber Parts	23/4	30/4	6/5	13/5	
Check For Damage/Obstruction/Corrosion	23/4	30/4	6/5	13/5	
Check Safe Surfacing	23/4	30/4	6/5	13/5	

Notes: