

# **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: 19/06/2023	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: weeds still growing.
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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	Very Good	None

Notes: Thanks to Councillor Willey for his excellent work on the Hatt noticeboard.
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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	Fair	Watch
	Recreation Field 1	Fair	Watch
	Recreation Field 2	Fair	Watch
Picnic Benches	Recreation Field	Good	None

Notes: The benches in the Recreation Field have had remedial work carried out on them. The three benches of similar construction may require some work on them at regular intervals to maintain their safety.
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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 Week 5
Check Rotating Parts	21/5	29/5	4/6	11/6	18/6
Check Swing Chain Links/Shackles/Seats	21/5	29/5	4/6	11/6	18/6
Check Bolts/Fixings/Ball Joints	21/5	29/5	4/6	11/6	18/6
Check For Loose/Missing Parts	21/5	29/5	4/6	11/6	18/6
Check Plastic/Rubber Parts	21/5	29/5	4/6	11/6	18/6
Check For Damage/Obstruction/Corrosion	21/5	29/5	4/6	11/6	18/6
Check Safe Surfacing	21/5	29/5	4/6	11/6	18/6

Notes: