

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: 04/12/2023	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: The Christmas decorations have appeared around Hatt and Botus Fleming bringing cheer and glamour to the Assets and other structures.

Notice Board	Botus Fleming	Good	None
	Hatt	Good	None

Notes:

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Salt Grit Bins	Hatt Sunnybanks	Full	None
	Hatt Vollards Lane	Full	None
	Road, Hatt To Botus Fleming	Full	None
	Botus Fleming Crossroads	Full	None

Notes:

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

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	18/11	25/11	2/12		
Check Swing Chain Links/Shackles/Seats	18/11	25/11	2/12		
Check Bolts/Fixings/Ball Joints	18/11	25/11	2/12		
Check For Loose/Missing Parts	18/11	25/11	2/12		
Check Plastic/Rubber Parts	18/11	25/11	2/12		
Check For Damage/Obstruction/Corrosion	18/11	25/11	2/12		
Check Safe Surfacing	18/11	25/11	2/12		

Notes: