

# **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: 15/01/2024	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:
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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	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: Bin in Sunnybanks has water inside after the lid was opened by high winds in the recent storms.

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	10/12	16/12	23/12	30/12	6/1 & 13/1
Check Swing Chain Links/Shackles/Seats	10/12	16/12	23/12	30/12	6/1 & 13/1
Check Bolts/Fixings/Ball Joints	10/12	16/12	23/12	30/12	6/1 & 13/1
Check For Loose/Missing Parts	10/12	16/12	23/12	30/12	6/1 & 13/1
Check Plastic/Rubber Parts	10/12	16/12	23/12	30/12	6/1 & 13/1
Check For Damage/Obstruction/Corrosion	10/12	16/12	23/12	30/12	6/1 & 13/1
Check Safe Surfacing	10/12	16/12	23/12	30/12	6/1 & 13/1

Notes: The wet weather has caused some soil erosion in areas of heavy usage around the play equipment.