

# **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: 19/02/2024	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: Recent rain has left some notices quite wet.
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Salt Grit Bins	Hatt Sunnybanks	3/4 Full	None
	Hatt Vollards Lane	3/4 Full	None
	Road, Hatt To Botus Fleming	Full	None
	Botus Fleming Crossroads	Full	None

Notes:
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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:
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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	Week 5
Check Rotating Parts	20/1	27/1	3/2	10/2	17/2
Check Swing Chain Links/Shackles/Seats	20/1	27/1	3/2	10/2	17/2
Check Bolts/Fixings/Ball Joints	20/1	27/1	3/2	10/2	17/2
Check For Loose/Missing Parts	20/1	27/1	3/2	10/2	17/2
Check Plastic/Rubber Parts	20/1	27/1	3/2	10/2	17/2
Check For Damage/Obstruction/Corrosion	20/1	27/1	3/2	10/2	17/2
Check Safe Surfacing	20/1	27/1	3/2	10/2	17/2
Check Fencing					

Comments: The fencing is looking very good and the contractor must be congratulated for his hard work.

The fencing has been added to the check list for weekly monitoring.

Notes: On 10/2 and 17/2 the play equipment was out of use for the installation of the fencing around the whole area. This process has taken longer than anticipated due to the weather conditions. The ground has become very muddy as a consequence.