

# 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: 01/09/2025	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	Good	None
Railings and Signage	Hatt Roundabout	No Change	None
Play Equipment	Recreation Field	See Appendix A	

Notes:

Notice Board	Botus Fleming	Good	None
	Hatt	Good	None

Notes:

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Item	Area	Condition	Action Required
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Salt Grit Bins	Hatt Sunnybanks	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	Fair	None
	Road, Hatt To Botus Fleming	Fair	None
	Recreation Field 1	Fair	None
	Recreation Field 2	Fair	None
Picnic Benches	Recreation Field	Good	None

Notes:
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Laptop	Parish Clerk	No change	None
Printer	Councillor/Auditor	No Change	None

# **Botus Fleming Parish Council Asset Audit Report**

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## **Appendix A**

### Checklist For Play Equipment

Maintenance Check	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
Check Rotating Parts	20/7	27/7	3/8	10/8	17/8	24/8	31/8
Check Swing Chain Links/ Shackles/Seats	20/7	27/7	3/8	10/8	17/8	24/8	31/8
Check Bolts/Fixings/Ball Joints	20/7	27/7	3/8	10/8	17/8	24/8	31/8
Check For Loose/Missing Parts	20/7	27/7	3/8	10/8	17/8	24/8	31/8
Check Plastic/Rubber Parts	20/7	27/7	3/8	10/8	17/8	24/8	31/8
Check For Damage/Obstruction/ Corrosion	20/7	27/7	3/8	10/8	17/8	24/8	31/8
Check Safe Surfacing	20/7	27/7	3/8	10/8	17/8	24/8	31/8
Check Fencing	20/7	27/7	3/8	10/8	17/8	24/8	31/8

Comments: The gate to the play area is not shutting completely. It appears to have dropped on the top hinge. Reports suggest children are swinging on the gate.

31/8. The gate has been adjusted and is now closing fully.

Notes: