

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: 14/10/2025	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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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:

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	Fair	Repair Needed

Notes: A screw is missing from one of the struts under the picnic bench situated close to the football field.

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	Week 6
Check Rotating Parts	7/9	14/9	21/9	28/9	5/10	12/10
Check Swing Chain Links/Shackles/Seats	7/9	14/9	21/9	28/9	5/10	12/10
Check Bolts/Fixings/Ball Joints	7/9	14/9	21/9	28/9	5/10	12/10
Check For Loose/Missing Parts	7/9	14/9	21/9	28/9	5/10	12/10
Check Plastic/Rubber Parts	7/9	14/9	21/9	28/9	5/10	12/10
Check For Damage/Obstruction/Corrosion	7/9	14/9	21/9	28/9	5/10	12/10
Check Safe Surfacing	7/9	14/9	21/9	28/9	5/10	12/10
Check Fencing	7/9	14/9	21/9	28/9	5/10	12/10

Comments: Fence posts on the middle tower were not being held in place because of rotten wood. A repair was carried out to make the area safe.

The slide has been removed as it was damaged at the base.

A swing was found to be damaged. A bolt had pulled out from the seat. The swing has been removed.

Notes: