

# **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: 19/01/2026	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	Good	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	No longer in use	Removed
	Hatt	Fair	Possible repair to bottom of middle door.

Notes: Storm Gorette on 8/1 caused damage to the Botus Fleming notice board that resulted in it's collapse. It was removed on 10/1.
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Salt Grit Bins	Hatt Sunnybanks	3/4 Empty	Refill may be needed
	Hatt Vollards Lane	3/4 Empty	Refill may be needed
	Road, Hatt To Botus Fleming	Empty	Refill may be needed
	Botus Fleming Crossroads	Full	None

Notes: Refilling grit bins will incur a cost from CC.

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	None

Notes: The bench at Moditonham Quay is solid but would benefit from cleaning and painting when weather permits.

Laptop	Parish Clerk	No change	None
Printer	Councillor/Auditor	No change	None

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## **Appendix A**

### Checklist For Play Equipment

Maintenance Check	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9
Check Rotating Parts	23/11	30/11	6/12	14/12	21/12	28/12	3/1	12/1	17/1
Check Swing Chain Links/ Shackles/Seats	23/11	30/11	6/12	14/12	21/12	28/12	3/1	12/1	17/1
Check Bolts/Fixings/Ball Joints	23/11	30/11	6/12	14/12	21/12	28/12	3/1	12/1	17/1
Check For Loose/Missing Parts	23/11	30/11	6/12	14/12	21/12	28/12	3/1	12/1	17/1
Check Plastic/Rubber Parts	23/11	30/11	6/12	14/12	21/12	28/12	3/1	12/1	17/1
Check For Damage/Obstruction/ Corrosion	23/11	30/11	6/12	14/12	21/12	28/12	3/1	12/1	17/1
Check Safe Surfacing	23/11	30/11	6/12	14/12	21/12	28/12	3/1	12/1	17/1
Check Fencing	23/11	30/11	6/12	14/12	21/12	28/12	3/1	12/1	17/1

Comments: Ground around play area very wet.

Notes: