

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 |
|------------------------------|-------------------------|

| 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 | |

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| Notes: |
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|--------------|---------------|------------------|---|
| Notice Board | Botus Fleming | No longer in use | Removed |
| | Hatt | Fair | Possible repair to bottom of middle door. |

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| Notes: Storm Goretti 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 Vollsards Lane | 3/4 Empty | Refill may be needed |
| | Road, Hatt To Botus Fleming | Empty | Refill may be needed |
| | Botus Fleming Crossroads | Full | None |

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| Notes: Refilling grit bins will incur a cost from CC. |
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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 | Fair | None |

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