

# 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:<br>14/04/2026 | AUDITED BY:<br>S. White |
|------------------------------|-------------------------|

| Item | Area | Condition | Action Required |
|------|------|-----------|-----------------|
|------|------|-----------|-----------------|

|           |                 |      |      |
|-----------|-----------------|------|------|
| Life Belt | Moditonham Quay | Good | None |
|-----------|-----------------|------|------|

Notes:

|              |               |      |      |
|--------------|---------------|------|------|
| Parish Pound | Botus Fleming | Good | None |
|--------------|---------------|------|------|

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 | Being Replaced | None                 |
|              | Hatt          | Poor           | Replacement Required |

Notes: Right hand door was found swinging open in the wind. It was fastened with pliers to stop any potential damage. Water ingress noted.

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

|                |                             |           |      |
|----------------|-----------------------------|-----------|------|
| Salt Grit Bins | Hatt Sunnybanks             | 3/4 Empty | None |
|                | Hatt Vollards Lane          | 3/4 Empty | None |
|                | Road, Hatt To Botus Fleming | Empty     | 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 | None |

|  |
|--|
| Notes: Dog poo found on ground near bench by tree. |
|--|

|         |                    |           |      |
|---------|--------------------|-----------|------|
| 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 |
|--|--------|--------|--------|--------|--------|
| Check Rotating Parts                   | 21/3   | 28/3   | 5/4    | 11/4   |        |
| Check Swing Chain Links/Shackles/Seats | 21/3   | 28/3   | 5/4    | 11/4   |        |
| Check Bolts/Fixings/Ball Joints        | 21/3   | 28/3   | 5/4    | 11/4   |        |
| Check For Loose/Missing Parts          | 21/3   | 28/3   | 5/4    | 11/4   |        |
| Check Plastic/Rubber Parts             | 21/3   | 28/3   | 5/4    | 11/4   |        |
| Check For Damage/Obstruction/Corrosion | 21/3   | 28/3   | 5/4    | 11/4   |        |
| Check Safe Surfacing                   | 21/3   | 28/3   | 5/4    | 11/4   |        |
| Check Fencing                          | 21/3   | 28/3   | 5/4    | 11/4   |        |

Comments:

Notes: