

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: 14/07/2026	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: A fire was lit in the Quay area causing damage to the grass. Damage from disposable barbecues was also noted in two areas.

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	No change	Awaiting installation of new notice board

Notes:

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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	Poor	None
Picnic Benches	Recreation Field	Fair	None

Notes: Awaiting quote for replacement benches

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	Week 7
Check Rotating Parts	24/5	31/5	7/6	13/6	27/6	4/7	11/7
Check Swing Chain Links/Shackles/Seats	24/5	31/5	7/6	13/6	27/6	4/7	11/7
Check Bolts/Fixings/Ball Joints	24/5	31/5	7/6	13/6	27/6	4/7	11/7
Check For Loose/Missing Parts	24/5	31/5	7/6	13/6	27/6	4/7	11/7
Check Plastic/Rubber Parts	24/5	31/5	7/6	13/6	27/6	4/7	11/7
Check For Damage/Obstruction/Corrosion	24/5	31/5	7/6	13/6	27/6	4/7	11/7
Check Safe Surfacing	24/5	31/5	7/6	13/6	27/6	4/7	11/7
Check Fencing	24/5	31/5	7/6	13/6	27/6	4/7	11/7

Comments: The pedestrian gate into the field has dropped on it's hinges and requires adjustment.

Notes: