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: 16/11/2026	AUDITED BY: 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	Good	None
	Hatt	Good	None

Notes:

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Item	Area	Condition	Action Required
Salt Grit Bins	Hatt Sunnybanks	Full	None
	Hatt Vollards Lane	1/2 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	Poor	Replace
	Recreation Field 2	Poor	Replace
Picnic Benches	Recreation Field	Fair	None

Notes: A strut on the picnic bench a the far end has become loose.

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
Check Rotating Parts	23/10	30/10	7/11	14/11	
Check Swing Chain Links/Shackles/Seats	23/10	30/10	7/11	14/11	
Check Bolts/Fixings/Ball Joints	23/10	30/10	7/11	14/11	
Check For Loose/Missing Parts	23/10	30/10	7/11	14/11	
Check Plastic/Rubber Parts	23/10	30/10	7/11	14/11	
Check For Damage/Obstruction/Corrosion	23/10	30/10	7/11	14/11	
Check Safe Surfacing	23/10	30/10	7/11	14/11	
Check Fencing	23/10	30/10	7/11	14/11	

Comments: The tape on the wooden tower to prevent entry is being broken repeatedly.

Notes: