

# 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: 15/07/2024	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:

Parish Pound	Botus Fleming	Good	None
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Notes:

Bus Shelter	Hatt	No Change	Cleaning
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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Salt Grit Bins	Hatt Sunnybanks	3/4 Full	None
	Hatt Vollards Lane	3/4 Full	None
	Road, Hatt To Botus Fleming	Full	None
	Botus Fleming Crossroads	Full	None

Notes:
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Benches	Moditonham Quay	Good	None
	Road, Hatt To Botus Fleming	Fair	None
	Recreation Field 1	Fair	None
	Recreation Field 2	Fair	None
Picnic Benches	Recreation Field	Fair	No Change

Notes:
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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	22/6	29/6	7/7	13/7	
Check Swing Chain Links/Shackles/Seats	22/6	29/6	7/7	13/7	
Check Bolts/Fixings/Ball Joints	22/6	29/6	7/7	13/7	
Check For Loose/Missing Parts	22/6	29/6	7/7	13/7	
Check Plastic/Rubber Parts	22/6	29/6	7/7	13/7	
Check For Damage/Obstruction/Corrosion	22/6	29/6	7/7	13/7	
Check Safe Surfacing	22/6	29/6	7/7	13/7	
Check Fencing	22/6	29/6	7/7	13/7	

Comments: The gate to the play area was not closing fully. A piece of metal was found to have broken off and was lying loose impinging on the gate closure.

Notes: