

**HUNDLEBY PARISH COUNCIL ASSET INSPECTION RECORD 2021**

<b>Asset</b>	<b>Location</b>	<b>Comments</b>	<b>Inspected by:</b>	<b>Inspection Date:</b>	<b>Recommended Action:</b>
Allotments	Main Road	Single tenant, equipment stored, gate corroded, posts loose, tree plantation overgrown	DC, LC-M, CP, AF, AP	06.09.21	Review tenancy agreement, obtain quotes for tree work, obtain quotes for entrance gateway. Requirs inspection every 6 months by Allotment Committee
Bench	Raithy hill	repainted 2021	MH	04.08.21	MH to inspect monthly and report issues
Bench	Main Road, bus stop/post box	revarnished 2021	MH	31.07.21	
Bench	Main Road, Bowmans Ridge	sound but paintwork flaking	clerk	18.11.21	
Bench	The Green, Chirch Lane	good condition	clerk	19.11.21	
Chairs	Parish Rooms	50 blue cushioned chairs, fair condition	clerk	19.11.21	
Cooker	Parish Rooms	visually inspected	clerk	19.11.21	
Crockery	Parish Rooms	checked	clerk	19.11.21	
Cutlery	Parish Rooms	checked	clerk	19.11.21	
Fire extinguishers x4	Parish Rooms	serviced	PDFS	10.02.21	
Fridge	Parish Rooms	new 2021, visually inspected	clerk	19.11.21	
Glasses	Parish Rooms	checked	clerk	19.11.21	
Kettle	Parish Rooms	new 2021, visually inspected	clerk	19.11.21	

Laptop	Clerks	new 2021. routinely used	clerk	19.11.21	
Laptop (older)	Councillor's home				
Laptop projector	Parish Rooms	PATs test and visual inspection	Nick Preston	31.08.21	
Lockable filing box	Clerks	routinely used	clerk	19.11.21	
Microwave	Parish Rooms	PATS test and visual inspection	Nick Preston	31.08.21	
Noticeboard	Church Lane	monthly inspection	clerk	19.11.21	clean annually
Noticeboard	Main Road, Bowmans Ridge	monthly inspection	clerk	19.11.21	clean annually
Parish Rooms - exterior	Church Lane	leaking gutter to front, gutters blocked, flaking paint to fire door frame, wasps entering gap in barge board on gable end, guttering, downpipes and fascia board: flaking paint, front door: flaking paint, brick work pointing eroded in places, wasps entering above kitchen door, some pantiles broken or spalling, back door threshold rotten, toilet windows and rear hall windows: flaking paint	clerk	19.11.21	review Health and Safety policy. Produce schedule of work

Parish Rooms- interior		ceiling stained in places esp below wasps nest , ceiling flaking above heaters, some paintwork damaged	clerk		review Health and Safety policy. Produce schedule of work
Parish Rooms- yard		old privy door frame rotten, frame and door: flaking paint	clerk		review Health and Safety policy. Produce schedule of work
Printer	Clerks	PATS test and visual inspection	Nick Preston	31.08.21	
Shredder	Clerks	acquired 2021 visual inspection	clerk	19.11.21	
Tables	Parish Rooms	x6 small oblong, 2x med oblong, 4x non folding, 11x lg oblong, 5x trestle tops	clerk	19.11.21	
Village Green	Church Lane	maintained monthly during summer months		19.11.21	MH monthly inspection
Water heater	Parish Rooms	acquired , visual inspection and used	clerk	19.11.21	Include regular descale in monthly Compliance Checklist