

**Hundleby Parish Council**  
**Asset Inspection 2022**

Asset Description	Location	Comments	Inspected by	Inspection Date	Recommended action
Allotment gate	Main Road	installed 2022	JS	30.9.22	
Allotments	Main Road	single tenant, xmas tree plantation felled 2022, 2 plots unoccupied but not usable as allotment plot. New tenancy agreement 2022	JS	30.9.22	Periodic inspection needed
Bench	Raithy hill	repainted 2021	JS	20.9.22	periodic inspection by MH to remove any vegetation
Bench	Main Road, bus stop/p	revarnished 2021	JS	20.9.22	
Bench	Main Road, Bowmans	sound but paint flaking	JS	20.9.22	requires painting
Bench	Green, Church Lane	re-settled 2022, good condition but paint flaking	JS	20.9.22	requires repainting
Chairs	Parish Rooms	50 blue cushioned chairs, fair	JS	30.9.22	
Cooker	Parish Rooms	visually inspected	JS	30.9.22	
Crockery	Parish Rooms	checked	JS	30.9.22	
Cutlery	Parish Rooms	checked	JS	30.9.22	
Fete banners	At Chairman's house				
Fire extinguishers x4	Parish Rooms	annually serviced	PDFS	2.22	
Fridge	Parish Rooms	new 2021, visually inspected, temperature recorded weekly	JS	30.9.22	
Glasses	Parish Rooms	checked	JS	30.9.22	
Kettle	Parish Rooms	new 2021 Pats tested, visual	JS	30.9.22	
Laptop	Clerks	new 2021, Pats tested, used daily	JS	30.9.22	
Laptop (older)	Councillor's home				consider disposal
Laptop projector	Parish Rooms	Pats tested, visual inspection	JS	30.9.22	
Lockable filing box	Clerks	routinely used	JS	30.9.22	

Metal posts on Green	Green	flakey paint	JS	20.9.22	consider repainting
Microwave	Parish Rooms	Pats tested and visual inspection	JS	30.9.22	
Noticeboard	Church Lane	monthly inspection	JS	20.9.22	
Noticeboard	Main Road, Bowmans	monthly inspection	JS	20.9.22	
Noticeboard magnetic	Parish Rooms	monthly inspection	JS	30.9.22	
Parish Rooms	Church Lane	(New guttering and downpipe to front.) Flaking paint to fire door frame, historically wasps entering gap in barge board on gable end, , front door: flaking paint, brick work pointing eroded in places, historically wasps entering above kitchen door,some pantiles broken or spalling, back door threshold rotten, toilet windows and rear hall windows: flaking paint. Evidence of leaking water to kitchen ceiling - loose tiles above	JS	30.9.22	Quotes in for rear external paintwork, front door, fire door and front window sills. Consider annual gutter clean. Consider annual window and frame clean.
Post boxes x4	Parish Rooms	visual inspection	JS	30.9.22	
Printer	Clerks	Pats tested, regular use	JS	30.9.22	
Shredder	Clerks	Pats tested, regular use	JS	30.9.22	
Speed reduction unit	fixings for 3 locations	installed 2022, moved periodically by 2 cllrs	JS	30.9.22	Risk assessment req'd
Step ladder	Parish Rooms	visual inspection, guidance poster	JS	30.9.22	
Tables	Parish Rooms	x6 small oblong, 2x med oblong, 4x non folding, 11x lg oblong, 5x trestle tops	JS	30.9.22	
Village Green	Church Lane	maintanined monthly during	JS	20.9.22	
Water heater	Parish Rooms	visual inspection - requires draining when not in use	JS	30.9.22	order replacement filter. Check to see if it needs descaling

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