



Warndon Parish Council

Procedure for Inspecting Fixed Assets

The Parish Council has established a procedure for the regular inspection of its Fixed Assets to ensure assets are safe, remain fit for purpose and exist. Assets are visually inspected at an agreed frequency by a designated Parish Councillor or the Clerk. Where appropriate, the Clerk will also arrange for a qualified person to undertake a Portable Appliance Test (PAT).

The Fixed Asset Inspection Schedule below list the assets, their location, the person who is responsible for inspecting them, and the type and frequency of inspection. The responsible person inspects the asset and logs their findings on the central Fixed Asset Inspection Record (format to be agreed), recording the date of each check, who completed the check and any comments about the asset, for example its condition.

The Clerk has responsibility for quality assurance, will oversee the process and monitor that checks and records are timely and up to date. Records will be available for scrutiny by the Internal Auditor on request.

| Asset | Location | Responsibility | Type | Frequency |
|--------------------|-------------------|-----------------------|---------------|---------------------|
| Bench 1 | Brecon Avenue | DM | Visual | 3 months |
| Bench 2 | Woodgreen Drive | DM | Visual | 3 months |
| Bench 3 | Stirling Avenue | DM | Visual | 3 months |
| Laptop & printer | Clerk residence | Clerk | Visual PAT | 3 months 2 years |
| Projector | Lyppard Hub | Clerk | Visual | Annual |
| Chain of Office | Lyppard Hub | Clerk | Visual | Monthly |
| Parish Noticeboard | Lyppard Hub | Clerk | Visual | Monthly |
| Allotment padlocks | Mabbs Allotments | DC | Visual | 3 months |
| Fete gazebo | DM residence | DM | Visual | Annual |
| VAS speed camera | Plantation Drive | SH | Visual | 3 months |
| SID speed cameras | Various locations | SH | Visual | 3 months |
| Defibrillator 1 | Tesco Express | DC Clerk (Circuit) | Visual | Monthly |
| Defibrillator 2 | Lyppard Hub | DC Clerk (Circuit_ | Visual | Monthly |
| Defibrillator 3 | Haines Avenue | DC Clerk (Circuit) | Visual | Monthly |
| Laptop (NP) | AT residence | AT | Visual | 3 months |
| White speed gates | Plantation Drive | SH | Visual | 3 months |

Assets updated April 2023

Adopted by Warndon Parish Council 12.4.2021

For review: May 2023