



## 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	Dawn Merriman	Visual	3 months
Bench 2	Woodgreen Drive	Dawn Merriman	Visual	3 months
Bench 3	Stirling Avenue	Dawn Merriman	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	John Rudge	Visual	3 months
Fete gazebo	DM residence	Dawn Merriman	Visual	Annual
VAS speed camera	Plantation Drive	Stephen Hodgson	Visual	3 months
SID speed cameras	Various locations	Stephen Hodgson	Visual	3 months
Defibrillator 1	Tesco Express	Stephen Hodgson Clerk (Circuit)	Visual	Monthly
Defibrillator 2	Lyppard Hub	Stephen Hodgson Clerk (Circuit_	Visual	Monthly
Defibrillator 3	Haines Avenue	Stephen Hodgson Clerk (Circuit)	Visual	Monthly
Laptop (NP)	AT residence	Andy Taylor	Visual	3 months
White speed gates	Plantation Drive	Stephen Hodgson	Visual	3 months

Assets updated April 2023

Adopted by Warndon Parish Council 12.4.2021

Reviewed 3 July 2023