# **Temple Guiting Parish Council - Checklist for risk inspection of assets**

Carried out on:

23/8/19 Clerk

4/9/19 Cllr Littlewood (VL) Cllr Krier (MK)

|  |  |  |
| --- | --- | --- |
| **Asset** | **Checked** | **Comments** |
| Defibrillator – Temple Guiting | Y - VL | Checked monthly and logged with Community Heartbeat Trust. |
| Defibrillator - Kineton | Y -VL | Checked monthly and logged with Community Heartbeat Trust. |
| Phone box – Temple Guiting | Y - VL | Restored 2018. Excellent condition. |
| Phone box – Kineton | Y - clerk | Restored 2018. Excellent condition. Includes new noticeboard. |
| Dog waste bin @ Village Hall | Y - VL | In good condition. |
| Coronation bench | Y- MK | In good condition. |
| Coronation plaque | Y- MK | In good condition. |
| Cllr Newman’s plaque | Y - VL | Installed 2017. In good condition |
| Cllr Newman’s tree guard | Y - VL  | Installed 2017. In good condition. |
| Laptop | Y - clerk | No longer functioning. Clerk uses her own laptop. Old files transferred to laptop and erased from old PC. Not traded in but retained as of no value.  |
| Printer | Y - clerk | Functioning |
| Noticeboard - Kineton | Y- clerk | Noticeboard now inside the renovated phonebox. Excellent condition. |
| Noticeboard – TG Village hall | Y - clerk | Good condition. |
| Noticeboard – Ford | Y - clerk | Poor condition but useable |
| Noticeboard – TG tea shop | Y - clerk | Good condition, though doors stick in wet weather. |
| Allotments | Y- MK | Acceptable. Consider sign asking allotment users to make sure the gate is closed when they enter and leave the allotments to avoid possible traffic accident. |