



# Stoke Orchard & Tredington Parish Council

## STOKE ORCHARD AND TREDINGTON PARISH COUNCIL ASSET MANAGEMENT PLAN

Adopted on 4 April 2023

To be reviewed at the Parish Council Meeting in April 2024

No.	Asset	Aim	Action	Responsibility	Frequency
1.	Community Centre	To maintain a high standard within the community centre for the use of the public	Risk Assessments to be completed regularly before hire. Cleaning Sheets to be completed after each hire to comply with cleaning regime	Community Centre Manager  Hirer	Monthly  As required
2.	Building Management System	To keep the air management system in the community centre running efficiently	ABEC Maintenance contract	Councillors and Clerk responsibility to ensure contract is regularly renewed	Monthly inspection visits
3.	Shop	Shop fridges and freezers inspected to ensure they are safe for use.	SK Heating and Cooling Ltd Maintenance Contract	Inspections to be completed by SK Heating and Cooling every 6 months. Shop staff carry out a monthly maintenance procedure	Half yearly  Monthly



## Stoke Orchard & Tredington Parish Council

4.	Office	Office Equipment to remain fit for purpose	Computer software to remain up to date and antivirus to be installed to ensure council documents are protected	Clerk to be responsible for clerk laptop. Community Centre Manager to be responsible for remaining equipment	As required
5.	Car Park	Ensure the car park is safe for use.	Car park to remain safe for use to ensure no risk to residents using it. Also be kept clean and tidy.	Community Centre Manager ensures the car park is free of rubbish.	Weekly
6.	LEAP	To keep the area safe for all members of the public	Weekly inspections of the area carried out To setup a yearly inspection with Louisa Hill at Gordon Inspections	Community Centre Manager Gordon Inspections	Weekly Yearly
7.	MUGA	To keep the area safe for all members of the public	Weekly inspections of the area carried out To setup a yearly inspection with Louisa Hill at Gordon Inspections	Community Centre Manager Gordon Inspections	Weekly Yearly
8.	Telephone Boxes	To ensure these are fit for use	Regular inspections to ensure they are not damaged	Councillors	Yearly
9.	Defibrillator	To ensure defibrillators are always ready for use	Regular inspections and replacement of parts as required	Rachel Chandler	



## Stoke Orchard & Tredington Parish Council

10.	Bus Shelter	To ensure the bus shelter remains in good order and safe to use	Yearly inspections	Councillors	Yearly
11.	Noticeboard	Maintain All Noticeboards	Councillor/Community Centre Manager will inspect noticeboards when agendas are displayed. Any damage to noticeboards should be reported to the council so action can be taken.	Councillor and Community Centre Manager	6 times a year when Agendas are published.
12.	VAS	To ensure the VAS is maintained and updated so it remains fit for use	Swarco Gold Contract	Councillors/Clerk to ensure the contract is maintained. Community Speedwatch to highlight to council any problems with the unit	Yearly  As required
13.	Tractor Mower	To ensure the mower is safe to use and fit for purpose	Yearly servicing by Cleeve Garden Machinery	Servicing organised by Community Centre Manager	Yearly
14	CCTV, Alarm and Emergency Lighting	To ensure these are working with no faults	Contract setup with Security 1	Orgained by Community Centre Manager	