



Stoke Orchard & Tredington Parish Council

STOKE ORCHARD AND TREDINGTON PARISH COUNCIL ASSET MANAGEMENT PLAN

Adopted on 4 April 2023

Reviewed on 7th May 2025

To be reviewed at the Parish Council Meeting In May 2026

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.	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



Stoke Orchard & Tredington Parish Council

4.	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
5.	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
6.	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
7.	Pump Track	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	Community Centre Manager	Yearly



Stoke Orchard & Tredington Parish Council

9	Defibrillator	To ensure defibrillators are always ready for use	Regular inspections and replacement of parts as required	Rachel Chandler	
10	Bus Shelter	To ensure the bus shelter remains in good order and safe to use	Yearly Inspections	Community Centre Manager	Yearly
11	Noticeboard	Maintain All Noticeboards	Councillor/Community Centre Manager will inspect noticeboards when agendas are displayed Any damage to the noticeboard should be reported to the council so action can be taken	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	Community Speedwatch will inspect the VAS twice a year to ensure it is fit for use	Community Speedwatch Volunteer	Twice a year
13.	Village Gates	To ensure the Village Gates are in good order and safe by the highway	Community Speedwatch to ensure Village gates are kept clear and in good order	Community Speedwatch Volunteer	Yearly



Stoke Orchard & Tredington Parish Council

14	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
15	CCTV, Alarm and Emergency Lighting	To ensure these are working with no faults	Contract with Security 1	Organised by Community Centre Manager	