Cam Parish Council

HANDYPERSON CONTRACT

 2 year contract from April 2021 - 2023



**CAM PARISH COUNCIL**

**HANDYMAN CONTRACT**

**SCHEDULE 2021-2023**

1. **Footpaths**

Clear footpaths of overgrowing vegetation, including strimming of grass, cutting back of hedges, brambles etc., as per attached footpath schedule. All paths to be left clear of debris before leaving site, with debris to be removed completely from site and disposed of appropriately by contractor.

1. **Bus Shelters (appendix a)**

Monthly – visual inspection of all bus shelters for damage, complete and submit inspection
form.

Monthly – Sweep out and wash down all bus shelters internally and externally, remove any graffiti as required. Cut back any overgrown foliage surrounding bins, bus shelters and posts and leave clean and safe for general use.

1. **Seats and Amenity Furniture (appendix b).**

Monthly – visual inspection of all seats and amenity furniture for damage and complete and submit inspection form. Clear areas around seats from grass and vegetation.

1. **Grounds Maintenance**

**Monday/Wednesday/Friday each week –** Sweep and litter pick external area around the parish council offices, empty litter bin and remove waste from site.

**Monday & Friday each week –** Litter pick playing fields at Jubilee Field, Woodfields and Cam Green and empty litter bins. Remove waste from site.

**Weekly –** Litter pick Hopton Green, Lark Rise, Rackleaze and Cam Pitch amenity areas, empty bins and remove waste from site.

**Weekly –** Inspect Hopton Green, Lark Rise, Cam Pitch and Rackleaze areas for any damage or hazards and report to Clerk. Return inspection forms to office.

**Monthly –** Weed, prune and maintain as necessary the planted area around the Parish Council Offices.

**Monthly –** Wash over notice boards and check for any damage.

**Monthly –** sweep boardwalk at Rackleaze

**Quarterly –** Clear and remove any foliage from gutters at Jubilee field and Parish office

**Quarterly** – Dig over, weed and tidy as necessary the beds and planters around the War Memorial at Hopton Road and Cam pitch (to include maintenance prior to annual Remembrance Day service)

**Quarterly** – Clean road signage (4 locations)

**Twice Annually** – Trim hedge outside Parish Council Offices (sept-Mar)

**As necessary** – Remove weeds, mulch and maintain as necessary any young trees planted by the Council. Water planted area around Council Offices as required.
**Quarterly** – Inspect and refill salt/grit bins as required

**As required** – Snow clearance to the walkway in front of the parish office building

**Additional work agreed at hourly rate**

Strim allotment plots and cover for weed suppression as requested by the council

Any general building works required on bus shelters
Any installation of benches as requested by the parish council
Any installation of bins as requested by the parish council
Any additional work required at the allotment sites as required

Maintenance work on play equipment as required

General minor ground maintenance as required on all open spaces and amenity areas owned by the parish council