

MARY TAVY PARISH COUNCIL

GRASS CUTTING AND MAINTENANCE

(Please see attached maps showing areas)

1) **Mary Tavy Cemetery** - including access path from main Church path to gate at entrance to the parish cemetery

- To cut grass for whole area.
- Before grass cutting, check area around headstones and on graves to ensure there are no hazards such as pots/vases that are liable to shatter (NB. Cemetery rules state that only shatter proof vases etc. should be used, however, this rule is not always adhered to.) Any hazardous shatterable pots etc. should be removed and placed in the 'Lost Property' box attached to the bench on the left-hand side. Please note, if possible, which grave the item has been removed from (see headstone inscription) and inform the Parish Clerk. Appropriate PPE **must** be worn at all times.
- To cut up to headstones unless specified by the Council – taking care to not damage any tributes.
- To keep area around base of all hedge/bank and fences tidy.
- To cut hedge on cemetery side as needed, remove trimmings and dispose of appropriately.
- To keep all paths (including steep access path from main Church) tidy, weed and moss free and in a safe condition. (See map to show which path). Weed kill as appropriate. *
- To maintain and keep area generally tidy – anything removed from graves to be placed in the 'Lost Property' Box attached to the left-hand side of the bench.
- To cut according to the following schedule:

Quarter 1	2
Quarter 2	6
Quarter 3	6
Quarter 4	2

2) **Areas within village** -

Verges along A386

South of Station Road and West of A386

- area around bus stop to be cut and kept tidy regularly as per schedule below.

Bus stop on east side of A386 opposite Station Road – area to be kept clear and tidy

East side of A386 and South of Bal Lane

- War Memorial- To weed and weed kill* as necessary.
To make visual check for safety.
To clean War Memorial once a year with Council approved product, if necessary.
- Bus shelter - to cut grassed area next to bus shelter only as per schedule below.

East of A386 and North of Bal Lane

- to cut between WI garden area and main road (not to north of this) as per schedule below.

Recreation Field

Outdoor Gym area – to cut grass as per schedule below around equipment and keep equipment area clear and tidy.

Dog poo bins x 5

To keep clean and to keep the area around bins clear and tidy, including grass strimming (One bin at each of the following locations: Recreation Ground, Coronation Hall Car Park, Warne Lane, Bal Lane and Horndon).

Telephone boxes x 3

To keep area around telephone boxes clear and tidy, including grass strimming (Boxes located on: Bal Lane, opposite the Parish Church and at Horndon). The Boxes at Horndon and Bal Lane have been ‘adopted’ and maintenance around them may be taken on by others.

All the above Village areas to be cut as per the schedule below.

Grass cutting schedule –

Quarter 1	1
Quarter 2	3
Quarter 3	3
Quarter 4	1

Tasks to be carried out twice per year

Verge along A386

South of Station Road and West of A386

- area along hedge line only to be cut and cleared of brambles etc early in year before daffodil bulbs start to grow (November) and again to be cut and cleared at end of flowering season (June). (See attached map).

Task to be carried out once per year

Bal Lane

Steep bank on South side of Bal Lane – This area has rare wild flowers and bulbs. To cut grass once a year only in late September/very early October, up to the upper path and under the wire fence. (See attached map).

***Re: Weed killer – the Council has a policy of using ‘bee friendly’ weed killer only. Please ensure that only a Council approved product is used (pelargonic acid).**

Additional work may from time to time be required on receiving notice from the Chairman or the Clerk. Please quote price per hour for such work.

While not part of the main contract, the contractor may be invited to clean road signs when considered necessary by the Council. This would be paid at the agreed hourly rate for additional work. Please indicate if you have an interest and the necessary qualification (e.g., chapter 8 qualification) to undertake this work.

Also please note that Mary Tavy Parish Council has ‘wilded’ some verges and may consider wilding other areas; help and maintenance with this may be requested. Any additional cost of this to be agreed between the Council and contractor as necessary.

The Contractor to provide and use own equipment and ensure appropriate PPE is worn at all times.

The Contractor must have own Public Liability Insurance cover.

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Mary Tavy Parish Council

Grass Cutting and Maintenance

I wish to quote for grass cutting/maintenance as listed above, per year, for 4 years from 1st October 2022 to 30th September 2026

(Please itemise as follows)

1. Cemetery - for the sum of £.....per year excl. VAT

2. Village areas - for the sum of £.....per year excl. VAT

Please indicate whether you are VAT registered (delete as appropriate) YES/NO

Additional work the sum of £..... per hour excl. VAT

I have read and agree to the conditions in the contract supplied above

Signed: Date:

Name:

Address:

.....

Tel no.

Email address:

Public Liability Insurance Declaration

.....
(Please insert your name or name of business)

**has Public Liability Insurance for the sum of
£.....**

with
(Please insert name of insurance company)

Signed: Date: