

Christina Martin, Clerk
Chacewater Parish Council
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C/o Chacewater Village Hall
Church Hill, Chacewater
TR4 8PZ

Minutes for the Staffing Committee held Monday 3rd January at 9am, Chacewater Wi Hall

In attendance: Cllr P Chesworth (Chairman), Cllr R Knill (Vice-Chairman, Cllr Surgenor, Mrs C Martin (Clerk / RFO)

Minutes

1. Apologies for absence – Cllr P Bearham
2. Declarations of Interest – None

Agenda Items

3. Temporary Contract – Village Maintenance Operative

Recommendation to Council – Submit Tender for temporary contractor to cover ongoing long term sick leave. (below details for approval)

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INVITATION TO TENDER

Chacewater Parish Council is inviting suitably qualified and experienced contractors to tender for the provision of Village maintenance services on an initial temporary basis of up to 6 months to cover long term staff sickness.

The contract will be subject to Chacewater Parish Council's requirements and satisfactory performance through continuous monitoring and performance review. Failure to achieve satisfactory performance may result in the contract being terminated.

Applicants should complete and return the Tender Form as per the instructions set out in this Invitation to Tender (ITT). Any questions concerning this document or the tendering process should be directed to the Parish Clerk and Responsible Financial Officer (RFO).

The successful applicant will be required to deliver services in accordance with the following schedule of works:

SCHEDULE OF WORKS

The purpose of this specification is to define the general standard to be achieved and the precise method by which the contractor will be required to perform the service. In some situations, a more detailed specification will be required and therefore provided. The overall objective is to provide a clean, tidy and well-maintained village that reflects parishioner need, good horticultural and environmental practice. All work shall be carried out and timed in such a way as to leave the whole of each site in a well maintained and tidy condition. In some cases, the frequency of visits will be determined by the contractor in order to meet the required standard for each of the different types of work. In other cases, frequencies are specified.

Job description – Village Maintenance Operative

Hours Required – 30 per month

General Duties Include (but not limited to):

- To carry out general maintenance as directed by and agreed with the Clerk
- Sweep entrance & exit ramps to Community Car Park (behind the school) – (weekly)
- Empty Bins at Recreation Ground, Play Area, and 2 in Main Street – (weekly)
- Using Cornwall Council's online 'Report it' system to report issues such as (but not limited to) – pot holes, overgrown hedges & verges, fly tipping, illegally parked vehicles, vandalism, damaged road signs, etc.
- Litter pick Recreation Ground & other areas of the village (Twice weekly).
- Cut grass and trim verges by 'Welcome to Chacewater' signs on Chacewater Hill and near Buckingham Nip (3-weekly between March - October).

- To cut/strim grass at both Recreation Ground and Twelveheads Play Areas when required (3-weekly between 1st March and End October)
- Sweep/Clear leaves along Riverside footpath (3-monthly).
- Hedge trim/Strim footpath areas from Main Car Park (wooden foot bridge) to Fore Street via Lower Meadow/East Bridge (3-monthly)
- Conduct regular sweeps of Church Hill, esp. between End October and beginning of March each year, ensuring all drains fully exposed.
- Hedge trim/sweep perimeter of Main Car Park, twice annually between March and July and once November/January – the whole car park (including steps) to be swept of leaves early December.
- To hedge cut/strim/keep clear/clean the Footpath to School from Falmouth Road and perimeter of Recreation Ground, monthly between 1st March and 31st October, then once between November and January if/as required.
- Hedge trim Church Hill from Village Hall to School Gate entrance twice yearly (i.e., April and End October).
- Every quarter, strim in between copper beech trees and beneath the netting at the western end of the Recreation Ground, to ensure the area is clear of brambles. To dispose of all cuttings/trimmings from the Recreation Ground along the hedge to school between the current Pavilion and Store.
- Clean exterior of toilet building (and paint if required) (6-monthly).
- Clean “Welcome to Chacewater” signs (check/do 6-monthly).
- Straighten roads signs (if/as required).
- Cut, strim Chacewater (Recreation Ground) Play Area and ensure fences/Steppingstones building free from ivy, brambles, weeds etc (as required).
- To report any maintenance issues within the Parish to the Clerk only at pre-arranged monthly meeting.
- To get all waste bags bins ready for collection once a week.

TENDER FORM

1. Tender price £ per hour

2. Method statement

Description of equipment used, name of operatives carrying out the work, short description of how you intend to fulfil the terms of the contract (use a separate sheet if required):

Please complete in block capitals

NAME OF CONTACT: COMPANY NAME
(if applicable):

ADDRESS:
.....

TEL:

E-MAIL:

All tenders are to be sent for the attention of the Parish Clerk and clearly marked **VILLAGE MAINTENANCE TENDER**, so that the tendering process will not be prejudiced. Consideration must be given as to the appropriate type (employee liability, public liability, professional indemnity, etc.) and level of insurance requirements for each contract. Copies of insurance policies should be submitted with the tender document. Please retain a copy of this tender for your own records as contractors and their staff will be expected to be fully conversant with the schedule and conditions throughout the period of the contract.

Return one copy electronically to the Parish Clerk at email: parish.clerk@chacewater.org **The Invitation to Tender will open at 9.00 a.m. on Monday 23rd January 2023. Closing date for receipt of returned tenders is 12 Noon on Friday 17th February 2023.** The successful contractor will be expected to begin work in early March following a meeting with the Parish Council.

The Parish Council does not bind itself to accept the lowest or any tender.