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Parish Clerk
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Contract for Ranger Services - Bleadon Parish

The Parties: This contract is between Bleadon Parish Council and Adrian's Project Services.

The Contract Dates: The contract start date is 1st April 2021 and the end date without further notice is 31st March 2024

Termination of Contract: Either party may without reason terminate the contract early by giving two calendar months' notice in writing to the other party.

In the event that the Contractor without good reason does not complete the required tasks for a period of three consecutive weeks the contract will terminate immediately with payment for completed hours only.

Payment to Contractor: The Contractor will submit a monthly account in arrears. Invoices must include a completed task list showing the dates of the work.

Insurance and Licences: The Contractor will continue to hold public liability insurance and any certificates/licences required for equipment use in public places.

- a) The Contractor shall provide a Certificate of Insurance showing a minimum of £5,000,000 public liability insurance for Contracts. (already provided in the Tender Process)
- b) The Contractor shall indemnify Bleadon Parish Council against any claim or proceedings for any injury or damage to any property or persons or animals as a result of the Contractor's negligence poor workmanship or failure to notify Bleadon Parish Council of any action likely to cause injury or damage to a third party.

Health and Safety: The Contractor shall accept full responsibility for compliance with the Health and Safety at Work Act and all other Acts and Regulations in respect of the work comprised in this Contract.

The Purpose of the Contract: The purpose is to maintain and enhance the physical environment of the Parish by carrying out a range of duties.

The tasks will require more time in the summer months less time in the winter months. An average of eight hours per week will be maintained.

Additional hours / tasks must be agreed in advance between the parties.

Main Tasks: The main tasks are listed below and a schedule of expected tasks is at Appendix A. These tasks are to be carried out throughout the whole of the parish all year round although there will be seasonal variances. These will be reviewed during the first month and thereafter at least quarterly by the Clerk and the Contractor

- a) Litter pick and leaf collection from car parking areas, shrub and flower beds, open spaces, road channels and any other areas accessible to the general public as agreed with the Clerk.
- b) Check the litter bins that the Parish Council is responsible for at least once a week. Where they are more than half full, remove accumulated waste to the Coronation Hall refuse bins.
- c) Trim vegetation from specified areas when necessary.
- d) Make minor repairs to footpaths, fencing etc.
- e) Report defects to bins, benches, signs, noticeboards and other Parish Council-owned assets and equipment. Make minor repairs those items as necessary.
- f) Carry out weekly visual checks at the play area and re-distribute the bark to heavy-use areas (mainly under the swings and the slide). Report any obvious problems with equipment, damage or vandalism to the Clerk.
- g) Inform the Clerk of any other maintenance issue that requires action by North Somerset Council (such as faults with pavements/footpaths)
- h) Inform the Clerk of any large items of bulky litter, dumped rubbish and fly tipping that requires collection by North Somerset Council.
- i) Post agendas and minutes on the noticeboards monthly at the dates specified by the Clerk. Post other notices (left at the Post Office) on a weekly basis.
- j) Clean the bus shelter, signs and other furniture/equipment when necessary.
- k) Deal with the public courteously and efficiently. Always check with the Clerk before undertaking any additional tasks suggested by the public.

General Notes

LITTER – from play area and car park to be disposed of in the wheelie bins by Coronation Hall. Litter from streets to be placed in NSC bins where possible.


EQUIPMENT – the Contractor will use his own equipment and fuel.

CONSUMABLES – such as bin bags and cleaning materials will be provided by the Clerk (or reimbursed to the contractor if previously agreed with the Clerk). Fuel is excluded.

EQUIPMENT STORE – the Contractor is responsible for keeping the container in a safe, secure and tidy condition. Both parties' equipment may be stored there.

HIGH VISIBILITY TABARD – the Council will provide one tabard for use when on Council business.

Signed..... 

Signed..... 

Date: 21/1/21

01/02/2021, Date:

Parish Clerk
 Rooftops
 10 South Street
 Burnham-on-Sea TA8 1BS

Adrian's Project Services
 Blue 5, Riverside Holiday Village
 Bridgwater Road, Bleadon BS24 0AN

APPENDIX A

Date:.....

When required

Remove graffiti	
Report damage to council property	
Report fly-tipping and abandoned vehicles	
Follow up reports from public regarding footpath problems	

Weekly:

Play area visual assessment; check and fix or report problems to Clerk	
Play area litter pick, empty bin and change bin sack	
Play area maintenance; rake play-bark and sand pit	
Litter pick Hall carpark and gardens, Jubilee Garden and Well Green	
Visual check the Defibrillator	
Check, clean and tidy the five notice boards	
Remove inappropriate / out of date notices	
Erect Parish notices and appropriate event notices left at Village Shop/PO	
Litter clean Bleadon Road bus shelter and check NSC bin has been emptied	
Litter pick main roads through village and remove fly-posters	
Check and litter-pick churchyard and School Lane	

Every two weeks

Litter pick and check:	
Roman Road including the two lay-bys	
Accommodation Road and Bridgwater Road junctions	
Combe Quarry	
Allotments and lane	
Check the dog bins and report any problems	

Monthly

Check the Defibrillator, confirm to Clerk	
Check footpaths on a rota basis	
Weed the Jubilee Garden and alongside Coronation Hall	
Check and clean signs - village welcome, play area, carpark.	

Seasonal projects

Erect and remove parish Xmas tree and lights	
Check content level of grit bins during icy periods	
Help plant out seasonal plants – early summer and autumn	
Check and tidy planters; water as required	
Strim / clear Combe Quarry of weeds and brambles – summer and autumn	
Strim / clear footpath from Church to Post Office	
Strim the Roman Road laybys – monthly in summer	
Maintain the parish notice-boards – repair and re-varnish	
Clean & preserve public seats: Purn Way (2), Play Area (3), Well Green, Celtic Way (2), Roman Road, Parish Green.	

This list is not exhaustive. Several tasks are weather / season dependent and other tasks will arise throughout the year. Contract Ranger and Clerk to liaise regularly to ensure tasks and time taken are appropriate.