

NORTH STAINLEY WITH SLENINGFORD PARISH COUNCIL

c/o Nick Reed, Clerk to the Council
9 Little Market Place, Masham, North Yorkshire HG4 4DY
01765-689702
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PARISH CARETAKER 1st April 2021 – 31st March 2024

Tenders are sought from individuals or companies for the role of Parish Caretaker in the Parish of North Stainley with Sleningford. The basic provision is for 10 hours per month, to be comprised of at least two separate attendances more than one week apart, with additional hours to be worked by mutual agreement.

The duties to be undertaken include:

1. Inspection of children's play area and any basic remedial work necessary (*monthly*);
2. Ensuring parish road signs are clean and visible, including cutting back vegetation where needed (*no less than monthly*);
3. Sweeping and weeding of pavement areas and bus shelters (*on every attendance*);
4. Pond maintenance – clearing litter and thinning grasses on margins, ensuring outflow/inflow streams run freely. (N.B. does not include pondweed management or work at depth) (*on every attendance*);
5. Maintenance of benches and noticeboards (*as necessary, and inspected at least monthly*);
6. Occasional clearing of vegetation on those footpaths within the parish which are not maintained by North Yorkshire County Council (*as commissioned by Parish Clerk*);
7. Other relevant tasks as necessary, commissioned by the Parish Clerk.

Please note that regular grasscutting of the parish's verges and communal areas is undertaken under a separate contract and does not form part of the duties to be tendered for here.

The Parish Caretaker shall be responsible for:

- Supplying all necessary equipment for the tasks required, vehicle/s to carry them in, and materials, unless otherwise agreed in advance;
- Maintaining public liability insurance with minimum cover of £5 million for any one claim;
- Indemnifying the Parish Council against all claims and proceedings in respect of injury to persons and property arising out of the execution of works as Parish Caretaker;
- Complying with all relevant Health and Safety legislation;
- Providing personal protective equipment for their own use.
- Reinstating at their own expense any damage caused during or as a result of the execution of works.

The Clerk to the Parish Council will inform the Caretaker of any extra tasks (e.g. remedial work following bad weather) as and when they become necessary. We expect such tasks to be undertaken within five working days, unless agreed otherwise at the time of commissioning.

Invoices for work undertaken shall be submitted to the Parish Council at the end of each month, and will be paid by cheque following the next Parish Council meeting. (N.B. The council meets on the second Tuesday of January, March, May, July, September and November).

Any interested parties should submit a CV or company history with references, and details of the hourly rate they would charge and any extra charges they would make, to Nick Reed, Parish Clerk, 9 Little Market Place, Masham, N. Yorks HG4 4DY, or by email to nsparishclerk@yahoo.co.uk, to be received by 5pm on Monday 15th February 2021.

Any further information needed can be obtained from Mr Reed at these addresses or on 07939 136082.

The appointment will be confirmed at the Parish Council meeting of Tuesday 9th March 2021. Applicants who have not heard from the council by Monday 16th March should assume their application has been unsuccessful.