



WILLAND PARISH COUNCIL

Clerk to Parish Council Mrs D Bird
16 Tudor Grove Cullompton EX15 1XG
Tel: 07920014407 Email: clerk@willand-pc.org.uk

Responsive Repairs and General Maintenance Specification

This is a Self-Employed Post with the appointed person (hereafter referred to as the contractor) being responsible for provision of their own personal and public liability insurance. They will be responsible for carrying out their own job risk assessments and Health and Safety provision. The contractor must also hold a Waste Carrier's Licence.

The contractor will be responsible for the provision of their own transport, tools and safety clothing. If any specialist tools need to be hired or equipment/materials are needed for a particular task reimbursement will be made by the Parish Council at cost plus 10%.

The contractor will undertake any responsive repairs and general maintenance as identified by the Parish Council and authorised by the Parish Clerk. These duties could include reactive and emergency repairs, maintenance of and repairs to leisure and play equipment, repairs to, maintenance and fitting of bins and benches and general grounds maintenance duties such as weeding, hedge cutting, grass cutting and tidying of small areas. This list is not exhaustive. If the contractor feels that the required works are too difficult or great to be carried out by him/her they should report this to the Parish Clerk with a suggested solution or way forward.

Emergency works will need to be carried out as soon as possible and anything identified as high risk will normally need to be carried out within ten working days of a request being made. Lower risk repairs and general maintenance to be carried out within an appropriate timescale as agreed with the Parish Clerk. Where practical, work to play areas should be undertaken outside the school holidays. No work to be undertaken in the Cemetery when an interment is in progress unless it is emergency health and safety work that cannot wait.

Reimbursement will be at the agreed hourly rate, to be reviewed annually in line with the Financial Year. Larger tasks may require a job quote to be agreed by the Clerk or Council depending on the costs involved. Invoices will be required for all work undertaken, to be emailed to the Parish Clerk each month before the 5th of the month. Invoices will be paid within 30 days of receipt.