



## WILLAND PARISH COUNCIL

Clerk to Parish Council Mrs Barbara Bodkin, 12 Sycamore  
Close, Willand, Cullompton, Devon EX15 2SH. Tel: 07920014407  
Email: clerk@willand-pc.org.uk

SENT BY EMAIL TO: paul.cary@swgroundsmaintenance.co.uk

22 December 2022

Paul Cary  
South West Grounds Maintenance  
Denver  
Bridford Road  
Christow  
EX6 7PG

Dear Paul

### CONFIRMATION OF VERGE CUTTING CONTRACT FOR 2023, 2024 AND 2025

I am writing further to receipt of your quotation dated 21 November 2022 in response to my invitation to quote for ground maintenance work for Willand Parish Council and my subsequent telephone conversation with you on 12 December 2022 to confirm the Parish Council's decision to accept South West Grounds Maintenance quotation for verge cutting for 3 years, to be confirmed in writing.

I am now writing on behalf of Willand Parish Council to confirm acceptance of your verge cutting quotations based on 10 cuts per annum as follows:

2023: £7000 plus VAT  
2024: £7140 plus VAT  
2025: £7282.80 plus VAT

Please find attached with this letter the Grass Cutting Specification For Verges 2023-2025 which was provided to you and against which you provided your quotation. By entering into a contract to provide the verge cutting for Willand Parish Council, you are also agreeing to all elements of this Specification. I would draw your attention to the section 4 entitled "Administration Arrangements" and in particular to the following requirements:

- 4.1 All communications will be in writing – paper or email – to the Clerk of the Parish Council.
- 4.4 The contractor will submit an invoice monthly at the end of the month when grass has been cut and the invoice will show the number and dates of the cuts. Invoices received by the 5th of the month will be paid by the Parish Council within 30 days of receipt. The

method of payment (preferably BACS) will be agreed at the beginning of the contract between the contractor and the Parish Clerk.

***NOTE: The method of payment has yet to be agreed  
so please make specific reference to this in your reply. Thank you.***

4.5 Once a contract has been agreed, either party may terminate the Agreement without cause at any time, upon at least 2 calendar months' written notice.

Once a contract has been agreed, either party may terminate the Agreement without cause at any time, upon at least 2 calendar months' written notice.

I look forward to receiving your written acceptance and agreement to the contract in accordance with the specification.

Please do not hesitate to contact me if you have any questions.

Thank you.

Yours sincerely

*Barbara*

Barbara Bodkin  
Clerk to Willand Parish Council