



**DRAYTON (ABINGDON)
PARISH COUNCIL**

www.DraytonPC.org

**INVITATION TO TENDER
FOR CONTRACT
TO CARRY OUT
VILLAGE CARETAKER DUTIES**

Drayton Parish Council keeps the village neat and tidy and ensures that equipment is well maintained. We are seeking to appoint a dedicated and responsible person or company to work on their own initiative as a contractor to keep the village free from litter, tend the public spaces and footpaths and look after the playgrounds and burial ground.

The Village Caretaker needs to be flexible in their approach to work, which needs to be self-prioritised according to the needs of the changing seasons. The tasks carried out by the Caretaker are varied and rely on the Caretaker being able to establish an organised method of working.

Duties will include:

- Litter Picking through the Village centre and to the edge of the Village on a weekly basis according to a schedule agreed by the Parish Council
- Emptying selected litter bins and taking contents to the recycling centre
- Weeding, Pruning and Strimming
- Clearing and maintenance of footpaths
- Carry out a weekly playground safety inspection and maintain a monthly written record of their condition
- Hedge cutting and keeping the burial ground tidy and well maintained, including new planting
- Maintenance of the village notice boards, bus shelters, seats, gates, etc (including cleaning, painting and minor repairs as required)
- Such other similar tasks within the competence of the post holder

(The duties exclude the Millennium Green, as this area isn't managed by the Parish Council)

Duties must be performed with due courtesy and consideration, and no action by the contractor must bring the Parish Council into disrepute.

Reporting

The Village Caretaker reports to Drayton Parish Council via the Parish Clerk. At the end of each month the Contractor provides the monthly playground inspection report and an activity report to the Clerk, which includes a claim for hours worked detailed by date, hours and location and apportioned between the following areas:

- Footpaths/bridlepaths
- Public Amenities/Open Spaces
- Playground/recreation areas
- Burial Ground/allotments

The Contractor makes recommendations to the Parish Council of any actions which may need to be taken during the following month, and any areas of concern.

Communication is normally by email or telephone, and the contractor should be able to be contacted by either means.

Hours of Work:

Hours of work average 30 hours per calendar month with a usual working pattern (subject to current needs and weather conditions) of: Winter: October – February up to 20 hours per month and Summer: March – September up to 40 hours per month.

Equipment and Health and Safety

The contractor provides their own equipment (including personal protective equipment/high viz jackets, rubbish sacks, etc.) and is responsible for their own health and safety, risk assessments, safe working practices to protect the public, and for the safe and responsible disposal of any waste materials. They must carry suitable insurance (including third party liability), and provide proof that this insurance is in place annually by showing their renewal certificate to the Parish Clerk.

Sub-Contracting

The work may not be sub-contracted. Any substitution of personnel must be agreed beforehand in writing by the Parish Clerk.

Probation Period and Termination

The Contractor is appointed for a period of two years, subject to an initial 3 month probation period, at the end of which the Parish Council will confirm the contract in writing. The Contract can be terminated by serving three month's notice by either party. The Parish Council may suspend the contract and withhold payment if duties are not being performed satisfactorily within the contract terms.

Applications

Written applications from contractors can be submitted by email or post to the Drayton Parish Clerk, c/o 12 Loddon Close, Abingdon, Oxon, OX14 3TB, email draytonclerk@gmail.com Any queries – tel. 0790917606 (Parish Clerk)

The following information is required:

- Details of relevant previous experience, equipment and insurance (including copy of the current certificate of insurance)
- References from two previous employers
- Quotation of rate charged per hour (excluding VAT).

Applications should be received by the Clerk by **Friday 28th July 2017**

June 2017