

**Present:** Cllrs Bell, Clare, Cole, Hawes, Lankester, Lowther, St Joseph

**In the Chair:** Cllr Plater

**Clerk:** Michelle Curtis

**Also Present:** James Phelan – Phelan Barker Ltd  
2 members of the public

**1. Apologies for Absence**

There were apologies for absence from Cllr Chambers, Legg and Rogers.

There were also apologies for absence from District Councillor Thompson.

**2. Declarations of Interest**

There were no declarations of interest disclosed.

**3. Public Forum**

No comments from the members of the public.

**4. County Councillors and District Councillors**

There was no District or County Councillors present.

Cllr Durham had submitted a report which had been circulated to Councillors giving an update on Essex County Council.

**5. Tollesbury Volunteers – COVID19**

Cllr Clare, who is also part of the Tollesbury Volunteers Steering Group, reported:

- Operational issue - The 02 mast which is shared by some other service providers, is currently down. Vodafone advised that a transformer needs replacing. The helpline phones are with helpline responders who are in a part of the village who can get coverage. The phones will remain with these responders until the mast issue is resolved.
- Usual level of calling and serving. Very grateful to the volunteers who are providing the cover that many residents find reassuring.
- There has been some casework with individuals and Cllr Clare acknowledged Emma Stephens, Tolls Vols Steering Group, who has taken the lead on several cases. Each case is dealt with in confidence and it is great we have been able to provide specialised support to those residents.
- Also, acknowledgement of Cllr Durham's winter grant. From his fund, we have been able to assist a family with fuel support.
- The Steering Group meeting was held on 1<sup>st</sup> February 2021 and the timing and content of a subsequent newsletter was discussed. The proposed distribution is in late February. The content will include an article on climate change and initiatives in the village. Will also include helpful information for people who are feeling the pressures of the current lockdown.

- Will also be updating the Tolls Vols website with additional links and to also make it clear that from any of those links, you can reach out to organisations and you can get help without it having the risk of coming back to the village. Some residents want that sense of confidence and anonymity.
- Working with the Youth Working Group, we are looking at a couple of things to support families who are having to bring up young children through the lockdown. There are two initiatives, one the Chairman has sent out letters to certain families offering specific support and the other is a new venture collecting volunteers from both Tolls Vols and across the village who will take part in an online programme which will have a YouTube Channel presenting different topics of interest to families. So far, approximately 15 people have stepped forward to assist.

The Chairman reported that the Clerk and himself had attended a Health and Wellbeing seminar that day. The Essex Association of Locals Councils (EALC) will be sending documents that will be forwarded to Councillors. We are doing a lot of what is recommended in the village but it was interesting to see what we could do in the future and how we can take some of the recommendations forward to be developed.

The total expenditure as of the 2<sup>nd</sup> February 2021 for COVID19 is £1,534.91 excluding VAT (Appendix A).

Cllr Lankester reported that he had sent a newspaper article to Cllr Rogers regarding the crisis of depression for 13-19 year olds. Cllr Lankester offered his services to talk to the young people if they felt anxious.

#### **6. Minutes of the Meetings held on 12<sup>th</sup> January 2021**

**Resolved:** that the Minutes of the Parish Council Meeting held on 12<sup>th</sup> January 2021 be approved as a true record of the Meeting. Proposed Cllr Clare, seconded Cllr Hawes. Unanimously agreed.

The Minutes would be signed by the Chairman as soon as possible.

#### **7. Website**

Two emails from a resident were received and noted.

James reported that the website was commissioned in November 2019 and the website was built on an agreed specification and was 'live' at the end of March 2020. There has been very positive feedback on the website. Residents were asked to submit any comments regarding the website to the Council. A resident responded with several comments which Phelan Barker has worked through and had provided a quotation for works to address the residents comments. Some of the feedback has been around legal documentation. James stated that legal documentation is not the responsibility of the design company but is the responsibility of the Parish Council.

James advised some of the items raised were nice things we could have on the website but were not essential. Any additional would involve a cost to the Parish Council.

Councillors reviewed the following quotation and advice:

**Privacy Policy**

1. Privacy policy: add link button to contact page	30.00
2. Privacy policy: format downloadable version and upload.	30.00
3. Contact form: no action required.	-
4. Confirmation email: set-up template, upload and test	180.00
5. Uploading files: no action required	-
6. Privacy policy: no action required	-

**Terms & Conditions**

1. Legals: add multiple link buttons to contact page.	60.00
2. Privacy policy: add modal and restrict website access until confirmed.	180.00
3. Terms & Conditions: outside of our remit, we would advise legal guidance.	-
4. Social Media and Noticeboards: no action required.	-
5. Documentation: add T&C's notice and link to template for future use.	30.00
6. Access: see item 5 above.	

Optional: Item 5: add T&C's notice to all downloads, minimum 1 x weeks admin work £600.00.

**Contact Icon**

1. Maps: no action required.	-
2. Marketing cookies: no action required.	-
3. Google Maps: include Google cookie and privacy policy information with links.	90.00

**Total (VAT to be included @ 20%)** **£620.00**

**Resolved:** to accept quotations as follows:

Privacy Policy except item 4

Terms and Conditions except item 2

Contact Icons except item 3

**Total - £170 plus VAT**

**Action:** Phelan Barker to send an updated quotation.

**Annual costs including maintenance - £725 plus VAT**

James advised in September 2020, legislation was drawn for all public sector bodies websites to meet WCAG2.1 AA Standard. James gave an overview of the requirements.

With regards to Accessibility, it was agreed to have an independent person carry out an accessibility audit of the website. Once the audit had been carried out the Parish Council would consider how to proceed regarding Accessibility versus 'disproportionate burden'.

**Action:** Clerk to obtain a quotation from an independent person to carry out the accessibility audit.

**Action:** Clerk to seek confirmation from the EALC regarding the requirements for the website with regards to Accessibility versus 'disproportionate burden'.

James reported that due to the pandemic Phelan Barker was unable to train the Parish Clerk to use the website. Phelan Barker has been carrying out this additional work for the

Parish Council which based on the number of hours worked would have cost £1,080. This work has been carried out free of charge.

The Council thanked Phelan Barker for their ongoing support with the website.

James left the meeting at 8.47 pm.

## 8. Finance

### 8.1 Monthly Financial Report

The Financial Report as of the 31<sup>st</sup> January 2021 (Appendix B) was presented to the Council.

Councillors received the following monthly financial reports:

**Bank Reconciliation** – Closing balance of £97,861.93

**Expenditure to date** – Budget £93,256 – Actual to date £75,904

**Income to date** – Budget £93,256 (including Precept £85,204) – Actual to date £106,589

**Earmarked Funds** – Closing Balance £28,077.77 – Net movement -£5,998.33

The Chairman will sign the Reports as soon as practical.

### 8.2 To approve Payments

#### Payments

The items for payment totalling £6,130.77 were presented for approval (Appendix C).

The Clerk reported that the Chairman had permitted her to purchase a new fire cabinet for the office.

**Resolved:** to approve payments and make online payments.

## 9. Planning

*Applications are circulated to all Councillors with the agenda, for study ahead of the meeting. Planning documents are also available for everyone to view on Maldon District Council's website ([www.maldon.gov.uk](http://www.maldon.gov.uk)).*

### – Applications:

**Application No:** TCA/MAL/20/00073

**Proposal:** T55 Laburnum – Fell

**Location:** Parish Rooms 48 Church Street Tollesbury

**Action:** Clerk to bring to the attention of the Parish Rooms that the tree is located on their property. It was included as part of the Recreation Ground tree survey report. Clerk to ask if the Parish Rooms are happy for the tree to be removed or whether they would like to carry out works themselves.

**Resolved:** if approval is granted by the Parish Rooms, the Parish Council recommends approval of this application. If approval is not granted, the application is to be withdrawn. Unanimously agreed.

**Application No:** TCA/MAL/20/00070

**Proposal:** T1 - London Plane - Crown uplift to 2.4 meters

**Location:** Tollesbury County Primary School East Street Tollesbury

**Resolved:** to recommend approval of this application. Unanimously agreed.

**Action:** Clerk to speak to Tollesbury School to suggest that they also consider pollarding the tree. Unanimously agreed.

– **Appeals:**

The following appeal was noted:

**Appeal Ref:** APP/X1545/D/20/3264519

**Application Ref:** 20/00729/HOUSE PP-08908263

**Proposal:** Single storey extension to the rear with extended balcony/terrace at first floor

**Site Address:** 16 Darnet Road Tollesbury Essex CM9 8XG

– **Planning Decisions:**

**HOUSE/MAL/20/01097**– 6 Crescent Road– **Approved**

– **Planning Appeal Decisions:** None received

– **Tree Preservation Orders for information:** None received

The Chairman closed the meeting at 9.02 pm for a break.

The Chairman re-opened the meeting at 9.06 pm.

**10. Recreation Ground**

**10.1 Update from the Recreation Ground Committee**

Cllr Lowther reported that some residents had advised him, that the youths had been damaging the surface with their bikes. This was raised at the Tolls Vols meeting and Cllr Clare will be taking it forward with the Youth Working Group.

Cllr Lowther had also met with Bonz and the new litter bin has been installed on the side of the Pavilion. They also discussed the best location for a dog waste litter bin on the corner of Church Street and the Recreation Ground.

**Action:** Clerk to obtain a quotation.

**10.2 Monthly Inspection Report**

The Monthly Inspection Report dated 31/01/2021 was received (Appendix D). There were no issues to report.

**11. Environment & Amenity (Allotments, Burial Ground, Hasler Green, Woodrolfe Green, Streetlights, Dog/Litter Bins, Highways, Footpaths)**

**11.1 Update from the Environment and Amenity Committee Meeting**

Cllr Lowther reported that the Contractor will start work on the leylandii trees on 6<sup>th</sup> February 2021.

A Committee meeting is scheduled for Tuesday 9<sup>th</sup> February 2021.

## **12. Woodrolfe Hard**

### **12.1 Update from the Woodrolfe Hard Committee Meeting**

Cllr St Joseph reported that Ben and himself were putting a plan together to do a minor addition to the hard by putting down approx. 3 tonne of stone. If successful one may consider doing a further 20 tonne.

The Rules and Regulations for Woodrolfe Hard required a little more work.

A discussion needs to be had with Bonz confirming what needs to be done with the removal of the fencing and a quotation obtained.

**Action:** Cllr St Joseph to speak to Bonz.

The Chairman reported that he had spoken with the Commodore of Tollesbury Sailing Club and they are very supportive of the idea for the proposed improvement works to the Hard. The Commodore will take the proposal to the club with the recommendation that they support and help if needed.

## **13. Woodup Pool**

### **13.1 Update from the Woodup Pool Committee**

**Action:** Clerk to arrange a Committee meeting and invite Gamart Engineering to the meeting to give an update on the works to the Sluice Gate.

## **14. Neighbourhood Plan**

The Chairman reported on Friday 5<sup>th</sup> February 2021, the Clerk and himself had met with Andrew Cann, Planning Direct, via zoom. The Chairman reported that he had sent some draft strategic plans which were required by MDC to Andrew Cann for his comments. One plan shows the whole of the parish and the second plan was more detailed showing the centre of the parish.

A Neighbourhood Plan Committee meeting will be held on Thursday 11<sup>th</sup> February 2021.

The Clerk reported that she had spoken with District Councillor Thompson who had advised that the land supply for Maldon District Council is currently 4.9 years.

## **15. Contracts**

### **15.1 Grounds Maintenance Contract**

Councillors considered the quotations for the Grounds Maintenance Contract (Appendix E).

**Resolved:** to accept the quotation from D W Maintenance for £9,455 per annum. The contract would run from 1<sup>st</sup> February 2021 - 31st January 2024. It was noted that the price was the same as the previous period although higher than some of the alternatives. The standard of work by DW Maintenance has been high and the green areas, particularly the Recreation Ground has been the best it has in years. Unanimously agreed.

### **15.2 Litter Collection and Sweep Contract**

Councillors reviewed the work specification (Appendix F).

The Clerk would advertise the contract with quotations to be received by Friday 26<sup>th</sup> February 2021 to commence on 1<sup>st</sup> April 2021.

## **16. Local Highways Panel**

The following schemes to be submitted to the Local Highways Panel for consideration:

- Footpaths – coastal path and footpath at Woodrolfe Farm Lane
- West Street – Speeding issues – bringing the road signage up to standard
- Elysian Gardens – Surface Water
- East Street – Blocked drains
- High Street/East Street – pedestrian safety measures against speeding vehicles at s-bend
- Waterworks Road – County to consider the adoption of Waterworks Road and measures to avoid it being a rat race.

Cllr St Joseph reported:

- The coastal trail has got to the stage of implementation which means that Natural England can provide money to Highways to upgrade just the coastal trail. This does not include access to the seawall. They have already upgraded a section at Heybridge but are now under pressure to do part of the section belonging to Essex Wildlife Trust at Tollesbury Wick.
- There are also two defected sections of seawall, one going north from Tollesbury Sailing club as far as the sewerage works. This is important as it is protecting the industrial area and housing and Cllr St Joseph suggests the Parish write to Highways so that they can be persuaded to give this section the same protection.  
**Action:** Cllr St Joseph and the Clerk to draft a letter to Highways with a copy to the Environment Agency.
- He had an informal meeting with the owner of Tollesbury Marina and she volunteered to place suitable materials on the footpath if Highways would provide them. Both Cllr St Joseph and Cllr Lankester know from meetings of the Essex Coastal Forum that Highways has volunteered to do this and suggested a second letter goes to Highways to see if this can be implemented as well.  
**Action:** Cllr St Joseph and the Clerk to draft a letter to Highways to see if they can assist.

**Action:** Clerk to ask Cllr Durham for a response to the letter previously sent to him regarding several highways issues in the village.

## **17. Police/Community Protection Officers (CPOs)**

### **17.1 Police**

The Police Reports (confidential) were received and noted.

The Council were pleased to note that there had been police patrols carried out in the village.

### **17.2 CPO Report for January 2021**

The report for January had not been received. To be deferred to the next meeting.



## 18. Administration

UK Power Networks – The Clerk advised she had received a reply from UK Power Networks as follows:

“I have consulted the Lead Field Engineer for your local area who has confirmed that the power cuts you have experienced have been unrelated on both our overhead and underground networks.

In regard to the voltage issues, on restoration of power there can be a fluctuation in voltage which is beyond our control, most appliances should be made to withstand these voltage fluctuations if they have been manufactured to the correct standard.

The Lead Field Engineer has confirmed that we are arranging a full helicopter patrol of the overhead lines in the area this year in order to identify areas for potential extensive tree trimming to alleviate the shorter cuts on the network. In regard to underground work our engineers are planning to install further automation on our underground network in order to reduce customer numbers affected should there be any faults underground. This work will be undertaken as soon as is reasonably practicable.”.

## 19. Community Concerns – Information Exchange/Next Agenda Items

Cllr Cole reported:

- There had been an increase in dog fouling on pavements along Church Street.  
**Action:** Clerk to ask the CPOs to include Church Street in their patrols.  
**Action:** Clerk to include a notice in the Parish Magazine, Parish Council Facebook and website.  
**Action:** Clerk to speak to Tollesbury School to ask if the pupils could design some dog fouling posters.

Cllr Lankester reported:

- He had attended a 3-day conference entitled Ocean Recovery. Some projects were mentioned that were pertinent to Tollesbury.  
**Action:** to be referred to the Environment and Amenity Committee for a preliminary discussion.
- At the last Environment and Amenity Committee, he was given the task of looking into electric vehicle charging points. However, in the Climate Change Commission Report, electric vehicle charging points is one of the main issues they want to explore and suggested that Tollesbury wait until it has been further explored by the Essex Climate Change Action Commission.  
**Action:** to be discussed further by the Tollesbury Climate Change Group.

Cllr Lowther reported:

- On a recent walk back from Salcott he was disgusted by the amount of litter in the grass verges.  
**Action:** to be discussed by the Environment and Amenity Committee.

Cllr Hawes reported:

- On Facebook, several users regularly ask questions on the community pages group about information which is readily available on the website i.e. what day is the Saturday morning skip coming. It would be good to start directing residents to the website.  
**Action:** to try to encourage people to use the website.



Cllr St Joseph reported:

- Phelan Barker has done a wonderful job on the Parish Council website and it would be useful to have information on the number of people visiting the website.

**20. Public Bodies (Admission to Meetings) Act 1960**

**Resolved:** that due to the confidential personnel and contractual nature of the business to be transacted, the meeting would be closed to the press and public.

**21. Employment Matters**

Councillors carried out an annual review for the Litter Picker – (confidential report 03-20/21).

**22. Public Bodies (Admission to Meetings) Act 1960**

**Resolved:** to open the meeting to the press and public.

**23. Dates of the Next Meetings**

Tuesday 9<sup>th</sup> February 2021 – Environment and Amenity Committee – 7.00 pm.

Tuesday 2<sup>nd</sup> March 2021 - Full Council Meeting - 7.30 pm

Tuesday 6<sup>th</sup> April 2021 - Full Council Meeting - 7.30 pm

All meetings will be virtual via Zoom.

The Chairman closed the Meeting at 10.15 pm.

Signed.....

Date .....

Date: 31/01/2021

Tollesbury Parish Council Current Year

Page 1

Time: 16:53

**Bank Reconciliation Statement as at 31/01/2021  
for Cashbook 1 - Tollesbury Bank Accounts**

User: MICHELLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 1	31/12/2020		72,308.45
Deposit Account	31/12/2020		497.12
P/Sector Reserve	31/12/2020		0.00
Coop Current Account 2	31/12/2020		4,206.78
Petty Cash	31/12/2020		13.33
Unity Current Account	31/12/2020		20,836.25
			0.00
			<u>97,861.93</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			97,861.93
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			97,861.93
		<b>Balance per Cash Book is :-</b>	<b>97,861.93</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>0.00</b>
<u>Adjustments to Reconciliation</u>			
19/09/2017 ONLINE Colin Elmer		0.00	
19/09/2017 ONLINE Colin Elmer		0.00	
18/04/2019 D/C Morrisons		0.00	
			<u>0.00</u>
		<b>Unreconciled Difference is :-</b>	<b><u>0.00</u></b>

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Amenities	1,238.41	1,090.00	2,328.41
321 EMR Cemetery	995.95	500.00	1,495.95
322 EMR Recreation Ground	2,079.76	3,609.29	5,689.05
323 EMR Unallocated	-601.44	2,190.05	1,588.61
324 EMR Woodup Pool	3,005.85	4,811.89	7,817.74
325 EMR Pavilion Project	0.00		0.00
326 EMR Pavilion	2.58	-2.58	0.00
327 EMR Neighbourhood Plan	2,344.91	1,013.28	3,358.19
328 EMR Fencing Project	0.00		0.00
329 EMR Woodrolfe Hard	4,828.82	0.00	4,828.82
330 EMR Streetlighting	496.00		496.00
331 EMR Woodup Pool Project	861.89	-861.89	0.00
332 EMR Play Equipment Project	6,576.71	-6,576.71	0.00
333 Tollesbury Harbour Project	250.00		250.00
334 EMR Website	0.00	225.00	225.00
	<u>22,079.44</u>	<u>5,998.33</u>	<u>28,077.77</u>

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2021

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Wages</u>							
Wages :- Indirect Expenditure	32,565	38,300	5,735	0	5,735	85.0%	0
Net Expenditure	(32,565)	(38,300)	(5,735)				
<u>110 Administration</u>							
1076 Precept	85,204	85,204	0			100.0%	
1080 Bank Interest Received	2	2	0			87.0%	
1200 Grants Received	10,000	0	(10,000)			0.0%	
Administration :- Income	95,206	85,206	(10,000)			111.7%	0
4100 Audit Fees	700	700	0		0	100.0%	
4110 Bank Charges	73	100	27		27	73.2%	
4120 Insurance	2,559	2,600	41		41	98.4%	
4130 Miscellaneous	336	700	364		364	48.0%	
4140 Office Allowance	665	780	115		115	85.3%	
4150 Photocopier	829	1,150	321		321	72.0%	
4160 Postage	39	40	1		1	97.5%	
4170 Stationery	56	60	5		5	92.5%	
4180 Subscriptions	1,401	1,350	(51)		(51)	103.8%	
4190 Telephone	460	450	(10)		(10)	102.2%	
4200 Training	200	130	(70)		(70)	153.8%	
4210 Website	150	550	400		400	27.3%	
4420 Maintenance	(0)	0	0		0	0.0%	
Administration :- Indirect Expenditure	7,467	8,610	1,143	0	1,143	86.7%	0
Net Income over Expenditure	87,739	76,596	(11,143)				
<u>120 Amenities</u>							
1100 Allotments Income	890	900	10			98.9%	
Amenities :- Income	890	900	10			98.9%	0
4130 Miscellaneous	541	700	159		159	77.3%	
4250 Allotments	443	500	57		57	88.7%	
4260 Hasler Green	240	1,000	760		760	24.0%	
4270 Rangers	616	1,000	384		384	61.6%	
4280 Woodrolfe Green	400	1,200	800		800	33.3%	
Amenities :- Indirect Expenditure	2,240	4,400	2,160	0	2,160	50.9%	0
Net Income over Expenditure	(1,350)	(3,500)	(2,150)				

**Tollesbury Parish Council****COVID19****Expenditure as at 2nd February 2021**

Date	Description	<b><u>Am</u></b>	<b><u>VAT</u></b>	<b><u>TOTAL</u></b>
23.03.20	Argos - 2x Mobile Phone	86.61	17.32	103.93
23.03.20	Argos - Mobile Phone	41.66	8.33	49.99
23.03.20	O2 Top-Up	8.33	1.67	10.00
23.03.20	Zoom Subscription	11.99	2.40	14.39
25.03.20	O2 Top-Up	8.33	1.67	10.00
25.03.20	O2 Top-Up	8.33	1.67	10.00
27.03.20	FACT - 1st Leaflet	183.34	36.66	220.00
27.03.20	Rubber Gloves	103.37	20.67	124.04
09.04.20	FACT - 2nd Leaflet	59.58	11.92	71.50
16.04.20	Adobe Subscription	12.64	0.00	12.64
25.04.20	O2 Top-Up	8.33	1.67	10.00
25.04.20	O2 Top-Up	8.33	1.67	10.00
25.04.20	O2 Top-Up	8.33	1.67	10.00
27.04.20	Zoom Subscription	11.99	2.40	14.39
18.05.20	Adobe Subscription	12.64	0.00	12.64
22.05.20	Zoom Subscription	11.99	2.40	14.39
29.05.20	O2 Top-Up	8.33	1.67	10.00
29.05.20	O2 Top-Up	8.33	1.67	10.00
29.05.20	O2 Top-Up	8.33	1.67	10.00
02.06.20	FACT - 3rd Leaflet and additional paper supplied	223.75	44.75	268.5
04.06.20	Signage - Social Distancing	112.2	22.44	134.64
15.06.20	Adobe Subscription	12.64	0.00	12.64
15.06.20	Zoom Subscription - Annual	83.54	16.71	100.25
26.06.20	O2 Top-Up	8.33	1.67	10.00
26.06.20	O2 Top-Up	8.33	1.67	10.00
16.07.20	Adobe Subscription	12.64	0.00	12.64
27.07.20	O2 Top-Up	8.33	1.67	10.00
27.07.20	O2 Top-Up	8.33	1.67	10.00
04.08.20	FACT - 4th Leaflet - Prepayment for next leaflet	210.57	42.13	252.70
16.08.20	Adobe Subscription	12.64	0.00	12.64
01.09.20	O2 Top-Up	8.33	1.67	10.00
01.09.20	O2 Top-Up	8.33	1.67	10.00
16.09.20	Adobe Subscription	12.64	0.00	12.64
01.10.20	O2 Top-Up	8.33	1.67	10.00
01.10.20	O2 Top-Up	8.33	1.67	10.00
16.10.20	Adobe Subscription	12.64	0.00	12.64
01.11.20	O2 Top-Up	8.33	1.67	10.00
01.11.20	O2 Top-Up	8.33	1.67	10.00
03.11.20	FACT - 5th Leaflet	51.67	10.33	62.00
16.11.20	Adobe Subscription	12.64	0.00	12.64
30.11.20	O2 Top-Up	8.33	1.67	10.00
30.11.20	O2 Top-Up	8.33	1.67	10.00
16.12.20	Adobe Subscription	12.64	0.00	12.64
30.12.20	O2 Top-Up	8.33	1.67	10.00
30.12.20	O2 Top-Up	8.33	1.67	10.00
15.01.21	Adobe Subscription	12.64	0.00	12.64
31.01.21	O2 Top-Up	8.33	1.67	10.00
31.01.21	O2 Top-Up	8.33	1.67	10.00
02.02.21	DBS Check - Volunteer	8.00	0.00	8.00
<b>TOTAL</b>		<b>1534.91</b>	<b>280.21</b>	<b>1815.12</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2021

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Cemetery</u>							
1110 Fees	6,401	4,500	(1,901)			142.2%	
Cemetery :- Income	<u>6,401</u>	<u>4,500</u>	<u>(1,901)</u>			<u>142.2%</u>	<u>0</u>
4130 Miscellaneous	255	100	(155)		(155)	255.0%	
4310 Contract	4,875	6,600	1,725		1,725	73.9%	
4320 Skip Fees	0	100	100		100	0.0%	
4330 Water/Sewage Rate	100	120	20		20	83.1%	
4340 Rates	275	275	0		0	99.9%	
Cemetery :- Indirect Expenditure	<u>5,504</u>	<u>7,195</u>	<u>1,691</u>	<u>0</u>	<u>1,691</u>	<u>76.5%</u>	<u>0</u>
Net Income over Expenditure	<u>897</u>	<u>(2,695)</u>	<u>(3,592)</u>				
<u>140 Pavilion</u>							
1120 Hire Charge	0	50	50			0.0%	
Pavilion :- Income	<u>0</u>	<u>50</u>	<u>50</u>			<u>0.0%</u>	<u>0</u>
4330 Water/Sewage Rate	187	250	63		63	74.7%	
4400 Cleaning Items	6	50	44		44	11.6%	
4410 Electricity	150	600	450		450	25.0%	
4420 Maintenance	30	150	120		120	20.0%	
Pavilion :- Indirect Expenditure	<u>372</u>	<u>1,050</u>	<u>678</u>	<u>0</u>	<u>678</u>	<u>35.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(372)</u>	<u>(1,000)</u>	<u>(628)</u>				
<u>150 Projects</u>							
4500 Amenities	460	2,000	1,540		1,540	23.0%	910
4510 Cemetery	0	500	500		500	0.0%	
4530 Recreation Ground	0	2,000	2,000		2,000	0.0%	
4540 Woodup Pool	0	3,850	3,850		3,850	0.0%	
4560 Neighbourhood Plan	487	1,500	1,013		1,013	32.4%	487
4590 Woodrolfe Hard	1,000	1,000	0		0	100.0%	1,000
4610 Unallocated Sum	984	400	(584)		(584)	246.0%	984
4630 Recreation Ground Project	4,970	0	(4,970)		(4,970)	0.0%	4,970
4640 Website	2,916	6,000	3,084		3,084	48.6%	2,916
Projects :- Indirect Expenditure	<u>10,817</u>	<u>17,250</u>	<u>6,433</u>	<u>0</u>	<u>6,433</u>	<u>62.7%</u>	<u>11,267</u>
Net Expenditure	<u>(10,817)</u>	<u>(17,250)</u>	<u>(6,433)</u>				
6000 plus Transfer from EMR	<u>11,267</u>						
Movement to/(from) Gen Reserve	<u>450</u>						

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2021

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160 Rec Ground</u>							
1130 Pitch Fees	300	1,800	1,500			16.7%	
Rec Ground :- Income	300	1,800	1,500			16.7%	0
4310 Contract	5,503	3,500	(2,003)		(2,003)	157.2%	
4420 Maintenance	1,987	2,200	213		213	90.3%	
4710 Pitch	376	500	124		124	75.2%	
Rec Ground :- Indirect Expenditure	7,866	6,200	(1,666)	0	(1,666)	126.9%	0
Net Income over Expenditure	(7,566)	(4,400)	3,166				
<u>170 Street Clean</u>							
4310 Contract	3,600	4,800	1,200		1,200	75.0%	
Street Clean :- Indirect Expenditure	3,600	4,800	1,200	0	1,200	75.0%	0
Net Expenditure	(3,600)	(4,800)	(1,200)				
<u>180 Street Light</u>							
4410 Electricity	772	1,000	228		228	77.2%	
4420 Maintenance	625	700	76		76	89.2%	
Street Light :- Indirect Expenditure	1,397	1,700	303	0	303	82.2%	0
Net Expenditure	(1,397)	(1,700)	(303)				
<u>190 Woodrolfe Hard</u>							
1110 Fees	743	800	58			92.8%	
Woodrolfe Hard :- Income	743	800	58			92.8%	0
4130 Miscellaneous	565	350	(215)		(215)	161.3%	
4730 Rent	431	431	0		0	99.9%	
Woodrolfe Hard :- Indirect Expenditure	995	781	(214)	0	(214)	127.5%	0
Net Income over Expenditure	(253)	19	272				
<u>200 Woodup</u>							
1200 Grants Received	100	0	(100)			0.0%	100
Woodup :- Income	100	0	(100)				100
4190 Telephone	367	460	93		93	79.8%	
4310 Contract	160	480	320		320	33.3%	
4420 Maintenance	456	750	294		294	60.9%	
Woodup :- Indirect Expenditure	984	1,690	706	0	706	58.2%	0
Net Income over Expenditure	(884)	(1,690)	(806)				
6001 less Transfer to EMR	100						
Movement to/(from) Gen Reserve	(984)						



## Detailed Income &amp; Expenditure by Budget Heading 31/01/2021

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210</u> <u>S137 Expenditure</u>							
4800 Donations	180	600	420		420	30.0%	
S137 Expenditure :- Indirect Expenditure	<u>180</u>	<u>600</u>	<u>420</u>	<u>0</u>	<u>420</u>	<u>30.0%</u>	<u>0</u>
Net Expenditure	<u>(180)</u>	<u>(600)</u>	<u>(420)</u>				
<u>220</u> <u>Other</u>							
1140 Agency Services Income	2,950	0	(2,950)			0.0%	
Other :- Income	<u>2,950</u>	<u>0</u>	<u>(2,950)</u>				<u>0</u>
4850 Agency Services	1,736	500	(1,236)		(1,236)	347.2%	
4860 Advertising	180	180	0		0	100.0%	
Other :- Indirect Expenditure	<u>1,916</u>	<u>680</u>	<u>(1,236)</u>	<u>0</u>	<u>(1,236)</u>	<u>281.8%</u>	<u>0</u>
Net Income over Expenditure	<u>1,034</u>	<u>(680)</u>	<u>(1,714)</u>				
Grand Totals:- Income	106,589	93,256	(13,333)			114.3%	
Expenditure	75,904	93,256	17,352	0	17,352	81.4%	
Net Income over Expenditure	<u>30,685</u>	<u>0</u>	<u>(30,685)</u>				
plus Transfer from EMR	11,267						
less Transfer to EMR	100						
Movement to/(from) Gen Reserve	<u>41,852</u>						

**TOLLESBURY PARISH COUNCIL**  
**PAYMENTS FOR APPROVAL**

**February 2021**

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail		Amount
<b>CO-OPERATIVE BANK - CURRENT ACCOUNT</b>						
01.01.21	D/D	Maldon District Council		Overstated on January schedule		-£0.03
15.01.21	D/D	Bulb		Electricity Supply - Pavilion		£43.61
29.01.21	D/D	Utility Warehouse		Parish Phone		£61.82
15.02.21	D/D	A & J Lighting Solutions	34883	Monthly maintenance		£67.92
<b>CO-OPERATIVE ACCOUNT - ACCOUNT No. 2</b>						
15.01.21	D/C	Defibshop		Replacement Pads		£57.60
18.01.21	D/D	Adobe		Adobe Monthly Subscription		£12.94
31.01.21	D/C	O2		Mobile Top Up		£10.00
31.01.21	D/C	O2		Mobile Top Up		£10.00
						£7.00
02.02.21	D/C	Safe.co.uk	S1116031	Fire-proof filing cabinet		£606.34
<b>UNITY TRUST BANK - CURRENT ACCOUNT</b>						
02.02.21	SO	Wages		Staff Wages		£2,123.53
	Online	Essex Pension Fund		Employee and Employer Contributions - February		£711.46
	Online	Tollesbury Skip Hire	13559	Civic Amenity Skip		£336.00
	Online	D W Maintenance	1940	Grounds Maintenance - Cemetery - January	£541.66	
			1941	Grounds Maintenance - January	£787.92	£1,329.58
	Online	S Curtis		Litter Contract		£400.00
	Online	Bonz	4771	Install Litter Bin - Rec Gnd	£40.00	
				Install 2 x Cigarette Bins - Bus Shelter	£25.00	
				Install 2 x Bollards - Woodrolfe Green	£100.00	£165.00
	Online	Maldon CVS	1149	Basic DBS Check - Tolls Vols		£8.00
	Online	EALC	13494	Councillor Training		£180.00
<b>TOTAL</b>						<b>£6,130.77</b>

**Payment Breakdown**

Tollesbury Current Account	£173.32
Tollesbury A/c No. 2 Debit Card	£703.88
Unity Trust Bank	£5,253.57
<b>TOTAL</b>	<b>£6,130.77</b>

**TOLLESBURY PARISH COUNCIL**  
**PLAYGROUND CHECKLIST**

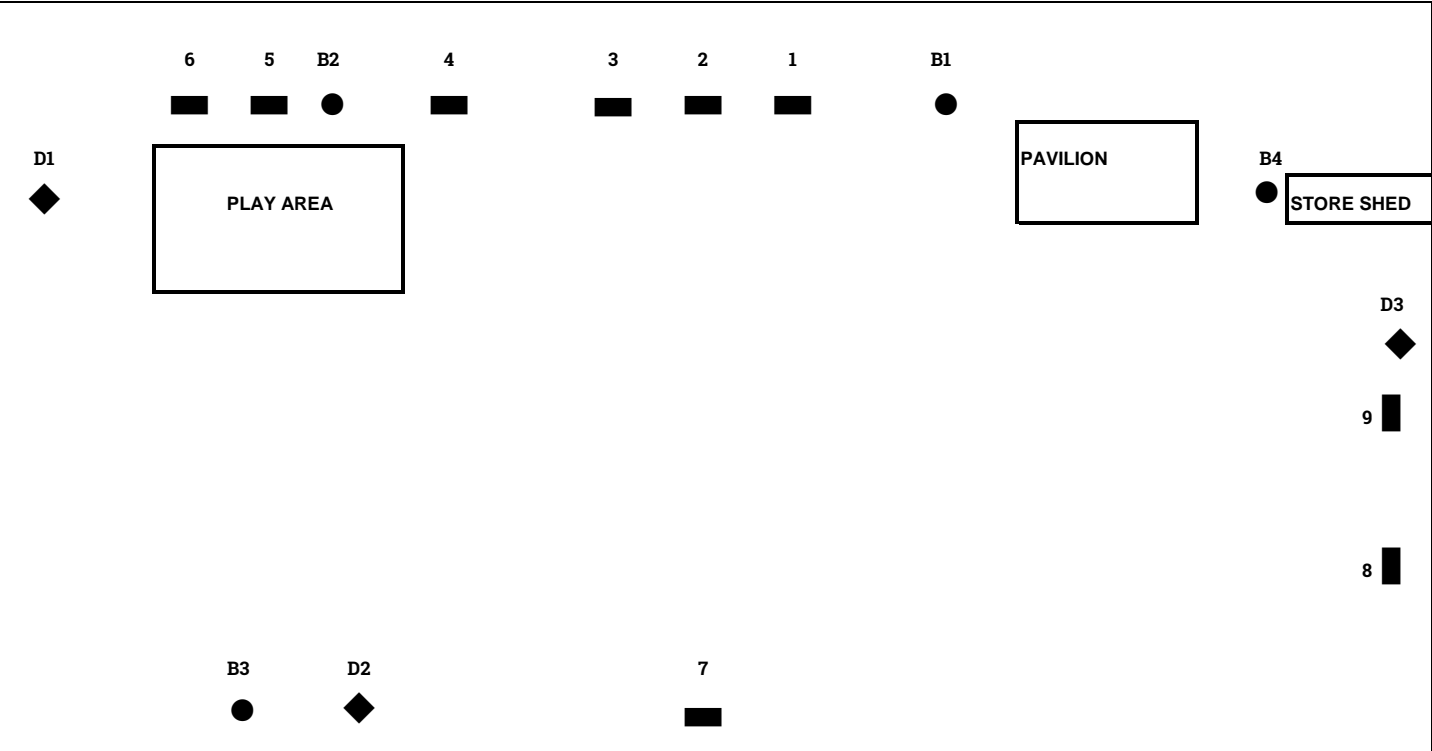
DATE OF INSPECTION: 31/01/2021

	Checked	Comments
EQUIPMENT	√	
Junior Swing	√	
Toddler Swing	√	
Snake Slide	√	
Wooden Climber Platform	√	
Tower and Slide	√	
Spinning Seasaw	√	
Igloo Climber	√	
Roundabout	√	
Zip Wire	√	Rubber on seat chain has moved down and needs to be looked at
Exercise Trial	√	
Overhead Ladders	√	
Vertical Bars	√	
Playship	√	
Chicken and Cow Springer	√	
Youth Shelter	√	
Skate Park	√	
Surfer Springer	√	
Fire Engine	√	
Fence	√	
Football Goal Posts	√	

Signed: *S J Curtis*

**TOLLESBURY PARISH COUNCIL**  
**BENCHES AND BINS**

DATE OF INSPECTION: 31/01/2021



**Benches**

1	Ok
2	Ok
3	Ok
4	Ok
5	Ok
6	Ok
7	Ok
8	Ok
9	Ok

**Dog Bins (D\*)**

1	Ok
2	Ok
3	Ok

**Litter Bins (B\*)**

1	Ok
2	Ok
3	Ok
4	Ok

Signed: *S J Curtis*



**TOLLESBURY**  
PARISH  
COUNCIL

**GROUNDS MAINTENANCE**  
**February 2021**

## **Ground Maintenance Contract**

Grounds Maintenance for the Recreation Ground, Woodrolfe Green, Woodup Pool and Hasler Green

Quotations received as follows:

Quotation 1 – Dines Agri - £6,840 per annum

Quotation 2 – D W Maintenance - £9,455 per annum

Quotation 3 – SDE Gardens and Grounds Maintenance - £28,200 per annum

Quotation 4 – M Ramsden - £7,206 per annum

Current contractor D W Maintenance - £9,455 per annum

**Clerk:** Michelle Curtis

**Address:** 4 Valkyrie Close, Tollesbury, Essex CM9 8SL

**Telephone:** 01621 869039. **Email:** tollesburypc@btinternet.com



4 St Helena Road, Colchester, Essex, CO3 3BA  
[dinesagriservices@gmail.com](mailto:dinesagriservices@gmail.com)

Monday 18<sup>th</sup> January 2021

Dear Michelle Curtis,

Thank you for allowing us to quote for the maintenance of your beautiful parish of Tollesbury. I personally have very fond memories of Tollesbury having spent a great deal of time in the village and afloat. It is a privilege to visit again and look at the specified areas from your email and I am delighted to be able to submit a quotation on behalf of our family firm Dines Agri Contracts.

We are an active family run business specialising in agricultural, horticultural and site maintenance and currently have a number of school site maintenance contracts and in recent years have expanded to take on a number of parish councils. Being a family run business we really value our relationship with all of our customers and take pride in the work we do. All staff are enhanced DBS checked and fully LANTRA trained in the roles they complete. We have 10M public liability insurance and are a registered as a green waste carrier to responsibly remove green any waste generated. We operate a fleet of modern tractors and commercial mowing machines and plant that are maintained to high standards and all of our tools and equipment are suitable and fit for purpose.

We are not registered for VAT so the price quoted is the final sum with no hidden charges or costs. The cost would be spread across the year and the council would be invoiced monthly for the agreed work. Our Terms of invoice are 30 days with a late payment charge payable after 30 days from the invoice date.

Below is a planned projection of work for Tollesbury as per your specification. However we are always adaptable to change with seasons and were still running one tractor and two triple mowers last October as the wet, yet relatively warm weather kept the grass growing late into the year!

Based on the work specified and shown on our work projection planner below the cost would be:

£6,840 in total, payable by 12 monthly instalments of £570.00

## Dines Agri Services: Planned projection of work for Tollesbury Parish Council 2021

Area:	January	February	March	April	May	June	July	August	September	October	November	December	Total
<b>Recreation</b>	Collect & pick litter x 1	Collect & pick litter x 1	Collect & pick litter x 1	Collect & pick litter x 2	Collect & pick litter x 2	Collect & pick litter x 2	Collect & pick litter x 2	Collect & pick litter x 2	Collect & pick litter x 2	Collect & pick litter x 1	Collect & pick litter x 1	Collect & pick litter x 1	18 times
			Mow & strim field	Mow & strim field	Mow & strim field	Mow & strim field	Mow & strim field	Mow & strim field	Mow & strim field	Mow & strim field			
			parish rooms play area x 1	parish rooms play area x 2	parish rooms play area x 3	parish rooms play area x 3	parish rooms play area x 3	parish rooms play area x 3	parish rooms play area x 2	parish rooms play area x 1			18 times
									Initial pitch mark x 1				1 time
	Pitch Mark X 4	Pitch Mark X 2							Pitch Mark X 4	Pitch Mark X 4	Pitch Mark x4	Pitch Mark x4	22 times
			Take down goal						Erect Goal				2 times
				Grass Harrow and roll					Grass Harrow and roll				2 times
			Supply and spread fertiliser										1 time
										Face and top hedges			1 time
			Weedkill app	Weedkill app	Weedkill app	Weedkill app	Weedkill app	Weedkill app	Weedkill app	Weedkill app	Weedkill app		9 times
<b>Hasler Green</b>	Collect & pick litter x 1	Collect & pick litter x 1	Collect & pick litter x 1	Collect & pick litter x 2	Collect & pick litter x 2	Collect & pick litter x 2	Collect & pick litter x 2	Collect & pick litter x 2	Collect & pick litter x 2	Collect & pick litter x 1	Collect & pick litter x 1	Collect & pick litter x 1	18 times
			Mow & strim field	Mow & strim field	Mow & strim field	Mow & strim field	Mow & strim field	Mow & strim field	Mow & strim field	Mow & strim field			18 times
			Weedkill app		Weedkill app		Weedkill app		Weedkill app				4 times
<b>Woodrolfe Green</b>	Collect & pick litter x 1	Collect & pick litter x 1	Collect & pick litter x 1	Collect & pick litter x 2	Collect & pick litter x 2	Collect & pick litter x 2	Collect & pick litter x 2	Collect & pick litter x 2	Collect & pick litter x 2	Collect & pick litter x 1	Collect & pick litter x 1	Collect & pick litter x 1	18 times
			Mow & strim field	Mow & strim field	Mow & strim field	Mow & strim field	Mow & strim field	Mow & strim field	Mow & strim field	Mow & strim field			18 times
			Weedkill app		Weedkill app		Weedkill app		Weedkill app				4 times
<b>Woodup Pool</b>				Collect litter	Collect litter	Collect litter	Collect litter	Collect litter					5 times
				Mow & Strim	Mow & Strim	Mow & Strim	Mow & Strim	Mow & Strim					5 times
			Weedkill app		Weedkill app		Weedkill app		Weedkill app				4 times

I would be delighted to discuss the above quotation with you, if you have any questions. We can also offer many additional services should you require them, for example commercial diesel power washing and surface cleaning for your paved areas, supply and spreading of play bark, tree services and a wide range of turf services to improve grass and pitch care. Please just ask and we will always do our best to help!

I look forward to hearing from you.

Kindest regards,



Nick Dines



## **D. W. MAINTENANCE**

*Woolsmore, Maldon Road, Hatfield Peverel, Chelmsford, Essex CM3 2JP*

*Tel. No. 01245 381485*

*David Wallace Mobile No. 07955166373*

*Damon Wallace Mobile No. 07812475656*

*E mail : wallace.woolsmore @btinternet.com*

Michelle Curtis  
Clerk to Tollesbury Parish Council  
Tollesbury Parish Council  
4 Valkyrie Close  
Tollesbury  
Essex CM9 8SL

19th January, 2021

Dear Michelle,

### **Re Grounds Maintenance Contract**

Thank you for asking us to provide a quotation for the grounds maintenance contract commencing 1st February 2021 for a three year period.

Having reviewed the contract and also the work undertaken last year, we are pleased to say our quote will be the same figure as last year :

To carry out all work as per the Specification for Contract 1 - Recreation Ground, Contract 2 - Hasler Green, Contract 3 - Woodrolfe Green and Contract 4 - Woodup Pool.

For the yearly sum of Nine thousand four hundred and fifty five pounds (£9,455.00)

Again, the fertilising and spraying of the Recreation Ground would be carried out by the Contractor who did this work on our behalf last year.

If you have any queries or wish to discuss the above then please do not hesitate to get in touch.

We look forward to hearing from you.

Yours sincerely,

David & Damon



# **SDE GARDENS AND GROUNDS MAINTENANCE**

Grounds Maintenance Works – January 2021.

## **OVERVIEW**

SDE Gardens and Grounds Maintenance are pleased to submit our proposal for the services in providing attractive, well maintained and safe recreational areas of enjoyment. Being a resident and someone who myself enjoys these facilities would be delighted to care for and professionally maintain these areas as laid out in my proposed bid.

## **The Objective**

- To maintain the Recreation Ground as specified in the schedule provided.
- To maintain Hasler Green as specified in the schedule provided.
- To maintain Woodrolfe Green as specified in the schedule provided.
- To maintain the Woodup Pool as specified in the schedule provided.

## **The Opportunity**

- To provide an esthetically pleasing and safe environment for the community to enjoy.
- To deliver a high standard of workmanship on an organized schedule.
- To complete accurate reporting on a monthly basis.
- To promote the wonderful facilities that the village has to offer its community.



## OUR PROPOSAL

SDE is a Tollesbury based company, with a professional and conscientious approach to preserving our picturesque village and its amenities. We have reviewed the specification of the contract and feel we can offer the perfect solution to its requirements, we understand the importance of these areas and the enjoyment they bring. In these trying times it's important to have these areas prepared and ready for the return to normal life and the fun they will bring. Outlined below is a schedule which we are proposing for the first 12 months and will obviously be weather dependent, being local flexibility will be an advantage.

### Timeline for Execution

Key dates are outlined below on the inserted spreadsheet and are obviously subject to weather conditions. The following, will also be scheduled appropriately according to the season and weather conditions;

Recreation Ground;

- Initial Line Marking – Prior to the start of the football season.
- Over mark pitches 22 x a year – During the football season weekly.
- Erect and dismantle Goal posts – Prior to the start and at the end of the season.
- Face and top hedges – late winter.
- Spray around tree bases and play equipment.

Hasler Green and the Woodup Pool.

- Spray around tree bases and equipment.

Month	Works	Location	Frequency
January	None		0
February	None		0
March	Collect litter - Mow + Strim	Rec- Hasler - Woodrolfe	2
March	Harrow	Rec	1



March	Spike	Rec	1
April	Collect litter - Mow + Strim	Rec- Hasler - Woodrolfe	3
April	Collect litter - Mow + Strim	Woodup Pool	1
April	Roll	Rec	1
May	Collect litter - Mow + Strim	Rec- Hasler - Woodrolfe	3
May	Collect litter - Mow + Strim	Woodup Pool	1
May	Spread Fertilizer	Rec	1
June	Collect litter - Mow + Strim	Rec- Hasler - Woodrolfe	2
	Collect litter - Mow + Strim	Woodup Pool	1
July	Collect litter - Mow + Strim	Rec- Hasler - Woodrolfe	1
	Collect litter - Mow + Strim	Woodup Pool	1
August	Collect litter - Mow + Strim	Rec- Hasler - Woodrolfe	2
	Collect litter - Mow + Strim	Woodup Pool	1
September	Collect litter - Mow + Strim	Rec- Hasler - Woodrolfe	2
September	Collect litter - Mow + Strim	Woodup Pool	1
October	Collect litter - Mow + Strim	Rec- Hasler - Woodrolfe	2
October	Spike	Rec	1
November	Collect litter - Mow + Strim	Rec- Hasler - Woodrolfe	1
November	Roll	Rec	1
November	Harrow	Rec	1
December	None		0



## PRICING

The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for 30 days from the date of this proposal:

Services Cost as per specification	Price
Services laid out in the specification provided and according to the schedule above	£28200.00

## QUALIFICATIONS

SDE Gardens and Grounds Maintenance has comprehensive public liabilities insurance which is attached in our submission.

Thank you for your consideration,

Name  
Title

## TENDER FOR GROUND MAINTENANCE TOLLESBURY PARISH COUNCIL

Contracted term 1<sup>st</sup> February 2021 – 31<sup>st</sup> January 2024.

Prices in this tender include all equipment and materials. Where materials are going to be used the name of the products will be included in this tender for openness.

Covering the sites of:

Recreation Ground.

Hasler Green.

Woodrolfe Green.

Woodup Pool.

### Recreation Ground.

Litter collection prior to carrying out work	18 times per year.
Mow/trim main field	18 times per year.
Mow/trim parish rooms	18 times per year.
Mow/trim children`s play area	18 times per year.
Initial line mark up to 5 pitches	once per year.
Overmark up to 5 pitches	22 times per year.
Erect/dismantle goal posts	2 times per year.
Harrow spike and roll	2 times per year.
Fertilise field	once per year.
Broadleaf herbicide application	once per year.
Maintain perimeter strips	9 times per year.
Spray tree bases and play equipment	4 times per year.
Face and top hedge to 1.5m	once per year.

To be able to carry out the required work on the Recreational Ground we will need to use the following products.

Agrigem: Magnesium/Sulphate fertiliser.

Pitchcare: Ross 8 broadleaf herbicide.

Grassline concentrate line marker paint.

The cost for this work to be carried out at the recreational ground is £5504.00 per year.

#### Hasler green.

Litter collection prior to work	18 times per year.
Mow/strim whole area	18 times per year.
Spray tree bases	4 times per year.

To be able to carry out the required work at Helser Green we will need to use the following product.

Pitchcare: Ross 8 broadleaf herbicide.

The cost for this work to be carried out at Hasler green is £226.00 per year.

#### Woodrolfe Green.

Litter collection prior to work	18 times per year.
Mow/strim whole area	18 times per year.
Cut/strim round trees	
Spray tree bases	4 times per year.



To be able to carry out the required work at Woodrolfe Green we will need to use the following product.

Pitchcare: ross 8 broadleaf herbicide.

The cost for this work to be carried out at Woodrolfe Green is £1131.00 per year.

### Woodup Pool.

Litter collection prior to work	5 times per year.
Mow/strim whole area ( April-September)	5 times per year.
Spray bases of trees	4 times per year.

To be able to carry out the required work at Woodup Pool we will need to use the following product.

Pitchcare: Rose 8 broadleaf herbicide.

The cost for this work to be carried out at Woodup pool is £339.00 per year.

Recreational Ground: £5504.00 per year.

Hasler Green:           £ 226.00 per year.

Woodrolfe Green:   £1131.00 per year.

Woodup Pool:           £ 339.00 per year.

Total:                   £7206.00 per year.

The prices quoted above are for all the work in the tender pack including all materials. We are happy to carry out additional works for which we would be happy to quote separately.



## **LITTER COLLECTION AND SWEEP CONTRACT**

**CONTRACT PERIOD – 1<sup>ST</sup> APRIL 2021 – 31<sup>ST</sup> MARCH 2024**

### **Bus Shelter**

1. Sweep bus shelter daily
2. Keep the bus shelter free from weeds
3. Sweep gutter around bus shelter daily
4. Disinfect under and around the bench

### **Recreation Ground**

1. To collect litter and glass from the grounds of the Recreation Ground, Car Park and Children's Play Area every other day (Monday, Wednesday, Friday and Sunday Morning)
2. To collect litter and glass from the perimeter of the Recreation Ground.
3. To carry out visual inspection of all items of play equipment as listed below once a month:
  - a) Junior Swing
  - c) Toddler Swing
  - d) Wooden Climber Platform
  - e) Tower and Slide
  - f) Seesaw
  - g) Igloo climber
  - h) Roundabout
  - i) Fire Engine
  - j) Snake slide
  - k) Aerial Runway
  - l) Exercise Trail
  - m) Overhead Ladders
  - n) Vertical Bars
  - o) Playship
  - p) Spingers (Chicken, cow, surfer)
  - q) Skate Park
  - r) Youth Shelter
  - s) Plus any additional equipment which may be purchased during the contract period



4. To remove and dispose of any litter, waste or debris which can be safely removed by one person. If an item is too large or dangerous, it should be reported to the Parish Clerk immediately with an accompanying picture if possible.
5. To carry out a weekly visual inspection of the Recreation Ground and submit a report to the Council on a weekly basis.
6. To carry out visual inspection of all benches, dog and litter bins and ensure waste adjacent to bins are removed.
7. To carry out an inspection of the football goal posts once a month ensuring that all nuts/bolts are tight and secure.
8. To check the drain in the car park and ensure it is clean and clear of leaves once a month.
9. To complete an Inspection Report indicating any items which require further attention by the Parish Council (e.g. tightening, replacing, oiling). All completed Inspection Reports should be submitted to the Council on a monthly basis with the invoice.

#### **APPLICABLE TO ALL CONTRACTS**

Contractor(s) should be aware of all Health and Safety legislation and should always work within the legislation and safely and suitably.

Contractor(s) should provide all the necessary tools in order to perform the above duties.

Contractor(s) must provide and ensure that adequate liability insurance is in place and provide details of this cover to the Parish Council.