

EF26-021

GENERAL MAINTENANCE

(i) To note the maintenance tasks completed and agree forthcoming tasks required.

CURRENT TASKS				
Container	Create a gully drain into pond by container	Medium	Container in accessible during wet months (summer job)	
NC	Assess bridges around football pitch	Medium	Widen pathway bridge from Pavilion car park to footpath. To allow rollator / wheelchair access. Add anti slip.	
NC	Wooden post for end of horse ride	Low	Wooden post to be added at the end of the horse ride on Normandy Common.	
MFF	Queens Jubilee Plaque	High	Clean and lift plaque off the ground	
MFF	Tommies	Medium	move tommie that was removed from archery to area suggested by E&F	
NC	Broken Benches	Medium	Fix broken benches	
NC	Pavillion Break in	High	Fix door that has been broken	
NC	Swings	High	Rope off swings due to OPM	
MFF	fit new bolts	High	Fit bolts on to play equipment	
MFF	Picnic bench	Medium	Needs a new board on the seat	

ONGOING TASKS

Parish	Water meter readings	Monthly	Allotments and Pavilion (30th of each month)	
Parish	Electricity meter readings	Monthly	MFF x2 and Pavilion (30th of each month)	
Parish	Inspection of assets (benches, bus shelters)	Quarterly	BH to get asset list to Jay	
Parish	Inspections of buildings (pavilion, garage, shed, container)	Monthly		
Parish	Maintain borders, weed and prune bushes as required around NC & MFF car parks and Peace garden	Monthly (summer)	These should be weeded each month and pruned at the appropriate time of year.	
Parish	Trim hedges around war memorial and car park (remove any oak saplings)	Monthly (autumn)	<i>Do not do flowers at the War Memorial as these are done by the Therapy Garden</i>	
Parish	Legionella testing	Annually (June)	Pavilion and allotment stand pipe	
Parish	Fire extinguishers	Annually (May)	Plan checks and meet with Richard Thorpe	
Play Areas	Top soil over grass matts	Annually		
NC & MFF	Check pathways for overgrowth	Monthly (summer)		
MFF	Trim avenue of trees	Annually (Autumn)		
MFF	Adjust time clocks for lighting x2	Monthly		
Parish	Maintain noticeboards; clean, sand and varnish where necessary	Annually	Aim for 3 boards per month if weather permits	
NC	Clean / varnish Wildlife signage	Ongoing		
Allotments	Mow allotment paths and vacant plots	June, August October		
Allotments	Prepare empty plots, lay weed membrane	As directed	See Briony	
Parish	Christmas Trees	December	Install 6th December	
Parish	Bonfire night signs	November	Collect signs and store for next year.	
Parish	Christmas Tress	January	Remove trees	
Allotments	Tap	Winter	Turn off tap in November and turn on in March.	
MFF	Brush cut Swales	June, August	Brush cut willow (speak to bill first re orchards)	

- (ii) To note the availability of the maintenance team.

The maintenance team is made up of individuals who all have primary employment elsewhere. As a result, they are not available to undertake Parish Council work on demand or at short notice. Maintenance tasks are shared via the team's WhatsApp group and are accepted by those who have the time and availability to complete them. Whilst urgent issues are highlighted where possible, jobs cannot always be attended to immediately due to members' existing work and personal commitments.

The team also has varying levels of equipment and experience. Some members do not have access to the specialist tools required for certain maintenance tasks. Consequently, a significant proportion of work is undertaken by Jon, who has the necessary equipment, greater availability, and the experience to complete a wider range of jobs safely and efficiently. This can result in an uneven distribution of work across the team.

The maintenance team has also indicated that the current rates of pay no longer reflect the responsibilities, skills and flexibility required for the role. Members should be aware that the team is likely to submit a request for a review and increase in the hourly rate of pay in the near future. Any such request would need to be considered by the Council in accordance with its normal decision-making and budget-setting processes.

As a reminder to the council all members of the maintenance team are on zero hours contracts.

When undertaking the exercise of trying to find out their availability, it was found to be too difficult as no one could give an exact answer.