

**CEMETERY, PLAYING FIELDS AND PUBLIC FOOTPATHS
MAINTENANCE AGREEMENT, LLANRUG COMMUNITY COUNCIL
01/04/2023 - 31/3/2026:**

INTRODUCTION	
ITEM.	DETAILS.
	GENERAL MATTERS RELEVANT TO THE CEMETERY, PLAYING FIELDS AND PUBLIC FOOTPATHS AGREEMENT.
1.0	With any matter that requires a definition regarding requirements or details of this document, the council's decision is final.
1.1	Llanrug Community Council (the council) will conduct an overview of the contractor's service and his work arrangement. The council can refuse a payment if the contractor fails to achieve or comply with the requirements of this document.
1.2	The contractor or the council can terminate this agreement by submitting a written notification with a period of one calendar month before it becomes into force. The council will review its arrangement for the three years if its financial situation changes significantly.
1.3	The contractor cannot transfer the contract to a sub-contractor without prior formal consent of the council
1.4	The contractor will operate in accordance with the work schedule of choice and priority of the council if instruction is given to do so by the clerk.
1.5	It's expected that the contractor is fully familiar with the paths, playing fields and cemetery at the time of pricing the tender for the council. These visits will not be at any cost to the council.
1.6	The contractor is prohibited from doing any work to the cemetery on a Sunday.
1.7	The contractor must use appropriate and suitable equipment for its activities and the council's requirements.
1.8	The council may need additional work outside of the basic work period which is in the contract and the price schedule will be used to establish the costs
1.9	The tender must be received by the clerk by 12:00 Monday, 12th December 2022 in an envelope marked TENDER .
1.10	The contractor must send a copy of a public liability Insurance to the council annually. If an element of spraying is part of the agreement, the contractor must have a relevant current licence, and send a copy to the clerk. The contractor must have all current licences for delivering the work. Copies should be provided annually.
1.11	The contractor must show evidence of information about the equipment being used.
1.12	The contractor must include a written statement to the council with a tender form on how 1) any grass in the cemetery 2) any grass in the playing fields 3) overgrowth on public footpaths is disposed of.

	MATTERS RELEVANT TO THE CEMETERY AGREEMENT.
2.0	Number of cutting per year - (SEE BELOW) Llanrug Community Council's Cemetery
2.1	Each reference to the "cemetery" means all surfaces, including up to the walls surrounding the graves.
	MATTERS RELEVANT TO THE PLAYING FIELDS AGREEMENT.
3.0	Number of cuts per year - (SEE BELOW) - Llanrug Community Council's Playing Fields
3.1	The council is responsible for Nant y Glyn, Pwll Moelyn, Allt Goch and Dolafon playing fields.
3.2	It's required when cutting grass to place signs notifying the public that grass cutting is taking place, and maybe, prohibit young children from playing when the grass is being cut.
	MATTERS RELEVANT TO THE PUBLIC FOOTPATH CONTRACT.
4.0	All the public footpaths of the community that requires cutting are noted in Appendix 2.
4.1	Reference to a "public footpath" means the whole width of the footpath's form which has developed on the land, or if there is no obvious form as such, to cut the access route measuring 1m of width.
4.2	The work of cutting vegetation and opening paths includes the following: Cut vegetation from the full surface of the path. Move any obstructions which would disrupt rambles. Open a width of 1 meter without growth from the side of the paths.
4.3	The contractor must comply with the manufacturer's instructions, appropriate health, and safety regulations and COSHH requirements when using and treating weedkiller in relation to the work of the agreement. At any time when the contractor is using weedkiller at the cemetery, the contractor must display a suitable bilingual sign to notify and warn the public.
	PAYMENTS AND THE CONTRACTS TERM.
5.0	The council will pay the annual cost of the ground maintenance agreement for the cemetery and playing fields on receipt of an invoice sent to the clerk. The contractor must submit a monthly invoice with a sheet detailing his work and the service provided during the previous month regarding the cutting of grass.
5.1	The council will pay the annual cost of cutting the grass of the playing fields in a monthly payment on receipt of an invoice sent to the clerk. The contractor must submit a monthly invoice with a sheet detailing his work and the service provided during the previous month regarding the cutting of grass.
5.2	The council will pay the annual cost of cutting the grass of the paths on receipt of an invoice. The contractor must submit an invoice after completing the work noting the exact paths maintained during the previous month, referring to the identification number of the path.
5.3	The term of the Cemetery Maintenance Agreement is for three years, as follows: Commencing on 1 March 2023 and ending on 28 February 2026
5.4	The term of the Playing Fields Maintenance Agreement is for three years as follows: Commencing on 1 March 2023 and ending on 28 February 2026

5.5	The contractor must cut the grass of the cemetery in accordance with the Community Council's grass cutting schedule.
5.6	The contractor must cut all grass up to the height of 25mm. The grass must be cut at all stone memorials, walls, fences, scrubs, seats, obstructions etc. All cuttings must be collected immediately after the cutting. The Contractor must collect rubbish from the grass before cutting.
5.7	The contractor must collect all grass cuttings and other vegetation and remove them from the cemetery to a registered waste tip or another place which is acceptable to the council.
5.8	The contractor must cut the grass of the cemetery during the basic work period, which is between 1 April and October A special cutting of the cemetery is required, at least, 3 days before Palm Sunday every year. Cutting to be done regularly, cyclically, every three weeks; in accordance with the council's grass cutting programme. The contractor must notify and provide a clear reason to the clerk if he is unable to adhere to the schedule.
5.9	The contractor must notify the clerk immediately if there is a risk to the public due to the condition of a memorial or any other reason.
5.10	The contractor must satisfy the requirements and standards of the council regarding his standard of work and his operational arrangements.
5.11	The contractor must stop his activities in a cemetery for a period of two hours during funeral; one hour before and one hour after.
5.12	The contractor must exercise reasonable care when strimming around memorials to leave as little as possible grass on the stonework. The contractor is responsible for reporting to the council if there is any case of damage to any memorial.

WORK SPECIFICATION.

ITEM.	DETAILS.
	MAINTAINING PUBLIC FOOTAPTHS (APPENDIX 2)
6.0	The contractor must cut all growth on the surface of the path. If the cuttings are dense, these must be moved from the path after completing the work
6.1	The contractor must satisfy the requirements and standards of the council regarding the standard of work and his operational arrangements.
6.2	The contractor must maintain the paths noted on the List of Paths to be Maintained, Llanrug Community Council – Appendix 2 during the dates noted.

WORK SPECIFICATION.	
ITEM.	DETAILS.
	MAINTAINING PLAYING FIELDS (APPENDIX 3)
7.0	The contractor must cut the grass of the playing fields in accordance with the Council's grass cutting programme.
7.1	The contractor must cut all the grass of playing fields to the height of 25mm. - 30mm. The grass must be cut up to all playing equipment, wall, fence, scrub, seat, obstruction etc. All cuttings must be collected immediately after the grass has been cut. The contractor must collect rubbish from the grass before cutting it.
7.2	The contractor must collect all his grass cuttings and other vegetation and move them from the playing fields to a registered waste tip or another place which is acceptable to the council.
7.3	The contractor must cut the grass of the playing fields during the basic work period, which is between 1 April and October. Cuttings are to be made regularly; in accordance with the council's grass cutting programme. The contractor must notify and provide a clear reason to the clerk if he is unable to adhere to the schedule
7.4	The contractor must notify the clerk immediately if there is a risk to the public due to the condition of the fields or equipment.
7.5	The contractor must satisfy the requirements and standards of the council regarding his standard of work and his operational arrangements
7.6	The contractor must stop his activities in the playing fields if the field is being used.

Appendix 1

FREQUENCY OF LLANRUG COMMUNITY COUNCIL	
CUTTING THE GRASS OF THE CEMETERY – A PROGRAMME OF 12 CUTTINGS PER YEAR.	
Cemetery	
Period:	01 / 03 / 2023 – 28 / 02 / 2026
Cutting 1 – Week commencing:	1 April (or before Palm Sunday)
Cutting 2 – Week commencing:	1 May
Cutting 3 – Week commencing:	15 May
Cutting 4 – Week commencing:	1 June
Cutting 5 – Week commencing:	15 June
Cutting 6 – Week commencing:	1 July
Cutting 7 – Week commencing:	15 July
Cutting 8 – Week commencing:	1 August
Cutting 9 – Week commencing:	15 August
Cutting 10 – Week commencing:	1 September
Cutting 11 – Week commencing:	15 September
Cutting 12 – Middle to end	October

Price for any additional cutting requested by the Council – it should be noted whether the price is inclusive of VAT or not	£
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APPENDIX 2

CUTTING OF GROWTH AND OPENING PUBLIC FOOTAPTHS – REFER TO THE LIST OF LLANRUG COMMUNITY COUNCIL’S PATHS 2023-2025

Period: 2023	
Cut once a year – June 2023	
Period: 2024	
Cut once a year – June 2024	
Period: 2025	
Cut once a year – June 2025	

Number	Location	Footpath No	Category	Weedkiller Required
1	Rhos Ddu from Groeslon Marc	3	1	Yes
2	Tal y Bont to Parc Isaf	2	1	Yes
3	Afon Ogwen to Glanffynnon Bungalow	75	1	Yes
4	Llwybr Pentra	76	1	Yes
5	Cefn Llwyd	26	4	Yes
6	Cae Rhos	27	3	Yes
7	Allt Goch	16	1	No
8	Bwlch	18	2	No
9	Llwybr Steps	19	1	No
10	Llwybr Bonc	25	3	No
11	Pencae (Hermon to Didfa)	30	3	Yes
12	Eglwys	69	3	Yes
13	Tŷ'n Coed	80 & 70	3	Yes
14	Pontrug	95	4	Yes
15	Tŷ Mawr (Didfa to Crawia)	29	3	Yes
16	Llwyn Brain from Pengreuer	32	4	Yes

Paths to be cut every two years – to be inspected in 2023 and to be cut at the Council’s request if required.

17	Tan y Coed Uchaf	24	3	NA
18	Gellioid	71	1	NA

Price for any additional cutting requested by the Council – it should be noted whether the price is inclusive of VAT or not	£
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APPENDIX 3

FREQUENCY OF LLANRUG COMMUNITY COUNCIL	
GRASS CUTTING OF NANT Y GLYN, PWLL MOELYN, ALLT GOCH AND DOLAFON CWM Y GLO PLAYING FIELDS - PROGRAME OF 12 CUTTINGS PER YEAR.	
NANT Y GLYN, PWLL MOELYN, ALLT GOCH AND DOLAFON, CWM Y GLO PLAYING FIELDS	
Period :	01 / 04 / 2023 – 28 / 02 / 2026
Cutting 1 – Week commencing :	1 April
Cutting 2 – Week commencing :	1 May
Cutting 3 – Week commencing :	15 May
Cutting 4 – Week commencing :	1 June
Cutting 5 – Week commencing :	15 June
Cutting 6 – Week commencing :	1 July
Cutting 7 – Week commencing :	15 July
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Cutting 9 – Week commencing :	15 August
Cutting 10 – Week commencing :	1 September
Cutting 11 – Week commencing :	15 September
Cutting 12 – Middle to end of	October

Price for any additional cutting requested by the Council – it should be noted whether the price is inclusive of VAT or not	£
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AFTER COMPLETING THE DOCUMENT, IT SHOULD BE SENT TO

**MR MEIRION JONES
LLANRUG COMMUNITY COUNCIL'S CLERK
7 NANT Y GLYN
LLANRUG
GWYNEDD
LL55 4AH**

OR VIA E-MAIL TO clerc@llanrug.cymru

CLEARLY MARKED ON THE ENVELOPE 'TENDER'