



St Cleer Parish Council

Facilities and Grounds Contractor

St Cleer Parish Council are seeking a **Facilities and Grounds Contractor** to help maintain and enhance our parish's public spaces and facilities. This is a varied and rewarding contract, offering the opportunity to make a visible difference in our community.

Role: Facilities and Grounds Contractor

Location: Across the Parish of St Cleer, covering Tremar, Darite, Crows Nest, and Common Moor.

Contract Type: 1 year - looking for a self employed individual / company

Closing date: 13.07.25

Start date: 01.08.25

Overview of Responsibilities:

- General maintenance and repairs of parish-owned property, buildings, and public areas
- Groundskeeping duties and litter picking
- Reporting any damage, safety issues, or required work to the Parish Council
- Assisting with seasonal tasks such as grass cutting / strimming and gritting

Essential criteria:

- Experience in basic DIY, maintenance, or similar practical work
- Able to work independently and take initiative
- Flexible, dependable, and community-minded
- A good communicator and problem-solver
- Be able to provide / complete risk assessments for all tasks undertaken
- Have own transport, equipment / tools, and PL insurance
- Good understanding of health and safety regulations

Desirable criteria:

- Living within the Parish / have good knowledge of the areas within the Parish of St Cleer
- Qualifications / certifications related to tasks listed in the Contractor Tasks.

Contractor Tasks:

We are looking for contractors to provide 2 quotes; one for the Regular Tasks (as a total for a 1 year contract), and the other for Ad Hoc Tasks (as an hourly rate for a 1 year contract) listed below.

Ref	Regular Tasks	Task regularity
	GROUPS MAINTENANCE	
001	Grass cutting at the allotments	6 x a year
002	Grounds maintenance of grassed areas on the Pavilion excluding the football pitches to include: - Grounds of and around the outdoor gym - to be mowed / strimmed where appropriate to maintain good recreational use - Banks and borders adjacent to paths - to be mowed / strimmed where appropriate where growth is allowed to habitat value to maintain wild flowers and grasses, but reduce bramble and gorse	1 x a month between March and November (9 x a year)
003	Grounds maintenance of Trethevy Green - land adjacent to carpark at Trethevy Quoit - mowing / strimming	1 x a month between March and November (9 x a year)
004	Grounds maintenance of the Millenium Garden - mowing / strimming of grass - weed control of paths - maintenance of hedges around the garden	1 x a month between March and November (9 x a year)
005	Grounds maintenance of all benches owned by the Parish Council - creating 1.5m barrier from vegetation - 16 benches	1 x a month between March and November (9 x a year)
006	Grounds maintenance of all bus shelters owned by the Parish Council. - creating 1.5m barrier from vegetation - 10 bus shelters	1 x a month between March and November (9 x a year)
007	Grounds maintenance of area around red phone box at the top of Trethevy Close - mowing / strimming of grass	1 x a month between March and November (9 x a year)

008	Grounds maintenance of area within Horizon Play Park - mainly manage bramble ingress	1 x a month between March and November (9 x a year)
009	Village toilets car park - weeding and gully clearance	2 x a year
010	Flush Pavilion Drains	1 x a monthly (visually) 2 x a year flush with pressure hose
MAINTENANCE OF BUS SHELTERS, PHONE BOXES, BENCHES AND LITTER PICKING		
011	Clean bus shelters, phone boxes, benches - 10 bus shelter - 1 phone box - 16 benches	4 x a year
012	Clear litter and rubbish bins from all of the Council's estate - Horizon play park x 1 bin - Pavilion 1 x bin	1 x a week
013	Visually and manually check the condition benches and bus shelters and grit bins; remedy any cleaning issue and report any maintenance required, attending to basic maintenance - 10 bus shelter - 20 grit bins - 16 benches	1 x a month
OTHER		
014	Fill grit bins across parish - inform clerk when grit is low and take delivery of grit - 20 grit bins	1 x a year / when required in winter month
015	Clean external windows at the Pavillion	2 x a year
016	Cleaning around war memorial area	1 x a month
Total quote for 1 year contract		£
Ad Hoc Tasks		Task regularity
	Address issues presented in H&S reports / other noted in the Parish at the request for the council	When required
Hourly rate for 1 year contract		£

To submit a quote:

Please send the below to the Clerk, Katie-Marie Goodwright at clerk@stcleerparishcouncil.gov.uk

- 2 x quotes for the works listed in the above 'Contractor Tasks'

- Information about your business or CV, and / or a cover letter outlining your skills, experience, and suitability for the contract.
- Copy of your public liability insurance
- Copy of H&S policy / statement

The documents you submit will be shared with councillors of St Cleer Parish Council and discussed in a confidential section of a full Parish Council meeting.

If you have any questions contact the Clerk, Katie, on the email address above, or call on 07359 76891