**Windlesham Parish Council**

**Windlesham Cemetery Maintenance Schedule**

| **Area** | **Requirement** | **Timing** | **Other Notes** |
| --- | --- | --- | --- |
| Grass | Close cut mowing using a rotary mower with roller to make stripes | Once a week between April to September, and as and when necessary to maintain a tidy appearance at other times. | Be particularly careful to avoid damage to gravestones. Grass clippings to be collected and disposed of from site. |
| Grass | Strim between and around headstones. | Once a week April to September and as and when necessary to maintain a tidy appearance at other times. | Be particularly careful to avoid damage to gravestones and ensure that gravestones are clear of any grass trimmings. |
| Graves | Remove dead flowers, and other debris, being sensitive to new burials. | Fortnightly |  |
| Litter/Bins | Clear all litter from the area and empty litter bins. Report excesses and incidents to the Clerk. | Weekly |  |
| Memorial Walls | Tidy, weed and strim memorial walls – old and new | Fortnightly | Be particularly careful to avoid damage to tributes left at memorial wall. Weeds/grass clippings to be collected and disposed of from site.  To jet wash off winter green algae and new stone as needed  Weedkiller when needed |
| Entrance and Paths | Keep pathways clear of weeds with a suitable weed killer. | Monthly | As needed |
| Hedges-interior hedges within the cemetery  Ornamental bushes  Trees (small ornamental trees within the cemetery – not the perimeter trees) | Cut back all hedges - tops and sides, removing clippings.  Shaped and cut  To be shaped and pruned | Twice yearly, out of bird nesting season  Once a year  Once a year | Should be cut back hard to previous year’s growth  Should be cut by machine or hand as needed with a uniform height to be agreed  Shaped as best  Trees to be pruned as needed |
| Hedges -boundary/perimeter  Footpaths | Cut back hard - top and sides, removing all clippings  Grass cut monthly blown and strimmed | Twice yearly out of bird nesting season  Monthly | Should be cut back hard to previous year’s growth  To be cut using machine or hand to a single uniform height to be agreed  To be kept tidy and clear |
| Leaves | Clear and remove from site | In Autumn on a weekly basis and an after-winter tidy |  |
| Memorial Benches | Clean and apply stain/oil as required | Annually |  |
| Noticeboards | Clean and apply stain/oil as required | Annually | Glass cleaned monthly |
| Signage | Clean and ensure signage remains visible at all times. | As and when necessary. |  |

**In addition, it is expected that the successful contractor will competitively quote for other cemetery work that may arise including planting of new hedges, planting of new trees, sourcing and distributing additional shingle etc**

**Please note:**

The contractor to provide all their own machinery and tools and to ensure all equipment is in full, safe working order.

The contractor must hold the relevant insurances required for works to public grounds and for their own staff.

The contractor to take all necessary measures to comply with the requirements of the Health and Safety at Work etc. Act 1974 and any other acts, orders, regulations and codes of practice relating to health and safety which may apply.

The contractor to notify the Clerk immediately in the event of any incident occurring at the Cemetery where that incident causes any personal injury or damage to property of any sort.

8th February 2019