**Handyman Services – DRAFT Role Description**

Stanton under Bardon Parish Council is inviting tenders from interested parties to undertake a variety of light physical duties located within Stanton under Bardon village. There will be a requirement for some work to be undertaken on a regular basis as per the specification below, with other work required on an ad hoc basis.

* General upkeep, maintenance and inspection of Stanton under Bardon allotments which may include clearing vacant plots and pathways
* General basic ground maintenance work including hedge cutting, strimming, removing fallen tree branches, litter picking and road sign and bench cleaning
* Undertake regular inspection of defibrillators in Stanton under Bardon, including the replacement of equipment where required
* To carry out maintenance of village notice boards around the parish, including re-staining, greasing of hinges and locks and the replacement of internal boards, as required
* To undertake regular inspections of the village playground,
* To maintain Stanton under Bardon war memorial, including the planting of seasonal flowers twice a year
* Taking water meter readings each month
* Responding to littering around the village
* To carry out general maintenance and ‘handyman’ jobs as required. All works will be subject to agreement by the Parish Clerk prior to carrying out the works.
* To report to the Clerk of any works that should be reported to Hinckley and Bosworth Borough Council or Leicestershire County Council

The work would suit a contractor or local person who is self-employed and have the necessary skills, equipment, insurance and transport needed for the role. The initial contract period will be for two years, subject to normal break clauses.

For further information please contact the clerk on 01530 243987 or email **subparishclerk@gmail.com**

Deadline for submissions: **XXX**