



*Sandgate Parish Council*

**SPECIFICATION**

**CARETAKER SERVICES FOR SANDGATE PARISH COUNCIL  
JUNE 2024 – May 2028**

**Sandgate Parish Council is inviting applications for the services of a caretaker at Sandgate Park and Fremantle Park, to include the following:**

- To litter pick and dispose of in litter bins.
- To check leaf fall and clear where necessary.
- To check notice board for out-of-date notices and post new notices as required.
- To clean notice boards and all signage, to report any damages to the Parish Clerk.
- To check litter bins are not overfilled and to report any damaged bins to the Parish Clerk.
- To pick up dog waste and dispose of in litter bins.
- Ensure dog waste bag dispensers are kept stocked.
- Clear debris from all grounds, play areas and ball courts as required.
- To check drains after heavy rain and clear if necessary.
- To carry out general checks of the facilities and equipment and report any defects and / or problems to the Parish Clerk.

**To also do the above as applicable at:**

- Sandgate Village Green (Sandgate High Street / Military Road junction).
- Battery Point grassed areas.
- Sandgate War Memorial (Sandgate High Street / Military Road junction).
- Sir John Moore Memorial & Solarium (Sandgate High Street / Sandgate Esplanade junction).
- Wilberforce Road Green (Sandgate High Street / Wilberforce Road junction).

...as and when required.

*Sandgate Parish Council,  
Sandgate Parish Council Library, James Morris Court, Sandgate High Street,  
Sandgate, Kent, CT20 3RR – Tel: (01303) 248563*



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### **Other**

- To provide monthly reports by email to the Parish Clerk by the first week of each month on work undertaken and any issues reported / encountered.
- To provide holiday cover as and when required and the interim caretaker to be covered by Public Liability Insurance.
- To attend occasional meetings with the council, the clerk, or representatives.
- To undertake any other reasonable request by the Parish Council to ensure the safety and security of the parks and leased lands.

Indicatively, the Parish Council's budget for this position was £3,300 for 2023-2024 financial year. Applicants are expected to bid for a 4 year term commencing June 2024 stating the price for 2024-25 and expectations of increased rises for the years 2025 – 2028.

Contract will commence June 2024.

The council requests applicants to state the hours per week they would work within this budget, allowing for more hours in the summer and fewer during winter.

The contract period will be for four years, subject to the normal break clauses.

The successful applicant must:

- Possess £5 million Public Liability Insurance
- Possess gloves, litter pickers and other tools and equipment, as required.

Payments would be made on submission of a monthly or quarterly invoice to the Parish Clerk.

### **Please apply to:**

Gaye Thomas- Parish Clerk / Librarian, Sandgate Parish Council (address below) or email [clerk@sandgatepc.org.uk](mailto:clerk@sandgatepc.org.uk)

**Deadline for submissions: noon on 26<sup>th</sup> April 2024**

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