

# COLLINGHAM *Parish Council*

## MANAGING COMMUNITY PARK MAINTENANCE PROCEDURE

**Managed by:** Parish Clerk

**Those involved:** Council Members, Parish Clerk, the Contractor

### 1 Weekly/Fortnightly Inspections

1.1. Inspections shall be undertaken:

- Weekly from April to October
- Fortnightly from November to March

1.2. Following an inspection of the Community Park by the Contractor, an inspection report will be emailed to the Clerk. This report will show any defects found during the inspection and list the reference number of any previously identified that remain outstanding.

1.3. The report will be stored on the cloud and shared with the responsible Councillors and the Contractor. Councillors will sign that they have seen the report.

1.4. If any faults are identified in the report and the fault can be resolved by the contractor and is under the agreed amount (£75), it should be noted on the report and a date added by the Contractor, when the work has been carried out.

1.5. If any faults are identified in the report and the fault can be resolved by the contractor but is over the agreed amount (£75), the cost shall be shown on the report for the responsible councillors to consider the action required.

1.6. If any faults are identified that should be highlighted to other parties, this should be shown on the report and the Clerk will contact the appropriate person/company.

### 2 Identified Works

2.1 If the repairs are:

- Over the agreed amount (£75), the matter must be discussed at the next available meeting before proceeding with the work
- Satisfactory the Clerk may accept the charges and add to the next agenda for approval of payment.

2.2 Following the completion of any identified works, two of the responsible Councillors will inspect and report back to the next meeting their findings.

2.3 When any identified repairs have been concluded, this will be noted by the Clerk on the report and it will no longer be listed on subsequent reports.