

**KIRKBURTON PARISH COUNCIL**  
**Burton Village Hall**  
**Northfield Lane**  
**Highburton Huddersfield HD8 0QT**

**SPECIFICATION FOR MAINTENANCE AT KIRKHEATON CHURCHYARD**

**CONTRACT DETAILS**

**Site:** The Churchyard of St John's Parish Church, Church Lane, Kirkheaton, Huddersfield HD5 0BH

**Employer:** Kirkburton Parish Council, Burton Village Hall, Northfield Lane, Highburton, Huddersfield HD8 8QT. Tel: 01484 604391 Email: [clerk@kbpc.co.uk](mailto:clerk@kbpc.co.uk)

The office is open on Mondays and Thursdays from 9.30 am to 1.30 pm. Urgent enquiries should be emailed as they can be collected remotely.

**Timescale:** The contract will run each year from April to October starting in April 2016 until October 2018 inclusive.

**PRELIMINARIES**

Contractors should acquaint themselves with the conditions of work before tendering, as no claim will be entertained on the grounds of want of knowledge.

Quotations are to be submitted exclusive of VAT.

The Contractor shall include in his tender for everything necessary to complete the works.

The Parish Council does not accept any responsibility for any cost incurred during the preparation of the tender.

The Contractor shall comply with the Health and Safety at Work regulations and all other statutes and regulations.

**Lone Working:** If working alone the Contractor is required to take the precaution of notifying another person of his/her whereabouts and the length of time expected to be on site. This can be a work colleague or a family member.

All rubbish and cuttings shall be removed from the Churchyard.

Work shall be carried out at minimum inconvenience to the Church and its Parishioners, neighbouring properties and the general public. Contractors shall be aware of the sensitive nature of the site, and shall show due respect particularly at the times of Church services, funerals, etc. Priority shall be given to the Church entrance particularly before weddings.

If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, the Contractor shall immediately give notice to the Employer and the Insurers.

Before the contract can commence, the contractor must supply the Council with a copy of the Public Liability Insurance cover and a risk assessment for the work. If the contractor is not known to the Council, three references where similar work has been carried out are also required. Contractors are requested to submit this information with their bids. Work cannot commence until the Council has confirmed that all the documentation is in place.

There are a number of gravestones lying flat on the ground, so care should be taken when cutting the grass around these. A map showing their locations will be supplied at the beginning of the contract and whenever any changes are made.