

MANAGING OUR FACILITIES

OLD SCHOOL BUILDING

Development of community garden
Liaison with users – Windmill Kindergarten, BJ Players (storage) Brass Band (storage)
Internal refurbishment
Cleaning, maintenance and statutory inspections of the building
Public enquiries and room bookings
Grass cutting and planting
Public events – eg pop-up market

THE GROVE

Grounds maintenance
Hedge and tree maintenance, grass cutting and strimming.
Bench maintenance
Liaising with Friends of the Grove

POPLARS SPORTS GROUND

Managing club use of the ground

Co-ordinate bookings for Football, Archery, Pétanque, Bowls, Netball, Cricket, Pilates, Bridge, Slimming World, Yoga and Outside Clubs. Liaising with FA on ground usage. Ordering materials and seeking quotes. Raising invoices.

Managing the bar

Staffing, ordering supplies and administering weekly takings

Clubhouse Management

Cleaning, maintenance and statutory inspections of the building

Grounds Maintenance

Full Maintenance Schedule - Fertilising, grass-cutting, line marking, aeration, rolling, verti-draining, top dressing, fungicide application and access control...

(4 x Full Size, 3 x 9v9, 2 x 5v5 grass pitches. Bowls Green, Pétanque piste, Cricket Outfield and Archery area)

3G Pitch

Maintenance

Bookings – Clubs and Outside Orgs

ROBERTS RECREATIONS GROUND

Weekly inspections
Annual inspection
Litter Picking & Bin Emptying
Grass Cutting
Equipment and ground maintenance
Responding to accidents
Liaison with Friends of Roberts Recreation Ground and members of the public

MILLENIUM SUNDIAL & WAR MEMORIAL

Grass cutting, planting and maintenance of benches / fencing etc. Liaison with volunteer.

GRASS VERGES

Mowing and strimming (under contract with VIA)

ALLOTMENTS

Administration of rentals for 90 Plots
Grounds maintenance
Headlands and gates maintenance
Liaison with Garden Holders' Association and tennants
(Reinstating overgrown allotments)
Trough and plumbing maintenance

FLORAL DISPLAYS

Planting, weeding and maintenance of window boxes, planters, flower beds and hanging baskets around the village. Liaison with Climate Action Group.

CEMETERY

300 available spaces + 170 reserved
80 available spaces + 50 reserved

Grounds maintenance

Hedge and tree maintenance, grass cutting and strimming, planting and weed killer application, pathway maintenance.

Interments

Grave marking. Ashes plot preparation.

Administration of burials and ashes interments. Statutory inspections (e.g topple testing). Liaison with Funeral Directors, Church and relatives. Record keeping.

Liaising with members of the public

EVENTS

Co-ordination and / or management of:
Christmas Fair and Light Switch-on
Fireworks Display
Picnic in the Park
Live and Local
Football Presentation Day
Archery Competitions
Bowls Club Open Days
Pop-Up Food Fayres