

## **To receive a report from the Service Delivery Department**

**Grounds Maintenance** – The summer maintenance work continues as we are coming into the Autumn Period. The grass cutting schedule is set at 3 weekly frequencies, which we aim to complete with 1/3 of the churchyard being cut each week. During August and early September, the frequencies were not maintained due to the available resources being low. However, we have since brought the mowing back into schedule. 9 grass cuts of the churchyard have been completed so far this season.

The wild flower areas were set aside once agreed at the last Committee meeting. We plan to undertake the end of season cut during October, followed a week later by clearing the debris. This allows any seed to drop off the plant so that the seeds can germinate and grow into flowers the following year.

Our Winter works plans include the pruning of all formal hedges and perimeter hedgerows, raising the crowns (lower branches) on the trees so that churchyard visitors and maintenance team members can pass safely underneath, removal of debris from the pathways, removal of moss on pathways.

**Remembrance Day** - As we approach November, we shall ensure all areas are to high standard for Remembrance Day. This will include the cleaning of the war memorial and surrounding areas, and ensure the grass and hedges are nicely cut in this vicinity, and pathways are free from debris.

**Memorial Management** – The H&S inspections continue with the entire churchyard being completely inspected in mid-August. A number of headstone were identified as dangerous and action taken to make safe for visitors and maintenance workers; some were laid down and those that were too heavy to manually handle were isolated with hazard tape and road pins.

The legal requirement for Memorial Headstones to be inspected is every 5 years. However, the inspections will continue on a quarterly basis, every 3 months.

3 members of the SDD team attended an ICCM Management of Memorials Course on the 12<sup>th</sup> July 2021. We plan for some more team members to undergo this training in due course.

**Staffing** – A flexible approach to the cemetery staffing has been implemented to allow the department to work efficiently. SDGA's are on site to undertake the site maintenance as a team, therefore, we no longer have a member of the team on site daily.

**End of Report**  
**Service Delivery Manager**