

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

### **-Joint Burial Board Committee-**

**Completed Grounds Maintenance Winter** – Maintenance carried out include removal of fallen trees on the north side of St. Stephens church yard (old section.) Which was caused by high wind damage in early Novembers storm - luckily no damages to report. Complete pathway clearance/reforming of the edges and boarders with all loose soil removed from site. General weeding and tidying. The scheduled topping/cutting back to the wild flower areas to maintain appearance and encourage maximum growth for this year's wild flower sections have been complete. Regular litter picking and emptying of the bins continue as normal – no issues to report. Last grass cut was Mid November 21, due to it being a fairly mild winter so far, the grass has grown a little faster than anticipated, but scheduled to commence regular cutting for March 22.

**Grounds Maintenance Winter (Pending)** – Upcoming winter maintenance to be continued in the next upcoming weeks include, the pruning of all formal hedges and perimeter hedgerows, raising the crowns (lower branches) on the trees so that churchyard visitors and maintenance staff can pass safely underneath whilst working. Deep removal of moss on pathways via use of mechanical sweeping also scheduled to complement recent pathway works and maintain (as much as possible) slip free paths.

**Equipment Servicing Maintenance** – All hand held equipment such as strimmer's, hedge cutters etc. are cleaned down and all moving parts greased daily and air filters cleaned/replaced as required. Specialist equipment such as the Ride-On mowers are booked in for their annual servicing (via our contractor) beginning of February 22.

**General Site Maintenance** – None to report. However, a brief update to planned maintenance tasks include installing a mortice lock on St. Stephens storage hut for extra security alongside its original padlock.

**Health & Safety** – Assistant Service Delivery Manager carries out weekly H&S site visits each week - no issues to report.

**End of Report**

**Assistant Service Delivery Manager**