

To receive a report from the Service Delivery Department

-Burial Authority Committee -

Site Maintenance:

The five yearly electrical installation condition report (EICR) at Church Town Cemetery, which includes the storeroom and toilet block has taken place, apart from a few minor repairs, which have now been resolved have passed without any concerns and certificated by our appointed contractor.

Two new LED light luminaires have been installed as a replacement to the two broken old type fluorescent luminaires within the toilet block. The replacement fittings installed now include an emergency light function with a suitable testing point also installed to ensure adequate testing as per recommendation from the recent health & safety audit.

Church Town Cemetery knee rail fencing repair works have been carried out by the Service Delivery team, which included a few 4x4-timber sections being replaced where broken parts had been identified.

Grounds Maintenance Summer Works:

Church Town Cemetery summer grounds maintenance works continues as normal with frequent grass cutting and edging as per pre-planned maintenance schedule including borders and edges maintained, general weeding and tidying of the floral areas, regular litter picking and emptying of the bins – no issues to report.

Memorial Rose Garden:

With the completion on the memorial rose garden, frequent weeding and edging is taking place, with future works been added to the pre-planned work schedules within the Service Delivery Department. We continue to receive lots of positive feedback and interest from members of the public regarding the Memorial Rose Garden.

Memorial Benches:

The project had started successfully with the concrete plinths completed and ready for the benches to be installed. Unfortunately, this project had to be put on hold due to staff shortages to allow us to catch up with other grounds maintenance at other STC sites. As soon as we catch up with other grounds maintenance, the completion of this project will be rescheduled into the SDD works program. I will update members accordingly once this project is complete.

Equipment Servicing Maintenance:

All hand held equipment such as strimmer's, hedge cutters etc, are cleaned down and all moving parts greased daily and the air filters cleaned or replaced as required. Specialist equipment such as pedestrian mowers and ride-on equipment are booked in for their annual servicing via an approved contractor. We are reviewing our approved contractors list to carry out such maintenance and servicing due to our regular supplier having recently ceased trading within short notice. We aim to update members accordingly once an agreed service plan with a new supplier gets resolved.

Health & Safety:

Assistant Service Delivery Manager carries out weekly H&S site checks whilst on scheduled site visits each week - no issues to report.

End of Report**Assistant Service Delivery Manager**