

15th February 2016

“Top Cut” Mowing Services Ltd
Delamorn
Ladywood
Droitwich
Worcs WR9 OAJ

Attn Mr M A Lovatt

Dear Mike

The Council is pleased to offer you a contract to maintain grounds within Hartlebury in accordance with the attached schedule and your quotation of February 2016 for a total sum of £3,880.00 for 2016, starting March 2016.

This contract will be for one season, renewable annually by mutual consent and may be terminated with three months notice on either side (or with 7 days notice for any breach of contract).

As mentioned to you during discussions, plans are being made to up-grade the Parish Hall surroundings and this may in time impact on exactly what work has to be undertaken. There is no firm time-table for this work (nor, indeed, a firm design yet); however, we would anticipate negotiating a mutually agreed adjustment to the contract when necessary.

We would ask you to submit an invoice month by month for the work carried out in the month, ideally 7 days before the first Tuesday of the following month (so the invoice can be agreed and paid at the PC meeting on that first Tuesday).

You will comply with all statutory requirements by way of certification (including insurance) in relation to working practices and the Health & Safety of your employees and any residents you may encounter when carrying out your work.

I confirm that I have seen copies of your Public Liability and Employers insurance certificates; I am assuming that these policies will be renewed in April, and would like to see copies after renewal.

If you have any queries, do please get back to me. I look forward to working with you.

Yours sincerely

Brian Gale
Clerk/Hartlebury Parish Council