Chacewater
Parish Council

Chacewater WI Hall
The Square
Chacewater
Truro
Cornwall
TR4 8PY

Tel: 07464 460011
Email: parish.clerk@chacewater-pc.gov.uk

CLEANING CONTRACTOR REQUIRED

Chacewater Parish Council — Chacewater WI Hall

Location: Chacewater WI Hall, The Square, Chacewater, TR4 8PY
Estimated workload: Approximately one hour per week
Fee: To be agreed by the Council
Contract: Fixed-term contract for cleaning services
Closing date: 7 November 2026

Chacewater Parish Council is seeking a reliable, conscientious self-employed cleaning contractor to maintain the cleanliness and hygiene of Chacewater WI Hall.

The contractor will be responsible for providing a regular cleaning service, with the timing arranged flexibly around hall bookings.

Services required

The cleaning service will include:

- Cleaning the main hall, kitchen and toilet facilities.
- Cleaning and changing designated cleaning cloths, tea towels and other towels as required, including taking washable items home for laundering.
- Emptying bins and disposing of waste appropriately.
- Monitoring stocks of cleaning products, toilet rolls, hand soap, bin bags and other agreed consumables.
- Replenishing supplies from the Council's available stock and notifying the Parish Clerk when items need to be reordered.
- Reporting repairs, damage, faults, maintenance issues or replacement items required to the Parish Clerk.
- Leaving the premises clean, tidy and ready for use by hall hirers.

Contractor requirements

The successful contractor should be reliable, organised and able to deliver the agreed cleaning service independently. Previous cleaning experience is desirable but not essential.

The contractor must follow appropriate hygiene and health and safety practices and provide satisfactory references.

The contractor will be responsible for their own tax and National Insurance obligations where applicable and will submit invoices in accordance with the agreed contract.

Chacewater
Parish Council

Chacewater WI Hall
The Square
Chacewater
Truro
Cornwall
TR4 8PY

Tel: 07464 460011
Email: parish.clerk@chacewater-pc.gov.uk

The Council will confirm which cleaning products and consumables it will provide and the arrangements for access to the hall.

How to express interest

Please email the Parish Clerk at **parish.clerk@chacewater-pc.gov.uk**, outlining your relevant experience, availability and proposed fee, together with details of two referees, subject to their consent.

Applications must be received by **7 November 2026**.

The appointment will be subject to the Council agreeing the terms of a written contract for services and confirming the contractor's status and arrangements.

Chacewater
Parish Council

Chacewater WI Hall
The Square
Chacewater
Truro
Cornwall
TR4 8PY

Tel: 07464 460011
Email: parish.clerk@chacewater-pc.gov.uk

CHACEWATER PARISH COUNCIL

Cleaning Services Specification and Contractor Requirements

Chacewater WI Hall

1. Contract details

Client: Chacewater Parish Council
Service location: Chacewater WI Hall, The Square, Chacewater, TR4 8PY
Service provider: Self-employed cleaning contractor
Estimated service requirement: Approximately one hour per week
Fee: To be agreed and recorded in the contract
Contract duration: Fixed term, with start and end dates to be agreed
Council contact: Parish Clerk / Proper Officer
Application deadline: 7 November 2026

2. Purpose of the contract

The Council requires a cleaning service to maintain the interior of Chacewater WI Hall in a clean, hygienic, tidy and presentable condition for community use and hall bookings.

The contractor will provide the agreed service independently, subject to the service standards, access arrangements and health and safety requirements set out in the contract.

3. Cleaning services

The contractor will be responsible for delivering the following services:

Main hall

- Clean the floor and accessible surfaces.
- Remove visible dirt and debris.
- Leave the room tidy and ready for use.

Kitchen

- Clean worktops, sink and accessible surfaces.

Chacewater
Parish Council

Chacewater WI Hall
The Square
Chacewater
Truro
Cornwall
TR4 8PY

Tel: 07464 460011
Email: parish.clerk@chacewater-pc.gov.uk

- Ensure food-preparation surfaces are left hygienic.
- Check the general cleanliness of the kitchen and report any issues.

Toilet facilities

- Clean and sanitise the toilet, washbasin and relevant surfaces.
- Clean mirrors and other appropriate surfaces.
- Replenish toilet rolls and hand soap from available stock.
- Leave the facilities clean and presentable.

Bins and waste

- Empty internal bins.
- Dispose of waste in the designated external bins or in accordance with the Council's waste arrangements.
- Report any waste disposal problems.

Cloths, tea towels and towels

- Change designated cloths and towels as necessary.
- Take washable items home for laundering.
- Return items clean, dry and ready for use.
- Report damaged, missing or worn items.

Stock and consumables

- Monitor the levels of cleaning products, toilet rolls, hand soap, bin bags and other agreed supplies.
- Replenish items from Council stock where appropriate.
- Notify the Parish Clerk when stock is running low or items need replacement.
- Obtain approval before making purchases on behalf of the Council.

Repairs and reporting

- Notify the Parish Clerk promptly of faults, leaks, damage, breakages or other maintenance requirements.
- Report unsafe equipment, missing items or health and safety concerns.
- Do not carry out repairs or undertake work outside the agreed service.

4. Service standards and scheduling

The contractor will aim to provide the service once each week, with the timing agreed flexibly around hall bookings.

Chacewater Parish Council

Chacewater WI Hall
The Square
Chacewater
Truro
Cornwall
TR4 8PY

Tel: 07464 460011
Email: parish.clerk@chacewater-pc.gov.uk

The estimated one-hour weekly requirement is an indication of the anticipated workload rather than a substitute for agreeing the service and fee. If the contractor considers that the required work cannot reasonably be completed within the anticipated time, this should be raised with the Council so that the service specification or fee can be reviewed.

The contractor will arrange the timing of the work within the agreed access arrangements and leave the premises secure in accordance with the Council's instructions for keys and locking up.

5. Contractor responsibilities

The contractor will:

- Deliver the agreed service with reasonable care and skill.
- Operate independently and organise the work required to meet the agreed service standards.
- Provide their own routine cleaning tools and equipment where agreed in the contract.
- Use cleaning products safely and in accordance with manufacturer instructions.
- Keep any Council-provided keys secure and return them when the contract ends.
- Maintain appropriate insurance for the service, as agreed with the Council.
- Submit invoices in accordance with the agreed payment arrangements.
- Be responsible for their own tax and National Insurance obligations where applicable.
- Notify the Council promptly of any circumstances affecting delivery of the service.

The contractor may provide services to other clients. Any arrangements for an appropriately qualified substitute or assistant must be agreed in the contract, including requirements for references, security, insurance and access to the premises.

6. Council responsibilities

The Council will:

- Provide access to the premises under agreed arrangements.
- Identify the cleaning products and consumables it will supply.
- Maintain an agreed stock and replenishment process.
- Provide information about relevant site risks and safety arrangements.
- Identify the Council contact for reporting issues.
- Agree the service fee, invoicing arrangements and payment terms in writing.

7. Person requirements

Essential

Chacewater
Parish Council

Chacewater WI Hall
The Square
Chacewater
Truro
Cornwall
TR4 8PY

Tel: 07464 460011
Email: parish.clerk@chacewater-pc.gov.uk

- Reliable and conscientious.
- Able to organise and deliver the agreed cleaning service independently.
- Able to maintain appropriate cleanliness and hygiene standards.
- Able to use cleaning products safely.
- Able to communicate promptly about repairs, faults and low stock.
- Willing to provide satisfactory references.

Desirable

- Previous cleaning experience.
- Experience cleaning kitchens, toilets or community premises.
- Understanding of safe cleaning methods and the handling of cleaning products.

Previous experience is not essential if the contractor can demonstrate the ability to deliver the required service.

8. Contract duration, fees and termination

The Council and contractor will agree the fixed-term start date, end date, service fee, invoicing frequency, payment terms and arrangements for ending the contract.

The written contract should also specify responsibility for cleaning equipment, consumables, insurance, access, security, any authorised substitutions and the procedure for addressing unsatisfactory service.

9. Approval

Approved by: Chacewater Parish Council
Date: 21/10/2026
Contract start date: To be agreed
Contract end date: To be agreed
Agreed fee: To be recorded in the contract

Chacewater
Parish Council

Chacewater WI Hall
The Square
Chacewater
Truro
Cornwall
TR4 8PY

Tel: 07464 460011
Email: parish.clerk@chacewater-pc.gov.uk

CLEANING CONTRACTOR REQUIRED

Chacewater Parish Council is looking for a reliable and conscientious **self-employed cleaning contractor** to provide a regular cleaning service at **Chacewater WI Hall**.

🧹 **Approximately 1 hour per week**
📍 Chacewater WI Hall
📅 **Fixed-term contract**
💷 **Fee to be agreed**

Duties include cleaning the main hall, kitchen and toilet, emptying bins, laundering designated cloths and towels, replenishing supplies and reporting any repairs or items required to the Parish Clerk.

The cleaning time is flexible and will be arranged around hall bookings.

Previous cleaning experience is desirable but not essential. **References required.**

For full details, including the cleaning services specification and contractor requirements, please visit the **Chacewater Parish Council website**.
https://www.chacewater-pc.gov.uk

Closing date: 7 November 2026

To apply or request further information, please contact the Parish Clerk at

parish.clerk@chacewater-pc.gov.uk.