



# **Ludlow Town Council Service Delivery Plan 2016 - 2017**



# CONTENTS

## Ludlow Town Council Services Delivery Plan 2016-17

INTRODUCTION .....	4
ACCOUNTS .....	5
ADMINISTRATIVE SERVICES.....	7
AMENITY AREAS.....	9
ASSET MANAGEMENT .....	11
LUDLOW MUSEUM AT THE BUTTERCROSS .....	13
CEMETERY .....	13
COMMUNITY ENGAGEMENT .....	19
DLF SERVICES .....	23
DLF Yearly Work Schedule .....	25
January Work Schedule.....	25
February Work Schedule .....	28
March Work Schedule .....	31
April Work Schedule .....	34
May Work Schedule.....	37
June Work Schedule.....	40
July Work Schedule .....	43
August Work Schedule .....	46
September Work Schedule .....	49
October Work Schedule.....	52
November Work Schedule .....	55
December Work Schedule .....	58
LINNEY (PARKING) .....	61
MARKET .....	63
PROJECTS.....	66
STREET TRADING.....	68
STREET LIGHTS.....	70
TOILETS.....	71

# **Introduction**

**This Service Plan has been produced to inform Members of the current services provided by the Council and the team.**

**The values and objectives we work towards are contained within the Town Plan and our priorities are driven by the Town Council's objectives.**

# ACCOUNTS

## **Aims and Objectives**

- Controls on income and expenditure in line with the Council approved budget
- Correct payment information and deduction on payroll
- Responsibilities and accountability
- Transparency
- Budget setting
- Allowing Members to make informed decisions

## **Development of the Service**

- Training
- Procedures/Policies
- Business Continuity development
- Payroll – Payments monitoring
- Pension
- Software – Reporting/Analysis

## **Team**

- Two Members from Policy and Finance Committee as signatories for all cheques
- Admin/Secretarial staff resources

## **Resources**

- Omega Accounts software from RBS Software Solutions
- RBS Manual and Support
- Shropshire Council – Payroll and pensions

## **Stakeholders**

- Councillors
- Council Tax payers
- Staff

## **How the Service is delivered**

- Data input of invoices and income
- Production of cheques for signature
- Monthly bank reconciliation balancing statements with accounts
- Reports from Payments and Income monthly reports to every Policy and Finance Committee
- Quarterly Income and Expenditure reports to Policy & Finance Committee
- Cheques posting with remittance advice slip details
- Paying in cash and cheques to the bank
- Counting and checking cash and cheques received
- Invoicing (i.e. Calendar of Events Advertising)

- Petty Cash management
- Filing of Omega System reports
- Matching up of Delivery notes and purchase orders to invoices for payment
- Checking goods received

**Relevant Policies and Strategies and development of them where applicable**

- Debt Recovery Policy
- Financial Regulations
- Standing Orders

**Performance Monitoring and Management, including responsibility for Data Quality**

- Goods received checks
- Double signature on cash collections

**Strengths**

- Robust Accounts package

**Weaknesses**

- Time writing cheques

**Opportunities**

- Possibility of cheques printed via RBS

**Threats**

- Security
- Loss of data

**Risk Management (Service risks are to be reported quarterly on an exceptions basis).**

- Backups in house, server not kept within the office for security/control
- All monies kept within the safe and paid into the bank regularly
- Car park machine emptied daily

**Training Needs**

- Use accounts package correctly
- Update on RBS usage

# ADMINISTRATIVE SERVICES

## **Aims and Objectives**

- Manage the administration of the Council to ensure efficient working practices to serve the needs of Councillors in their roles
- To include:-
  - Archiving
  - Cemetery Archiving
  - Minute Books maintenance
  - Insurance renewal
  - Vehicle Insurance and Tax for Council vehicles
  - Linney Parking Meter Collections – Daily Collection print off signed by collector and counter and recorded on database
  - Opening and sending out daily post
  - Visitors book
  - Deeds Register
  - Declarations of Acceptance of Office
  - Declarations of Members Interests

## **Development of the Service**

Locate and rationalise all former stored boxes of files, minutes and information and integrate information into present comprehensive filing system.

## **Team**

- Secretary/receptionist and all staff to support
- Staff
- Councillors
- Former Councillors and others to fill in gaps in the minutes and agendas on file

## **Resources**

- Telephone
- ICT
- System files

## **Stakeholders**

- Councillors
- Council Tax Payers
- Staff

## **How the Service is delivered**

- Front line service
- Back office

**Performance Monitoring and Management, including responsibility for Data Quality**

- Post attended to daily
- All staff trained to use web-site for maintenance

**Strengths**

- Staff trained with qualifications in secretarial work or Practise Management

**Weaknesses**

- Peaks and troughs in work-load
- Interruptions
- Counter duties

**Opportunities**

- Increase in Admin time resulted

**Threats**

- IT lines
- Telephones
- Business continuity

**Training Needs**

- Ongoing Cemetery/Administration training



# AMENITY AREAS

## **Aims and Objectives**

- To provide a well maintained, safe, useable, clean environment for all
- To provide the amenities the public requires

## **Development of the Service**

- Public consultation and review of service delivery against objectives

## **Team**

- DLF
- Council
- Contractors from time to time as required

## **Resources**

- Council budget
- External funding
- Grants

## **Stakeholders**

- Council
- Council Tax Payers
- Community Organisations
- Funding bodies

## **How the Service is delivered**

- As an output of project delivery plans and community engagement
- Fortnightly mown/ weekly as required
- Daily litter pick

## **Relevant Policies and Strategies and development of them where applicable**

- Community engagement policies
- Health and Safety Policy
- Corporate vision/strategic delivery

## **Performance Monitoring**

- Performance monitoring by DLF supervisor
- Project management subject to continuous monitoring against timescales

## **Strengths**

- Local to residents
- Well appreciated (public interest)
- Good equipment and Council support
- Good value compared to contractor with in house team

**Weaknesses**

- Hard to “police”
- Time burden
- Some in need of restoration

**Opportunities**

- Improve public perception of the Council by sensitive renovation
- Using more efficient practices/equipment to maintain

**Threats**

- Vandalism
- Natural hazards e.g. flooding
- Insufficient consultation resulting in poor perception of service delivery

**Risk Management (Service risks are to be reported quarterly on an exceptions basis).**

- Continuous improvement of practices based on proper risk assessments
- Members can alter work schedule to start grass cutting earlier in the year or weeding/planting

**Community Safety, including any actions to be undertaken to comply with the Children’s Act or to protect vulnerable people**

- Ensure well designed areas to include security provision such as cameras, lighting etc.
- Safe equipment and layout
- Accessibility to emergency services

**Equalities**

- Ensure public consultation on new development is equal opportunities
- Use community policing to ensure inclusion of all groups

**Training Needs**

- As per technical requirements

# ASSET MANAGEMENT

## **Aims and Objectives**

- Complete assets lists and registers
- Used for insurance schedules
- Depreciation for budget planning and reserves setting
- Effective management of assets
- Regular valuations
- Optimise income/regular rent reviews

## **Development of the Service**

- Continual regular updating and valuations

## **Team**

- Policy and Finance Committee
- Council

## **Resources**

- Financial Software
- DV
- Staff time

## **Stakeholders**

- Councillors
- Auditors – Internal/External
- Insurers
- Staff

## **How the Service is delivered**

- Administrative staff

## **Relevant Policies and Strategies and development of them where applicable**

- Depreciation policies
- District Valuers valuations

## **Strengths**

- Legal requirement to have a list of assets and important for insurance purposes

## **Weaknesses**

- Time consuming

## **Opportunities**

- Appropriate budget provision by having lists, reserves for replacement funds

**Threats**

- Redundant buildings
- Deterioration of assets if not well maintained

**Risk Management (Service risks are to be reported quarterly on an exceptions basis).**

- Up to date list to avoid inadequate cover

**Training Needs**

- Software use
- Depreciation
- Procedures

# LUDLOW MUSEUM AT THE BUTTERCROSS

## **Aims and Objectives**

- Effective management of tourism asset in a Grade I listed building
- To establish a heritage tourism hub at the Buttercross
- To work in partnership with Shropshire Council through a SLA

## **Development of the Service**

- Increase visitor numbers to create a sustainable future at the Buttercross

## **Team**

- Museum Assistants
- Finance Assistants
- Admin assistants
- DLF
- Services Committee
- Town Clerk

## **Resources**

- Staff
- Equipment
- Buttercross

## **Stakeholders**

- Councillors
- Staff
- Shropshire Council
- Friends of Ludlow Museum
- Residents
- Visitors
- Arts Council of England

## **How the Service is delivered**

- Admin
  - Building security control by staff and external contractor
  - Face to face customer service and interpretation information
  - Administration of admission charges and merchandise sales
  - Daily Banking
  - Recording footfall
  - Stock control
  - Cleaning outside opening hours
  - Liaison with Shropshire Council and Friends of Ludlow Museum

- Advertised through Calendar of Events and other local publications

**Relevant Policies and Strategies and development of them where applicable**

- Service Level Agreement with Shropshire Council

**Performance Monitoring and Management, including responsibility for Data Quality**

- Arts council of England (ACE) accreditation
- Appraisals
- Monitoring
- Audits

**Strengths**

- Public Service
- Good public relations with visitors by effective answering of enquiries
- Effective management of database for future references

**Weaknesses**

- Needs constant Admin resources
- Unpredictable level of income for budget setting

**Opportunities**

- Marketing as a heritage hub
- Positive relationship with residents and visitors to Ludlow

**Threats**

- Establishing sufficient footfall and revenue for sustainability.

**Equalities**

- Access and toilet facilities are DDA compliant

**Training Needs**

- Interpretation skills
- Customer Service Skills
- H&S training

# CEMETERY

## **Aims and Objectives**

- Effective and sensitive management of the cemetery
- Maintenance of grassed areas

## **Development of the Service**

- New area to be developed and provide additional grave signage/facilities
- Develop policies to manage the cemetery

## **Team**

- Cemetery Officer
- Cemetery grounds work DLF
- Grave Digger (self-employed engaged when needed)
- Services Committee
- Town Clerk

## **Resources**

- Staff
- Equipment
- Depot

## **Stakeholders**

- Councillors
- Staff
- Funeral Directors
- Monumental Masons
- Bereaved Families
- Residents
- Registrar
- Undertakers' Trade Association

## **How the Service is delivered**

- Admin
  - Liaison with funeral directors, monumental masons, grave diggers, register offices and public in person, via phone, postal and email
  - Creating grave digging orders, grave labels and location information for DLF
  - Creating effective application forms and distributing via post and email
  - Updating developing sensitive and effective regulations
  - Maintaining accurate written register records
  - Ensuring receipt of legal documentation for each burial
  - Receiving payments
  - Attending burials and arranging for necessary checks

- Ensuring a peaceful and dignified environment for burials
  - Arranging for the chapel to be available
- Grave diggers – engaged and instructed by Cemetery Officer
- DLF – grounds maintenance work

### **Relevant Policies and Strategies and development of them where applicable**

- Development of Cemetery Regulations

### **Performance Monitoring and Management, including responsibility for Data Quality**

- Ensure Registers are updated
- Monitoring
- Audits

### **Strengths**

- Public Service
- Good public relations with visitors by effective answering of enquiries
- Effective management of database for future references

### **Weaknesses**

- Needs constant grounds work/Admin resources
- Unpredictable level of income for budget setting
- Time consuming

### **Opportunities**

- Marketing the chapel via the website to increase revenue stream
- Make cemetery records available online for general public to search to reduce queries

### **Threats**

- Inappropriate use of cemetery by failing to register additional information
- Sensitive areas

### **Equalities**

- Access has been improved in 2012

### **Training Needs**

- Regular review of memorial masons / funeral directors
- Updating staff skills as required



# COMMITTEE SERVICES

## **Aims and Objectives**

- The effective management of the Council's meetings
- Decision making within the remit of the Committee or to make recommendations to other Committees or Council
- Send papers out in good time
- Agenda displayed on notice board 3 days prior to the meeting
- Agenda sent to Members in dispatch for the information to be considered
- Publicising agreed approved minutes with a new KPI to put minutes once approved onto the internet within three days of the approval and no later than one week

## **Delivery of Corporate Priorities (if applicable)**

- Regular meetings of Council to consider all matters

## **Development of the Service**

- Reporting on requests from Members
- Research and reports

## **Team**

- Councillors/Chairmen
- Staff

## **Resources**

- Templates for papers
- Minute Books
- Attendance Book
- Staff time

## **Stakeholders**

- Councillors
- Public

## **How the Service is delivered**

- Agendas and reports created and circulated
- Meeting of Members
- Minute taker preparing draft minutes and placing all Committee and Council minutes on the website

## **Relevant Policies and Strategies and development of them where applicable**

- Standing Orders
- Code of Conduct
- Financial Regulations
- Terms of Reference

- Schedules of Meetings and addendums

### **Performance Monitoring and Management, including responsibility for Data Quality**

- Spot checks on the service undertaken as part of the audit

### **Strengths**

- Scheduled Regular meetings
- Majority of information provided within the agenda so it can be read before the meeting
- Accurate minute taking provides a record of decisions made

### **Weaknesses**

- Liaison between Chairs and officers needs to be formalised
- Time pressures/constraints
- Staff time – 13 hours days

### **Opportunities**

- Improving decision making by the provision of information
- Further powers to Committees would cut down on the duplication of decisions through the Committee structure
- Use of multimedia presentations to Members

### **Threats**

- Leaking of confidential/sensitive/commercial information
- Insufficient interest in attending meetings

### **Risk Management (Service risks are to be reported quarterly on an exceptions basis).**

- Confidential information printed on yellow paper for identification
- Annual Meeting Schedule agreed by Council at the Annual General Meeting, Calendars provided to all Members

### **Equalities**

- Meeting place always DDA compliant

### **Training Needs**

- Roles of staff, Members and Chairs
- Decision making
- Rules of debate

# COMMUNITY ENGAGEMENT

## **Aims and Objectives**

- To let residents and community organisations know how the Council works and what we do
- To reach out and engage with the wider community with a presence they can trust

## **Development of the Service**

- Wider community involvement

## **Team**

- All Councillors
- Communications Working Group
- Communications Officer
- Town Clerk

## **Resources**

Staff skills:-

- Copy writing
- Layout
- Project delivery
- External printing and distribution

## **Stakeholders**

- Councillors
- Staff
- Community Organisations
- Residents
- Press
- Printers

## **How the Service is delivered**

- Newsletter (4 times a year)
- Websites (constant update)
- Press release (as and when)
- Town Plan development ongoing
- Consultations as and when

## **Relevant Policies and Strategies and development of them where applicable**

- Town Plan 2011-2015

**Performance Monitoring and Management, including responsibility for Data Quality**

- Monitored by Councillors and Town Clerk considering feedback from public

**Service User Surveys**

- Consultation Surveys in newsletter and on the website

**Strengths**

- Gets the correct message out to the public
- Increased public awareness of what we do and allows us to help many outside organisations and community groups

**Weaknesses**

- Does anyone take any notice
- Effective distribution methods

**Opportunities**

- To create and develop a robust dialogue with residents

**Threats**

- Will be perceived as an edict and not fully engage with public

**Risk Management (Service risks are to be reported quarterly on an exceptions basis).**

- Proof reading and strict content control

**Community Safety, including any actions to be undertaken to comply with the Children's Act or to protect vulnerable people**

- Youth groups are invited to participate and have space in each Bulletin

**Equalities**

- Accessibility page on website
- Large print version of newsletter via website
- Free availability of newsletter in a number of accessible locations
- Advertises library internet access

**Training Needs**

- Ongoing training required in complex graphics software/techniques and skills development

# EVENT MANAGEMENT

## **Aims and Objectives**

- Organisation of Events
- Effective engagement with outside organisations
- Safeguarding and developing the Civic Role of the Mayor & Councillors

## **Development of the Service**

- Responding to all opportunities to represent the town in a Civic Manner
- Mayoral duties at the invitation of other parishes

## **Team**

- Councillors
- Town Clerk
- Deputy Clerk
- Mayor & Mayoress
- Sergeant at Arms
- Mace Bearer
- Parade Marshall
- Staff

## **Resources**

- Robes
- Chains
- Maces
- Town Silver
- Ludlow Assembly Rooms for ten meetings
- Service Level Agreement with Ludlow Mascall Centre shared services

## **Stakeholders**

- Councillors
- Staff
- Civic dignitaries/ Visiting Mayors
- Uniformed Organisations
- Community Organisations
- Clergy
- Schools & Youth Organisations
- Members of the public

## **How the Service is delivered**

- In consultation with the relevant organisations for each event as appropriate

## **Relevant Policies and Strategies and development of them where applicable**

- Standard operating procedures ("SOPS")

**Performance Monitoring and Management, including responsibility for Data Quality**

- Assessing effectiveness of SOPS after each event

**Strengths**

- Annual Civic Events
- Positive publicity for Council and town
- Increasing number and popularity

**Weaknesses**

- Poor outcome if not organised effectively
- Low turn out of Councillors/lack of interest

**Opportunities**

- Foster positive community spirit
- Increase civic pride

**Threats**

- Communication failures
- Negativity

**Community Safety, including any actions to be undertaken to comply with the Children's Act or to protect vulnerable people**

- The Police work with use for the events in all cases and their support is provided and valued

**Equalities**

- Venues are not always accessible to all

**Training Needs**

- Roles of staff, Members and Chairs
- Guild of Mace Bearers training

# DLF SERVICES

## **Aims and Objectives**

- To provide a high quality service of maintenance to all Council property

## **Development of the Service**

- To increase staffing/funding so as to improve the service to residents

## **Team**

- DLF
- Council

## **Resources**

- As per budget, annual allocation

## **Stakeholders**

- Councillors
- Staff
- General public
- Residents
- Grave diggers
- Funeral directors
- Memorial Masons

## **How the Service is delivered**

- By a team of dedicated staff members delivering an ongoing grounds maintenance programme and seasonal workers
- Activities:-
  - Mowing fortnightly (weekly)
  - Other maintenance as necessary
  - Building works when needed
  - Weed control
  - Tree cutting
  - Hedge cutting
  - Building maintenance/repair
  - Toilets daily – Smithfield, Castle Street, Linney and Cemetery
  - Christmas Lights
  - Banners
  - Moving Tubs/Benches for Ludlow in Bloom and markets
  - Polytunnel
  - Cemetery House nursery development
  - Tool Cleaning & Maintenance
  - Fleet Cleaning & Maintenance
  - Minor Electrical Repairs

### **Performance Monitoring and Management, including responsibility for Data Quality**

- Constant monitoring
- Reports
- Supervisor responsible for data and reporting quarterly to Services Committee

### **Strengths**

- Team available at moments notice to carry out emergencies and ongoing maintenance
- Keeping things in house
- Cost benefits

### **Weaknesses**

- Understaffed especially during changing weather patterns
- Insufficient machinery
- Increased cutting

### **Opportunities**

- Utilise new machinery and practices to make operations more efficient
- Possibility of generating revenue by renting out new equipment
- Divesting or re-designing amenity areas to free up staff time

### **Threats**

- Mixed message – Council/Members communication
- Conflicting demands – Councillors see part and approach staff directly

### **Training Needs**

- Health and Safety
- Weed Killing
- Chainsaw/Machinery as required



## DLF Yearly Work Schedule

### January Work Schedule

Area & Size	Duties	Week 1	Week 2	Week 3	Week 4
Henley Road Cemetery	Cemetery Grass cutting (Type D)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cut grass round grave plots	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Strim and Box Mow	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Collect Clippings	<input type="checkbox"/>		<input type="checkbox"/>	
	Grass Cutting Field	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
	Rake leaves		<input type="checkbox"/>		<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Cut hedges and collect clippings	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Prune shrub beds	<input type="checkbox"/>		<input type="checkbox"/>	
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemically weed car park and paths				<input type="checkbox"/>
	Clean Toilets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Empty Bins	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Snow Clearing and Gritting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other* Poss maintain round graves)	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<b>TOTAL</b>				
St John's Gardens	Grass cutting (Type C), collect clippings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strim Edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clip Borders (Beds)		<input type="checkbox"/>	<input type="checkbox"/>	
	Water Beds		<input type="checkbox"/>	<input type="checkbox"/>	
	Leaf clearance		<input type="checkbox"/>		
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance of shrubs and beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemical weeding of paths				<input type="checkbox"/>
	Prepare Beds		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
	Plant out Beds		<input type="checkbox"/>		<input type="checkbox"/>
	Other* (Edge with spade)		<input type="checkbox"/>		<input checked="" type="checkbox"/>
	<b>TOTAL</b>				
Castle Gardens 0.242 hectares Formal Garden	Grass cutting (Type C), collect clippings	<input type="checkbox"/>		<input type="checkbox"/>	
	Strim Edges		<input type="checkbox"/>		<input type="checkbox"/>
	Leaf clearance				<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance of shrubs and beds		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemical weeding of paths				<input type="checkbox"/>
	Prepare Beds				<input checked="" type="checkbox"/>
	Plant out Beds				<input type="checkbox"/>
	Water Beds				<input type="checkbox"/>
	Maintenance to Lime Trees				<input type="checkbox"/>
	Other*				<input type="checkbox"/>
	<b>TOTAL</b>				
St Thomas' Chapel 0.017 hectares  Open Space	Grass cutting (Type E), collect clippings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strim Edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sweep path				<input type="checkbox"/>
	Leaf clearance				<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<b>TOTAL</b>				
Lower Corve Street (Trough)	Flower bed maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sweep area	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Clear leaves	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Prepare Beds			<input type="checkbox"/>	
	Plant out Beds			<input type="checkbox"/>	
	Water Beds			<input type="checkbox"/>	
	Other*			<input type="checkbox"/>	
	<b>TOTAL</b>				
Weyman Road	Grass cutting (Type D)	<input type="checkbox"/>		<input type="checkbox"/>	
	Strim boundaries	<input type="checkbox"/>		<input type="checkbox"/>	
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Henley Orchards (4 areas)	Grass cutting (Type D)	<input type="checkbox"/>		<input type="checkbox"/>	
	Edge paths - spade	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Strim boundaries and sweep paths	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Wheeler Road  Play Area	Grass cutting (Type D) Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strim edges & under hedges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Hedge cutting and collect clippings	<input type="checkbox"/>			<input type="checkbox"/>
	Play Area Checks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Grass cutting and grass collection		<input checked="" type="checkbox"/>		<input type="checkbox"/>
	Edge paths - spade	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean/Sweep	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean/Sweep Skate Park	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean/Sweep Mugger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean/Sweep Teen Shelter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<b>TOTAL</b>				
Housemans Crescent	Grass cutting (Type D) Field		<input type="checkbox"/>		<input type="checkbox"/>
	Grass cutting play area and collect clippings		<input type="checkbox"/>		<input type="checkbox"/>
	Play Area Checks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edge with spade		<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim boundaries and paths		<input type="checkbox"/>		<input type="checkbox"/>
	Chemically Weed				<input type="checkbox"/>
	Other*				<input type="checkbox"/>
	<b>TOTAL</b>				
Linney Park	Grass cutting (Type D) including football pitch, putting course & mounds	<input type="checkbox"/>		<input type="checkbox"/>	
	Strim edges in play area, car park, under hedges and boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Car park maintenance		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Litter picking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Hedge cut and collect clippings				<input type="checkbox"/>
	Mark football field				<input type="checkbox"/>
	Chemically weed				<input type="checkbox"/>
	Clean Toilets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Empty Parking Meter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*		<input type="checkbox"/>		<input type="checkbox"/>

	<b>TOTAL</b>				
Old Street	Prepare Beds				
	Plant Flower Beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Maintenance of Flower Beds	<input type="checkbox"/>		<input type="checkbox"/>	
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Garden of Rest	Grass cutting (Type D), collect clippings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strim edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Rake and collect leaves		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean paths		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
	Chemically Weed		<input type="checkbox"/>		<input type="checkbox"/>
	Other*		<input type="checkbox"/>		<input type="checkbox"/>
	<b>TOTAL</b>				
St Laurence Church	Grass Cutting, collect clippings				
	Strim Edges				
	Collect Leaves				
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim round ashes plot				
	Other*				
	<b>TOTAL</b>				
Market		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Depot		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Misc		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Play Equipment Inspections		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clean & Maintain bus stops					<input checked="" type="checkbox"/>
Maintain Notice boards					<input checked="" type="checkbox"/>
Machine Maintenance					<input checked="" type="checkbox"/>
Emergency					
Snow Clearing & Gritting		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Xmas Lights		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Hanging Baskets T-C					
Buttercross Dusting			<input checked="" type="checkbox"/>		
Wigley Allotments Maintenance					

## February Work Schedule

Area & Size	Duties	Week 1	Week 2	Week 3	Week 4
Henley Road Cemetery	Cemetery Grass cutting (Type D)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cut grass round grave plots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strim and Box Mow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Collect Clippings	<input type="checkbox"/>		<input type="checkbox"/>	
	Grass Cutting Field	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Rake leaves		<input type="checkbox"/>		<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Cut hedges and collect clippings	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	Prune shrub beds	<input type="checkbox"/>		<input type="checkbox"/>	
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemically weed car park and paths				<input type="checkbox"/>
	Clean Toilets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Empty Bins	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Snow Clearing and Gritting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other* maintain round graves	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<b>TOTAL</b>				
St John's Gardens	Grass cutting (Type C), collect clippings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strim Edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clip Borders (Beds)		<input type="checkbox"/>	<input type="checkbox"/>	
	Water Beds		<input type="checkbox"/>	<input type="checkbox"/>	
	Leaf clearance		<input type="checkbox"/>		
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance of shrubs and beds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemical weeding of paths				<input type="checkbox"/>
	Prepare Beds		<input type="checkbox"/>		<input type="checkbox"/>
	Plant out Beds		<input type="checkbox"/>		<input type="checkbox"/>
	Other* (Edge with spade)		<input type="checkbox"/>		<input checked="" type="checkbox"/>
	<b>TOTAL</b>				
Castle Gardens 0.242 hectares Formal Garden	Grass cutting (Type C), collect clippings	<input type="checkbox"/>		<input type="checkbox"/>	
	Strim Edges		<input type="checkbox"/>		<input type="checkbox"/>
	Leaf clearance				<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance of shrubs and beds		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemical weeding of paths				<input type="checkbox"/>
	Prepare Beds				<input type="checkbox"/>
	Plant out Beds				<input type="checkbox"/>
	Water Beds				<input type="checkbox"/>
	Maintenance to Lime Trees		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*				<input type="checkbox"/>
	<b>TOTAL</b>				
St Thomas' Chapel 0.017 hectares  Open Space	Grass cutting (Type E), collect clippings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strim Edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sweep path				<input type="checkbox"/>
	Leaf clearance				<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Lower Corve Street	Flower bed maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Old Street	Plant Flower Beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Maintenance of Flower Beds	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Garden of Rest	Grass cutting (Type D), collect clippings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strim edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Rake and collect leaves			<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemically Weed		<input type="checkbox"/>		<input type="checkbox"/>
	Other*		<input type="checkbox"/>		<input type="checkbox"/>
	<b>TOTAL</b>				
St Laurence Chrucl	Grass Cutting, collect clippings				
	Strim Edges				
	Collect Leaves				
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim round ashes plot				
	Other*				
	<b>TOTAL</b>				
Market		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Depot		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Misc		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Play Equipment Inspections		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clean & Maintain bus stops					<input checked="" type="checkbox"/>
Maintain Notice boards				<input checked="" type="checkbox"/>	
Machine Maintenance			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Emergency					
Snow Clearing & Gritting		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Xmas Lights		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Hanging Baskets T-C					
Buttercross Dusting			<input checked="" type="checkbox"/>		
Wigley Allotments Maintenance					

## March Work Schedule

Area & Size	Duties	Week 1	Week 2	Week 3	Week 4
Henley Road Cemetery	Cemetery Grass cutting (Type D)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Cut grass round grave plots	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim and Box Mow	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Collect Clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Grass Cutting Field	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Rake leaves		<input type="checkbox"/>		<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Cut hedges and collect clippings	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	Prune shrub beds	<input type="checkbox"/>		<input type="checkbox"/>	
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemically weed car park and paths				<input checked="" type="checkbox"/>
	Clean Toilets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Empty Bins	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Snow Clearing and Gritting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<b>TOTAL</b>				
St John's Gardens	Grass cutting (Type C), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clip Borders (Beds)		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Water Beds		<input type="checkbox"/>	<input type="checkbox"/>	
	Leaf clearance		<input type="checkbox"/>		
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance of shrubs and beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemical weeding of paths				<input checked="" type="checkbox"/>
	Prepare Beds		<input type="checkbox"/>		<input type="checkbox"/>
	Plant out Beds		<input type="checkbox"/>		<input type="checkbox"/>
	Other* (Edge with spade)		<input type="checkbox"/>		<input checked="" type="checkbox"/>
	<b>TOTAL</b>				
Castle Gardens 0.242 hectares Formal Garden	Grass cutting (Type C), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Leaf clearance				<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance of shrubs and beds		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemical weeding of paths				<input checked="" type="checkbox"/>
	Prepare Beds				<input checked="" type="checkbox"/>
	Plant out Beds				<input type="checkbox"/>
	Water Beds				<input type="checkbox"/>
	Maintenance to Lime Trees		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other*				<input type="checkbox"/>
	<b>TOTAL</b>				
St Thomas' Chapel 0.017 hectares  Open Space	Grass cutting (Type E), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sweep path	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Leaf clearance			<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Lower Corve Street	Flower bed maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Old Street	Plant Flower Beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Maintenance of Flower Beds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Garden of Rest	Grass cutting (Type D), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Rake and collect leaves			<input type="checkbox"/>	<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean paths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemically Weed		<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Other* Lawn Weed Control		<input type="checkbox"/>		<input checked="" type="checkbox"/>
St Laurence Chrch	#				
	Grass Cutting, collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Collect Leaves				
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim round ashes plot	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*				
<b>TOTAL</b>					
	Market	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Depot	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Misc	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Play Equipment Inspections	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clean & Maintain bus stops			<input checked="" type="checkbox"/>		<input type="checkbox"/>
Maintain Notice boards			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Machine Maintenance			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Emergency					
Snow Clearing & Gritting		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Xmas Lights		<input type="checkbox"/>	<input type="checkbox"/>		
Hanging Baskets T-C					
Buttercross Dusting			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Wigley Allotments Maintenance					

## April Work Schedule

Area & Size	Duties	Week 1	Week 2	Week 3	Week 4
Henley Road Cemetery	Cemetery Grass cutting (Type D)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Cut grass round grave plots	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim and Box Mow	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Collect Clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Grass Cutting Field	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Rake leaves		<input type="checkbox"/>		<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Cut hedges and collect clippings	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	Prune shrub beds	<input type="checkbox"/>		<input type="checkbox"/>	
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemically weed car park and paths				<input checked="" type="checkbox"/>
	Clean Toilets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Empty Bins	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Snow Clearing and Gritting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
St John's Gardens	Grass cutting (Type C), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clip Borders (Beds)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Water Beds		<input type="checkbox"/>	<input type="checkbox"/>	
	Leaf clearance		<input type="checkbox"/>		
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance of shrubs and beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemical weeding of paths				<input checked="" type="checkbox"/>
	Weed Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Plant out Beds		<input type="checkbox"/>		<input type="checkbox"/>
	Other*		<input type="checkbox"/>		<input type="checkbox"/>
	<b>TOTAL</b>				
Castle Gardens 0.242 hectares Formal Garden	Grass cutting (Type C), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Leaf clearance				<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance of shrubs and beds		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemical weeding of paths				<input checked="" type="checkbox"/>
	Weed Beds				<input checked="" type="checkbox"/>
	Plant out Beds		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
	Water Beds				<input type="checkbox"/>
	Maintenance to Lime Trees		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other*				<input type="checkbox"/>
	<b>TOTAL</b>				
St Thomas' Chapel 0.017 hectares  Open Space	Grass cutting (Type E), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sweep path	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Leaf clearance			<input type="checkbox"/>	<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Lower Corve Street	Flower bed maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Old Street	Plant Flower Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance of Flower Beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Garden of Rest	Grass cutting (Type D), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Rake and collect leaves			<input type="checkbox"/>	<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemically Weed		<input type="checkbox"/>		<input type="checkbox"/>
	Other*		<input type="checkbox"/>		<input type="checkbox"/>
	<b>TOTAL</b>				
St Laurence Chrch	Grass Cutting, collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Collect Leaves				
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim round ashes plot	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*				
	<b>TOTAL</b>				
Market		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Depot		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Misc		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Play Equipment Inspections		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clean & Maintain bus stops			<input type="checkbox"/>		<input type="checkbox"/>
Maintain Notice boards			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Machine Maintenance		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency					
Snow Clearing & Gritting		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Xmas Lights		<input type="checkbox"/>	<input type="checkbox"/>		
Hanging Baskets T-C					
Buttercross Dusting			<input checked="" type="checkbox"/>		
Wigley Allotments Maintenance				<input checked="" type="checkbox"/>	

## May Work Schedule

Area & Size	Duties	Week 1	Week 2	Week 3	Week 4
Henley Road Cemetery	Cemetery Grass cutting (Type D)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Cut grass round grave plots	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim and Box Mow	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Collect Clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Grass Cutting Field	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Rake leaves		<input type="checkbox"/>		<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Cut hedges and collect clippings	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	Prune shrub beds	<input type="checkbox"/>		<input type="checkbox"/>	
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemically weed car park and paths				<input checked="" type="checkbox"/>
	Clean Toilets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Empty Bins	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Snow Clearing and Gritting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
St John's Gardens	Grass cutting (Type C), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clip Borders (Beds)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Water Beds		<input type="checkbox"/>	<input type="checkbox"/>	
	Leaf clearance		<input type="checkbox"/>		
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance of shrubs and beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemical weeding of paths				<input checked="" type="checkbox"/>
	Weed Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Plant out Beds		<input type="checkbox"/>		<input type="checkbox"/>
	Other* Remove Winter bedding		<input type="checkbox"/>		<input checked="" type="checkbox"/>
	<b>TOTAL</b>				
Castle Gardens 0.242 hectares Formal Garden	Grass cutting (Type C), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Leaf clearance				<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance of shrubs and beds		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemical weeding of paths				<input checked="" type="checkbox"/>
	Weed Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Plant out Beds		<input type="checkbox"/>		<input type="checkbox"/>
	Water Beds				<input type="checkbox"/>
	Maintenance to Lime Trees		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other* Remove Winter bedding				<input checked="" type="checkbox"/>
	<b>TOTAL</b>				
St Thomas' Chapel 0.017 hectares  Open Space	Grass cutting (Type E), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sweep path	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Leaf clearance			<input type="checkbox"/>	<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Lower Corve Street	Flower bed maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Old Street	Plant Flower Beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Maintenance of Flower Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other* Remove Winter bedding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<b>TOTAL</b>				
Garden of Rest	Grass cutting (Type D), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Rake and collect leaves			<input type="checkbox"/>	<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemically Weed		<input type="checkbox"/>		<input type="checkbox"/>
	Other*		<input type="checkbox"/>		<input type="checkbox"/>
	<b>TOTAL</b>				
St Laurence Church	Grass Cutting, collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Collect Leaves				
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim round ashes plot	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*				
	<b>TOTAL</b>				
Market		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Depot		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Misc		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Play Equipment Inspections		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clean & Maintain bus stops			<input type="checkbox"/>		<input checked="" type="checkbox"/>
Maintain Notice boards			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Machine Maintenance		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency					
Snow Clearing & Gritting		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Xmas Lights		<input type="checkbox"/>	<input type="checkbox"/>		
Hanging Baskets T-C					
Buttercross Dusting			<input checked="" type="checkbox"/>		
Wigley Allotments Maintenance				<input checked="" type="checkbox"/>	

## June Work Schedule

Area & Size	Duties	Week 1	Week 2	Week 3	Week 4
Henley Road Cemetery	Cemetery Grass cutting (Type D)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Cut grass round grave plots	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim and Box Mow	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Collect Clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Grass Cutting Field	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Rake leaves		<input type="checkbox"/>		<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Cut hedges and collect clippings	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	Prune shrub beds	<input type="checkbox"/>		<input type="checkbox"/>	
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemically weed car park and paths				<input checked="" type="checkbox"/>
	Clean Toilets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Empty Bins	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Snow Clearing and Gritting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
St John's Gardens	Grass cutting (Type C), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clip Borders (Beds)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Water Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Leaf clearance		<input type="checkbox"/>		
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance of shrubs and beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemical weeding of paths				<input checked="" type="checkbox"/>
	Weed Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Plant out Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
	Other* Remove Winter bedding		<input type="checkbox"/>		<input checked="" type="checkbox"/>
	<b>TOTAL</b>				
Castle Gardens 0.242 hectares Formal Garden	Grass cutting (Type C), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Leaf clearance				<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance of shrubs and beds		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemical weeding of paths				<input checked="" type="checkbox"/>
	Weed Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Plant out Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
	Water Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance to Lime Trees		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other* Remove Winter bedding				<input checked="" type="checkbox"/>
	<b>TOTAL</b>				
St Thomas' Chapel 0.017 hectares  Open Space	Grass cutting (Type E), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sweep path	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Leaf clearance			<input type="checkbox"/>	<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Lower Corve Street	Flower bed maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



(Trough)	Sweep area Clear leaves Litter pick Weed Beds Plant out Beds Water Beds Other* Remove Winter bedding <b>TOTAL</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Weyman Road	Grass cutting (Type D) Strim boundaries Litter pick Other* <b>TOTAL</b>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Henley Orchards (4 areas)	Grass cutting (Type D) Edge paths - spade Strim boundaries and sweep paths Litter pick Other* <b>TOTAL</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Wheeler Road  Play Area	Grass cutting (Type D) Field Strim edges & under hedges Litter pick Hedge cutting and collect clippings Play Area Checks Grass cutting and grass collection Edge paths - spade Clean/Sweep Clean/Sweep Skate Park Clean/Sweep Mugger Clean/Sweep Teen Shelter <b>TOTAL</b>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Housemans Crescent	Grass cutting (Type D) Field Grass cutting play area and collect clippings Play Area Checks Edge with spade Litter pick Strim boundaries and paths Chemically Weed Other* <b>TOTAL</b>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Linney Park	Grass cutting (Type D) including football pitch, putting course & mounds Strim edges in play area, car park, under hedges and boundary Car park maintenance Litter picking Hedge cut and collect clippings Mark football field Chemically weed Clean Toilets Empty Parking Meter Other* <b>TOTAL</b>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
	Weed Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Old Street	Plant Flower Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Maintenance of Flower Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Garden of Rest	Grass cutting (Type D), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Rake and collect leaves			<input type="checkbox"/>	<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemically Weed		<input type="checkbox"/>		<input type="checkbox"/>
	Other*		<input type="checkbox"/>		<input type="checkbox"/>
	<b>TOTAL</b>				
St Laurence Chrch	Grass Cutting, collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Collect Leaves				
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim round ashes plot	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*				
	<b>TOTAL</b>				
Market		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Depot		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Misc		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Play Equipment Inspections		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clean & Maintain bus stops			<input type="checkbox"/>		<input type="checkbox"/>
Maintain Notice boards			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Machine Maintenance		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency					
Snow Clearing & Gritting		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Xmas Lights		<input type="checkbox"/>	<input type="checkbox"/>		
Hanging Baskets T-C				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Buttercross Dusting			<input checked="" type="checkbox"/>		
Wigley Allotments Maintenance				<input checked="" type="checkbox"/>	

## July Work Schedule

Area & Size	Duties	Week 1	Week 2	Week 3	Week 4
Henley Road Cemetery	Cemetery Grass cutting (Type D)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Cut grass round grave plots	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim and Box Mow	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Collect Clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Grass Cutting Field	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Rake leaves		<input type="checkbox"/>		<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Cut hedges and collect clippings	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Prune shrub beds	<input type="checkbox"/>		<input type="checkbox"/>	
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemically weed car park and paths				<input checked="" type="checkbox"/>
	Clean Toilets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Empty Bins	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Snow Clearing and Gritting	<input type="checkbox"/>		<input type="checkbox"/>	
	Other*	<input type="checkbox"/>		<input type="checkbox"/>	
	<b>TOTAL</b>				
St John's Gardens	Grass cutting (Type C), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clip Borders (Beds)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Water Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Leaf clearance		<input type="checkbox"/>		
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance of shrubs and beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemical weeding of paths				<input checked="" type="checkbox"/>
	Weed Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Plant out Beds		<input type="checkbox"/>		<input type="checkbox"/>
	Other*		<input type="checkbox"/>		<input type="checkbox"/>
	<b>TOTAL</b>				
Castle Gardens 0.242 hectares Formal Garden	Grass cutting (Type C), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Leaf clearance				<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance of shrubs and beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemical weeding of paths				<input checked="" type="checkbox"/>
	Weed Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Plant out Beds				<input type="checkbox"/>
	Water Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance to Lime Trees				<input type="checkbox"/>
	Other*				<input type="checkbox"/>
	<b>TOTAL</b>				
St Thomas' Chapel 0.017 hectares  Open Space	Grass cutting (Type E), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sweep path	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Leaf clearance				<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Lower Corve Street	Flower bed maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

(Trough)	Sweep area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clear leaves			<input type="checkbox"/>	
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Weed Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Plant out Beds			<input type="checkbox"/>	
	Water Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*			<input type="checkbox"/>	
	<b>TOTAL</b>				
Weyman Road	Grass cutting (Type D)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Strim boundaries	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Henley Orchards (4 areas)	Grass cutting (Type D)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Edge paths - spade	<input type="checkbox"/>		<input type="checkbox"/>	
	Strim boundaries and sweep paths	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Wheeler Road  Play Area	Grass cutting (Type D) Field	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim edges & under hedges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Hedge cutting and collect clippings	<input checked="" type="checkbox"/>			<input type="checkbox"/>
	Play Area Checks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Grass cutting and grass collection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edge paths - spade	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean/Sweep	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean/Sweep Skate Park	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean/Sweep Mugger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean/Sweep Teen Shelter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<b>TOTAL</b>				
Housemans Crescent	Grass cutting (Type D) Field		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
	Grass cutting play area and collect clippings		<input type="checkbox"/>		<input type="checkbox"/>
	Edge with spade		<input type="checkbox"/>		<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim boundaries and paths		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
	Chemically Weed				<input type="checkbox"/>
	Other*				<input type="checkbox"/>
	<b>TOTAL</b>				
Linney Park	Grass cutting (Type D) including football pitch, putting course & mounds	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Strim edges in play area, car park, under hedges and boundary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Car park maintenance		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Litter picking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Hedge cut and collect clippings				<input type="checkbox"/>
	Mark football field				<input type="checkbox"/>
	Chemically weed				<input checked="" type="checkbox"/>
	Clean Toilets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Empty Parking Meter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*		<input type="checkbox"/>		<input type="checkbox"/>
	<b>TOTAL</b>				
	Weed Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Old Street	Plant Flower Beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Maintenance of Flower Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Garden of Rest	Grass cutting (Type D), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Rake and collect leaves				<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemically Weed		<input type="checkbox"/>		<input type="checkbox"/>
	Other*		<input type="checkbox"/>		<input type="checkbox"/>
	<b>TOTAL</b>				
St Laurence Chruh	Grass Cutting, collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Collect Leaves				
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim round ashes plot	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*				
	<b>TOTAL</b>				
Market		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Depot		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Misc		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Play Equipment Inspections		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clean & Maintain bus stops					
Maintain Notice boards		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Machine Maintenance		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency					
Snow Clearing & Grittin					
Xmas Lights					
Hanging Baskets T-C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Buttercross Dusting		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wigley Allotments Maintenance		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## August Work Schedule

Area & Size	Duties	Week 1	Week 2	Week 3	Week 4
Henley Road Cemetery	Cemetery Grass cutting (Type D)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Cut grass round grave plots	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim and Box Mow	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Collect Clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Grass Cutting Field	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Rake leaves		<input type="checkbox"/>		<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Cut hedges and collect clippings	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Prune shrub beds	<input type="checkbox"/>		<input type="checkbox"/>	
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemically weed car park and paths				<input checked="" type="checkbox"/>
	Clean Toilets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Empty Bins	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Snow Clearing and Gritting	<input type="checkbox"/>		<input type="checkbox"/>	
	Other*	<input type="checkbox"/>		<input type="checkbox"/>	
	<b>TOTAL</b>				
St John's Gardens	Grass cutting (Type C), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clip Borders (Beds)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Water Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Leaf clearance		<input type="checkbox"/>		
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance of shrubs and beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemical weeding of paths				<input checked="" type="checkbox"/>
	Weed Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Plant out Beds		<input type="checkbox"/>		<input type="checkbox"/>
	Other*		<input type="checkbox"/>		<input type="checkbox"/>
	<b>TOTAL</b>				
Castle Gardens 0.242 hectares Formal Garden	Grass cutting (Type C), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Leaf clearance				<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance of shrubs and beds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemical weeding of paths				<input checked="" type="checkbox"/>
	Weed Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Plant out Beds				<input type="checkbox"/>
	Water Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance to Lime Trees				<input type="checkbox"/>
	Other*				<input type="checkbox"/>
	<b>TOTAL</b>				
St Thomas' Chapel 0.017 hectares  Open Space	Grass cutting (Type E), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sweep path	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Leaf clearance				<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Lower Corve Street	Flower bed maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

(Trough)	Sweep area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clear leaves			<input type="checkbox"/>	
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Weed Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Plant out Beds			<input type="checkbox"/>	
	Water Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*			<input type="checkbox"/>	
	<b>TOTAL</b>				
Weyman Road	Grass cutting (Type D)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Strim boundaries	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Henley Orchards (4 areas)	Grass cutting (Type D)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Edge paths - spade	<input type="checkbox"/>		<input type="checkbox"/>	
	Strim boundaries and sweep paths	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Wheeler Road  Play Area	Grass cutting (Type D) Field	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim edges & under hedges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Hedge cutting and collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
	Play Area Checks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Grass cutting and grass collection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edge paths - spade	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean/Sweep	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean/Sweep Skate Park	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean/Sweep Mugger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean/Sweep Teen Shelter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<b>TOTAL</b>				
Housemans Crescent	Grass cutting (Type D) Field		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
	Grass cutting play area and collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edge with spade		<input type="checkbox"/>		<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim boundaries and paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemically Weed				<input type="checkbox"/>
	Other*				<input type="checkbox"/>
	<b>TOTAL</b>				
Linney Park	Grass cutting (Type D) including football pitch, putting course & mounds	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Strim edges in play area, car park, under hedges and boundary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Car park maintenance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Litter picking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Hedge cut and collect clippings				<input type="checkbox"/>
	Mark football field				<input type="checkbox"/>
	Chemically weed				<input checked="" type="checkbox"/>
	Clean Toilets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Empty Parking Meter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*		<input type="checkbox"/>		<input type="checkbox"/>
	<b>TOTAL</b>				
	Weed Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Old Street	Plant Flower Beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Maintenance of Flower Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Garden of Rest	Grass cutting (Type D), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Rake and collect leaves				<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemically Weed		<input type="checkbox"/>		<input type="checkbox"/>
	Other*		<input type="checkbox"/>		<input type="checkbox"/>
	<b>TOTAL</b>				
St Laurence Church	Grass Cutting, collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Collect Leaves				
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim round ashes plot	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*				
	<b>TOTAL</b>				
Market		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Depot		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Misc		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Play Equipment Inspections		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clean & Maintain bus stops					
Maintain Notice boards		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Machine Maintenance		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency					
Snow Clearing & Gritting					
Xmas Lights					
Hanging Baskets T-C		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Buttercross Dusting		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wigley Allotments Maintenance		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



## September Work Schedule

Area & Size	Duties	Week 1	Week 2	Week 3	Week 4
Henley Road Cemetery	Cemetery Grass cutting (Type D)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Cut grass round grave plots	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim and Box Mow	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Collect Clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Grass Cutting Field	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Rake leaves		<input type="checkbox"/>		<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Cut hedges and collect clippings	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Prune shrub beds	<input type="checkbox"/>		<input type="checkbox"/>	
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemically weed car park and paths				<input checked="" type="checkbox"/>
	Clean Toilets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Empty Bins	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Snow Clearing and Gritting	<input type="checkbox"/>		<input type="checkbox"/>	
	Other*	<input type="checkbox"/>		<input type="checkbox"/>	
	<b>TOTAL</b>				
St John's Gardens	Grass cutting (Type C), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clip Borders (Beds)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Water Beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Leaf clearance		<input type="checkbox"/>		
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance of shrubs and beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemical weeding of paths				<input checked="" type="checkbox"/>
	Weed Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Plant out Beds		<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Other* Remove Summer Bedding	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
	<b>TOTAL</b>				
Castle Gardens 0.242 hectares Formal Garden	Grass cutting (Type C), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Leaf clearance				<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance of shrubs and beds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemical weeding of paths				<input checked="" type="checkbox"/>
	Weed Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Plant out Beds				<input checked="" type="checkbox"/>
	Water Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance to Lime Trees				<input type="checkbox"/>
	Other* Remove Summer Bedding	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
	<b>TOTAL</b>				
St Thomas' Chapel 0.017 hectares  Open Space	Grass cutting (Type E), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sweep path	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Leaf clearance				<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Lower Corve Street	Flower bed maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Old Street	Plant Flower Beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Maintenance of Flower Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other* Remove Summer Bedding	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Garden of Rest	Grass cutting (Type D), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Rake and collect leaves	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemically Weed		<input type="checkbox"/>		<input type="checkbox"/>
	Other*		<input type="checkbox"/>		<input type="checkbox"/>
	<b>TOTAL</b>				
St Laurence Chrucl	Grass Cutting, collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Collect Leaves	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim round ashes plot	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*				
	<b>TOTAL</b>				
Market		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Depot		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Misc		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Play Equipment Inspections		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clean & Maintain bus stops			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Maintain Notice boards		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Machine Maintenance		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency					
Snow Clearing & Gritting					
Xmas Lights					<input checked="" type="checkbox"/>
Hanging Baskets T-C		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Buttercross Dusting		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wigley Allotments Maintenance		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## October Work Schedule

Area & Size	Duties	Week 1	Week 2	Week 3	Week 4
Henley Road Cemetery	Cemetery Grass cutting (Type D)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Cut grass round grave plots	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim and Box Mow	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Collect Clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Grass Cutting Field	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Rake leaves	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Cut hedges and collect clippings	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Prune shrub beds	<input type="checkbox"/>		<input type="checkbox"/>	
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemically weed car park and paths				<input checked="" type="checkbox"/>
	Clean Toilets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Empty Bins	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Snow Clearing and Gritting	<input type="checkbox"/>		<input type="checkbox"/>	
	Other*	<input type="checkbox"/>		<input type="checkbox"/>	
	<b>TOTAL</b>				
St John's Gardens	Grass cutting (Type C), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clip Borders (Beds)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Water Beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Leaf clearance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance of shrubs and beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemical weeding of paths				<input checked="" type="checkbox"/>
	Weed Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Plant out Beds	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	Other*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
	<b>TOTAL</b>				
Castle Gardens 0.242 hectares Formal Garden	Grass cutting (Type C), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Leaf clearance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance of shrubs and beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemical weeding of paths				<input checked="" type="checkbox"/>
	Weed Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Plant out Beds	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
	Water Beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Maintenance to Lime Trees				<input type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	<b>TOTAL</b>				
St Thomas' Chapel 0.017 hectares  Open Space	Grass cutting (Type E), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sweep path	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Leaf clearance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Lower Corve Street	Flower bed maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

(Trough)	Sweep area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clear leaves	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Weed Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Plant out Beds	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Water Beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>TOTAL</b>				
Weyman Road	Grass cutting (Type D)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Strim boundaries	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Henley Orchards (4 areas)	Grass cutting (Type D)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Edge paths - spade	<input type="checkbox"/>		<input type="checkbox"/>	
	Strim boundaries and sweep paths	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Wheeler Road  Play Area	Grass cutting (Type D) Field	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim edges & under hedges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Hedge cutting and collect clippings	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	Play Area Checks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Grass cutting and grass collection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edge paths - spade	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean/Sweep	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean/Sweep Skate Park	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean/Sweep Mugger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean/Sweep Teen Shelter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<b>TOTAL</b>				
Housemans Crescent	Grass cutting (Type D) Field		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
	Grass cutting play area and collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edge with spade		<input type="checkbox"/>		<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim boundaries and paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemically Weed				<input type="checkbox"/>
	Other*				<input type="checkbox"/>
	<b>TOTAL</b>				
Linney Park	Grass cutting (Type D) including football pitch, putting course & mounds	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Strim edges in play area, car park, under hedges and boundary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Car park maintenance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Litter picking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Hedge cut and collect clippings			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Mark football field				<input type="checkbox"/>
	Chemically weed				<input checked="" type="checkbox"/>
	Clean Toilets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Empty Parking Meter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*		<input type="checkbox"/>		<input type="checkbox"/>
	<b>TOTAL</b>				
	Weed Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Old Street	Plant Flower Beds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Maintenance of Flower Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Garden of Rest	Grass cutting (Type D), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Rake and collect leaves	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemically Weed		<input type="checkbox"/>		<input type="checkbox"/>
	Other*		<input type="checkbox"/>		<input type="checkbox"/>
	<b>TOTAL</b>				
St Laurence Chrch	Grass Cutting, collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Collect Leaves	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim round ashes plot	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*				
	<b>TOTAL</b>				
Market		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Depot		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Misc		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Play Equipment Inspections		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clean & Maintain bus stops			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Maintain Notice boards		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Machine Maintenance		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency					
Snow Clearing & Gritting					
Xmas Lights		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hanging Baskets T-C		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buttercross Dusting		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wigley Allotments Maintenance		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## November Work Schedule

Area & Size	Duties	Week 1	Week 2	Week 3	Week 4
Henley Road Cemetery	Cemetery Grass cutting (Type D)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cut grass round grave plots	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strim and Box Mow	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Collect Clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Grass Cutting Field	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Rake leaves	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Cut hedges and collect clippings	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Prune shrub beds	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemically weed car park and paths				<input type="checkbox"/>
	Clean Toilets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Empty Bins	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Snow Clearing and Gritting	<input type="checkbox"/>		<input type="checkbox"/>	
	Other*	<input type="checkbox"/>		<input type="checkbox"/>	
	<b>TOTAL</b>				
St John's Gardens	Grass cutting (Type C), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clip Borders (Beds)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Water Beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Leaf clearance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance of shrubs and beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemical weeding of paths				<input type="checkbox"/>
	Weed Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Plant out Beds	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	<b>TOTAL</b>				
Castle Gardens 0.242 hectares Formal Garden	Grass cutting (Type C), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Leaf clearance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance of shrubs and beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemical weeding of paths				<input type="checkbox"/>
	Weed Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Plant out Beds	<input type="checkbox"/>			<input type="checkbox"/>
	Water Beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Maintenance to Lime Trees				<input type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	<b>TOTAL</b>				
St Thomas' Chapel 0.017 hectares  Open Space	Grass cutting (Type E), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sweep path	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Leaf clearance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Lower Corve Street	Flower bed maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Trough)	Sweep area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clear leaves	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Weed Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Plant out Beds	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	Water Beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>TOTAL</b>				
Weyman Road	Grass cutting (Type D)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Strim boundaries	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Henley Orchards (4 areas)	Grass cutting (Type D)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Edge paths - spade	<input type="checkbox"/>		<input type="checkbox"/>	
	Strim boundaries and sweep paths	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Wheeler Road  Play Area	Grass cutting (Type D) Field	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strim edges & under hedges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Hedge cutting and collect clippings	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	Play Area Checks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Grass cutting and grass collection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Edge paths - spade	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean/Sweep	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean/Sweep Skate Park	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean/Sweep Mugger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean/Sweep Teen Shelter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<b>TOTAL</b>				
Housemans Crescent	Grass cutting (Type D) Field		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
	Grass cutting play area and collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Edge with spade		<input type="checkbox"/>		<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim boundaries and paths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemically Weed				<input type="checkbox"/>
	Other*				<input type="checkbox"/>
	<b>TOTAL</b>				
Linney Park	Grass cutting (Type D) including football pitch, putting course & mounds	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	Strim edges in play area, car park, under hedges and boundary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Car park maintenance		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Litter picking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Hedge cut and collect clippings			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Mark football field				<input type="checkbox"/>
	Chemically weed				<input checked="" type="checkbox"/>
	Clean Toilets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Empty Parking Meter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*		<input type="checkbox"/>		<input type="checkbox"/>
	<b>TOTAL</b>				
	Weed Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Old Street	Plant Flower Beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Maintenance of Flower Beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Garden of Rest	Grass cutting (Type D), collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strim edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Rake and collect leaves	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemically Weed		<input type="checkbox"/>		<input type="checkbox"/>
	Other*		<input type="checkbox"/>		<input type="checkbox"/>
	<b>TOTAL</b>				
St Laurence Chrucl	Grass Cutting, collect clippings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strim Edges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Collect Leaves	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strim round ashes plot	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	<b>TOTAL</b>				
Market		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Depot		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Misc		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Play Equipment Inspections		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clean & Maintain bus stops			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Maintain Notice boards		<input checked="" type="checkbox"/>			<input type="checkbox"/>
Machine Maintenance		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency					
Snow Clearing & Gritting					
Xmas Lights		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hanging Baskets T-C		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buttercross Dusting		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wigley Allotments Maintenance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## December Work Schedule

Area & Size	Duties	Week 1	Week 2	Week 3	Week 4
Henley Road Cemetery	Cemetery Grass cutting (Type D)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cut grass round grave plots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strim and Box Mow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Collect Clippings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Grass Cutting Field	<input type="checkbox"/>		<input type="checkbox"/>	
	Rake leaves	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Cut hedges and collect clippings	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	Prune shrub beds	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sweep paths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Chemically weed car park and paths				<input type="checkbox"/>
	Clean Toilets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Empty Bins	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Snow Clearing and Gritting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>		<input type="checkbox"/>	
	<b>TOTAL</b>				
St John's Gardens	Grass cutting (Type C), collect clippings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strim Edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clip Borders (Beds)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Water Beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Leaf clearance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance of shrubs and beds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemical weeding of paths				<input type="checkbox"/>
	Weed Beds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Plant out Beds	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	<b>TOTAL</b>				
Castle Gardens 0.242 hectares Formal Garden	Grass cutting (Type C), collect clippings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strim Edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Leaf clearance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Maintenance of shrubs and beds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Sweep paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemical weeding of paths				<input type="checkbox"/>
	Weed Beds	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Plant out Beds	<input type="checkbox"/>			<input type="checkbox"/>
	Water Beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Maintenance to Lime Trees				<input type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	<b>TOTAL</b>				
St Thomas' Chapel 0.017 hectares  Open Space	Grass cutting (Type E), collect clippings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strim Edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sweep path	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Leaf clearance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Lower Corve Street	Flower bed maintenance	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>

(Trough)	Sweep area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Clear leaves	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Weed Beds	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Plant out Beds	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	Water Beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>TOTAL</b>				
Weyman Road	Grass cutting (Type D)	<input type="checkbox"/>		<input type="checkbox"/>	
	Strim boundaries	<input type="checkbox"/>		<input type="checkbox"/>	
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Henley Orchards (4 areas)	Grass cutting (Type D)	<input type="checkbox"/>		<input type="checkbox"/>	
	Edge paths - spade	<input type="checkbox"/>		<input type="checkbox"/>	
	Strim boundaries and sweep paths	<input type="checkbox"/>		<input type="checkbox"/>	
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Wheeler Road  Play Area	Grass cutting (Type D) Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strim edges & under hedges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Hedge cutting and collect clippings	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	Play Area Checks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Grass cutting and grass collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Edge paths - spade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clean/Sweep	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean/Sweep Skate Park	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean/Sweep Mugger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean/Sweep Teen Shelter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<b>TOTAL</b>				
Housemans Crescent	Grass cutting (Type D) Field		<input type="checkbox"/>		<input type="checkbox"/>
	Grass cutting play area and collect clippings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Edge with spade		<input type="checkbox"/>		<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim boundaries and paths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Chemically Weed				<input type="checkbox"/>
	Other*				<input type="checkbox"/>
	<b>TOTAL</b>				
Linney Park	Grass cutting (Type D) including football pitch, putting course & mounds	<input type="checkbox"/>		<input type="checkbox"/>	
	Strim edges in play area, car park, under hedges and boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Car park maintenance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Litter picking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Hedge cut and collect clippings			<input type="checkbox"/>	<input type="checkbox"/>
	Mark football field				<input type="checkbox"/>
	Chemically weed				<input type="checkbox"/>
	Clean Toilets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Empty Parking Meter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*		<input type="checkbox"/>		<input type="checkbox"/>
	<b>TOTAL</b>				
	Weed Beds	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Old Street	Plant Flower Beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Maintenance of Flower Beds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>TOTAL</b>				
Garden of Rest	Grass cutting (Type D), collect clippings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strim edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Rake and collect leaves	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clean paths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Chemically Weed		<input type="checkbox"/>		<input type="checkbox"/>
	Other*		<input type="checkbox"/>		<input type="checkbox"/>
	<b>TOTAL</b>				
St Laurence Chruh	Grass Cutting, collect clippings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strim Edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Collect Leaves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Litter pick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Strim round ashes plot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other*	<input type="checkbox"/>	<input type="checkbox"/>		
	<b>TOTAL</b>				
Market		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Depot		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Misc		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Play Equipment Inspections		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clean & Maintain bus stops			<input type="checkbox"/>		<input checked="" type="checkbox"/>
Maintain Notice boards				<input checked="" type="checkbox"/>	<input type="checkbox"/>
Machine Maintenance		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency					
Snow Clearing & Gritting		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Xmas Lights		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hanging Baskets T-C		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buttercross Duting		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wigley Allotments Maintenance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# LINNEY (PARKING)

## **Aims and Objectives**

- To provide a well maintained safe/level marked out car parking area for visitors and residents alike

## **Development of the Service**

- Line marked bays
- Extra capacity

## **Team**

- DLF
- Council

## **Resources**

- Staff
- Income from machine
- Budgets

## **Stakeholders**

- Council
- Residents/visitors/users

## **How the Service is delivered**

- Crushed stone surface

## **Performance Monitoring and Management, including responsibility for Data Quality**

- Reports to Policy and Finance on Income and Expenditure reports

## **Strengths**

- Provide much needed extra parking
- Near to Town centre
- Income used to develop/repair the surface and the Linney park toilets

## **Weaknesses**

- Not registered
- Stone surface requires maintenance
- Unmarked bays

## **Opportunities**

- To register
- Enforce
- Extra capacity

## **Threats**

- Abuse of the system

**Community Safety, including any actions to be undertaken to comply with the Children's Act or to protect vulnerable people**

- Speed limits
- CCTV in time

**Equalities**

- Disabled access – tarmac required and path

**Training Needs**

- Monitoring
- Enforcing
- Maintenance – Friends of Linney Riverside Park

# MARKET

## **Aims**

- To deliver a vibrant, well run, clean, safe and profitable market that serves the shopping needs of the local community and integrates into the town's retail and tourism offer

## **Objectives**

- To ensure that our service continues to match the needs of traders and shoppers
- To ensure that budgetary targets are met or exceeded
- To ensure that we conform to industry best practice where it is applicable
- To ensure that the market is promoted as efficiently and innovatively as possible
- To ensure the market remains an integral part of Ludlow's retail offer and maintains a strong 'voice' in the local business community
- To continue with a programme of capital improvements, ensuring that our infrastructure is industry leading and as such attractive to both new traders and shoppers

## **Values**

- Local
- Ethical
- Sustainable
- Accessible
- Efficient

## **Delivery of Corporate Priorities (if applicable)**

- Reinvestment of surplus from market operations aids the financing of other areas of Ludlow Town Council service delivery
- Community engagement through market promotional activities, such as sponsorship of local children's sports team and special entertainment events ('Late Night Ludlow' and 'Summer Specials')

## **Development of the Service**

- Service delivery developed using principle of continuous improvement, with officers ensuring that industry best practice is aligned with local consumer demand.

## **Team**

- Staff
- Traders
- NMTF
- NABMA

**Resources**

- Financial resources provided by market revenue and set in-line with strategy annually

**Stakeholders**

- Councillors
- Local Community
- Traders
- Staff
- Local business community

**How the Service is delivered**

- Castle Square covered outdoor market and 'Buttercross' indoor market
- Via direct engagement with traders
- Via desk based management and reporting
- Supported by a broad based promotional strategy
- On line booking facilities for Special markets

**Relevant Policies and Strategies and development of them where applicable**

- Various policies governing staff interaction with members of the public and traders
- Environmental Policy
- Operational Strategy

**Performance Monitoring and Management, including responsibility for Data Quality**

- Various monitoring and management tools governing income and stall usage
- Data Quality – Market Officer/Supervisor

**Service User Surveys**

- Local retail sector survey carried out by 'Skillsmart Retail'
- Consumer and trader surveys undertaken when required

**Strengths**

- History
- Location
- Number of days
- Level of investment
- Proactive management
- Innovative promotional strategy
- Market of the Year attraction/recognition in 2011

**Weaknesses**

- Fractious historical relationship between Council and traders
- Potential for falling footfall due to recession in the past
- Negative ongoing perception by some Members



- Seasonality

### **Opportunities**

- Improve service quality through effective management
- Improve image and footfall through improved marketing/branding strategy
- Improved communication and cohesion from the establishment of a traders steering committee, enabling us to improve both the service delivery and the product offering of the market.

### **Threats**

- Possibility of failing retail businesses at market end of town

### **Risk Management (Service risks are to be reported quarterly on an exceptions basis).**

- Full set of risk assessments on file with all control measures actioned

### **Community Safety, including any actions to be undertaken to comply with the Children's Act or to protect vulnerable people**

- No direct involvement
- Ensure safe environment for all age groups

### **Equalities**

- Ensure market is accessible to all

### **Training Needs**

- Professional seminars and conferences (NABMA and NMTF), to be attended by whole team as they become available to ensure we are at the forefront of industry best practice.

# PROJECTS

## **Aims and Objectives**

- Aim - To improve the overall level and quality of service provision, to include provision of amenities and management of capital regeneration
- Objectives - Dependant on project

## **Values**

- Local sourcing policy where appropriate and best for project
- Robust planning and procedures
- Integrity

## **Delivery of Corporate Priorities (if applicable)**

- Project selection criteria based on delivery of corporate priorities

## **Development of the Service**

- Dependant on continual learning and development of the term, to include further training.

## **Team**

- Councillors
- Staff
- External contractors

## **Resources**

- Dependant on the project (Reserves and Grant funding)
- Project management done 'in house' with contractors appointed on a project by project basis to ensure best fit and cost savings

## **Stakeholders**

- Councillors
- General public
- Staff
- External bodies
- Grant Funders

## **How the Service is delivered**

- Consultation (internal and external) to develop "project objectives" then translated into delivery plans and presentation maps and implemented using appropriate resources

## **Relevant Policies and Strategies and development of them where applicable**

- Community engagement strategy utilised
- Health and Safety policy adhered to on all projects
- All other relevant policy adhered to during service delivery

**Performance Monitoring and Management, including responsibility for Data Quality**

- Project performance continually monitored and delivery altered accordingly
- Should be pro-forma type project appraisal structure (direction of travel) responsibility falls to Officer

**Service User Surveys**

- Pre and post project consultation undertaken

**Strengths**

- Ability to inform Members of Councils projects
- Ability to plan time and resource management
- Excellent support network to advise on projects

**Weaknesses**

- Time not available to constantly attend to projects with conflicting demands

**Opportunities**

- To provide more 'hands on' project management through better allocation of time

**Threats**

- Issues with funding and meeting outcomes
- Problems of consensus between Councillors and the public on project delivery timescales

**Risk Management (Service risks are to be reported quarterly on an exceptions basis).**

- Stringent risk management procedure used for all projects

**Community Safety, including any actions to be undertaken to comply with the Children's Act or to protect vulnerable people**

- Appropriate procedures need to be in place with regards to community engagement and consultation

**Equalities**

- Ensure equal engagement of minority groups when performing public consultations and ensure project planning takes into account disability access requirements

**Training Needs**

- Further training/qualifications would be beneficial

# STREET TRADING

## **Aims and Objectives**

- Provision of street trading

## **Development of the Service**

- New policies to be monitored for effectiveness

## **Team**

- Councillors
- Services Committee
- Staff

## **Resources**

- Policy (Adopted by Council on 5<sup>th</sup> December 2011)
- Application Form
- Staff time

## **Stakeholders**

- Councillors
- Street Traders
- Staff

## **How the Service is delivered**

- Policy
- Application Form
- Permit allocation following assessment/calculation and attending to the diary/allocation of spaces

## **Relevant Policies and Strategies and development of them where applicable**

- Street Trading Policy

## **Strengths**

- Overall control of the wider market area and centre of the town
- Income generating

## **Weaknesses**

- Time consuming/staff time/queries
- Confusion over space from overspill of the market
- Lack of physically marked pitches
- Enforcement

## **Opportunities**

- To streamline the pitches with the market
- Over subscribed markets offer street trading pitches for traders
- Control over the centre of the town at a local level

**Threats**

- Lack of enforcement for itinerant traders

**Training Needs**

- We are the only Parish with Street Trading powers and most courses do not cater for this
- Training is essential for all staff and enforcement training is required

# MARKET STREET LIGHTS

## **Aims and Objectives**

- Provision of market street lights

## **Team**

- Councillors
- Services Committee
- Staff

## **Resources**

- Policy
- Budget

## **Stakeholders**

- Councillors
- Staff

## **How the Service is delivered**

- Dedicated team member
- Emergency response from local staff
- Complex lamp work Central Networks and E.ON

## **Strengths**

- Immediate response
- Costs reduced

## **Weaknesses**

- Liability – high risk of collision

## **Opportunities**

- Reduction in lights to maintain and capital liabilities by passing columns to Shropshire Council

## **Threats**

- Lack of provision potentially dangerous
- Inadequate budget provision for improvements

## **Risk Management (Service risks are to be reported quarterly on an exceptions basis).**

- Electrical risks
- Risks of accidents if area not lit

# TOILETS

## **Aims and Objectives**

- Provision, maintenance and cleaning of public conveniences
- To ensure we maintain this public service

## **Team**

- Toilet Cleaner and DLF staff

## **Resources**

- Budget
- Staff time and equipment
- Castle Street, Smithfield, Cemetery, Linney and Ludlow Assembly Rooms

## **Stakeholders**

- Residents
- Visitors
- Businesses

## **Strengths**

- Beneficial public service

## **Weaknesses**

- Vandalism
- Out of hours call out
- No venue stream

## **Opportunities**

- To introduce coin boxes and automatic locking devices

## **Threats**

- Vandalism
- Water leaks
- Blocked drains

## **Training Needs**

- Dealing with customers
- Blocked drains
- Health and Safety