

Appendix 1 – Scope of Services

Role Specification: Town Ranger (Contractor).

Engaging Authority: Bruton Town Council.

Location: Bruton, Somerset — with particular focus on the Bruton Conservation Area and other council-managed spaces.

Contract Type: Self-employed / Contract for Services.

Duration: Initial 12-month term, with a view to a longer term (to be agreed by Town Committee).

Fee: to be agreed with the Contractor.

Hours: Flexible, averaging 10 hours a week, with the scope of tasks for that , to be agreed in advance with the Town Clerk or Council representative

Reports to: Town Council Officers in the first instance.

Purpose of the Role.

Bruton Town Council seeks to maintain and enhance the town’s environment, heritage, and sense of civic pride.

The Town Ranger (Contractor) will provide practical environmental maintenance and improvement services on behalf of the Council, ensuring that Bruton remains clean, safe, attractive, and welcoming — with special attention to the Bruton Conservation Area and other public spaces under the Council’s care.

The role contributes directly to the Council’s community and environmental objectives, working independently but collaboratively with Council officers, councillors, and local residents.

Scope of Services

The contractor will be expected to provide services including (but not limited to):

Environmental Maintenance, in the wider Bruton area:

- Routine litter collection and removal in public areas, footpaths, and verges.
- Basic grounds and verge maintenance — sweeping, strimming, weeding, and small planting tasks.
- Cleaning and minor upkeep of street furniture, signage, benches, and bins.
- Reporting damaged infrastructure, fly-tipping, graffiti, and hazards to the Town Clerk or appropriate authority.
- Minor graffiti removal on areas that the Town Council are responsible for.
- Tree numbering and mapping (on Civic.ly app) for trees located on areas that the Town Council are responsible for.

General tasks on areas that Bruton Town Council are directly responsible for.

- Supporting in Durslade Community Garden and Cuckoo Hill allotment sites, with the management of unoccupied plots, and general maintenance in the wider allotment field areas (for example, checking and maintaining the rain garden at Durslade).
- Marking of grave plots at Cuckoo Hill cemetery (as required).
- Weekly playground inspections (using Civic.ly app).
- Minor play area maintenance.

Conservation Area and Heritage Care

- Carrying out maintenance tasks within the Bruton Conservation Area in accordance with conservation guidelines and heritage sensitivity.
- Supporting small-scale heritage improvement projects (e.g. signage, landscaping, or restoration of historic features).
- Coordinating with Somerset Council or heritage organisations as required.

Community Support and Engagement

- Acting as a visible, friendly, and helpful presence in the town.
- Liaising with residents and community groups in a positive and respectful manner.
- Supporting volunteer clean-up days, community planting projects, or environmental events when requested by the Council.
- To be aware of work taking place by contractors of a similar nature, to avoid duplication of tasks.

Reporting and Administration

- Keeping a simple log of hours worked, locations attended, and activities completed. (Using the reporting via Civic.ly).
- Reporting progress and any incidents, hazards, or maintenance issues promptly to the Town Council officers.
- Assisting with brief verbal or written updates for Town Council meetings if requested.

Contractor Requirements

Essential

- Demonstrable experience in grounds maintenance, horticulture, environmental services, or similar practical outdoor work.
- Ability to work safely, efficiently, and independently.
- Competence in using hand tools, light machinery, and maintenance equipment, with appropriate training certification where appropriate/required.
- Good communication skills and a professional approach when engaging with the public.
- Own suitable tools, PPE, and (if necessary) transport for the role.
- Current Public Liability Insurance (minimum £5 million cover). Self-employed or operating through a registered business entity.

Desirable

- Experience working with or for local authorities or parish councils.
- Familiarity with Bruton's layout and community.
- Knowledge of biodiversity, sustainable planting, and heritage maintenance techniques.
- Basic first aid or health and safety certification.

Health and Safety

- The contractor must carry out work safely and in accordance with health and safety law and any Council policies provided.
- Risk assessments and method statements may be required for certain tasks.

- The contractor is responsible for the safety of their equipment, tools, and working methods.
- The Council reserves the right to request evidence of insurance, training, or safety compliance at any time.

Contract Management

- This engagement is a contract for services, not a contract of employment.
- The contractor is responsible for their own tax, National Insurance, and statutory obligations.
- The Council will agree a schedule of work and payment terms in advance.
- Either party may terminate the agreement by giving [e.g. one month's] written notice.
- All invoices must clearly identify hours or work completed and be supported by agreed reporting.

Values and Conduct

The contractor will:

- Take pride in Bruton's environment and heritage.
- Represent Bruton Town Council professionally and courteously.
- Work collaboratively with councillors, officers, and residents.
- Promote sustainability, community engagement, and environmental care.

Working Relationships

- Reports to: Town Council officers (day-to-day management).
- Works with: Town Committee, Somerset Council (where relevant), community volunteers, and local organisations.