



Service Level Agreement (SLA)

Wroughton & Wichelstowe Parish Council and Wroughton Bowls Club

Between: Wroughton & Wichelstowe Parish Council ("the Council")

And: Wroughton Bowls Club ("the Club")

For: Grass Maintenance Services of the Bowls Green– One Year Trial Period

Effective Period: 01 April 2026 – 31 August 2026

1. Purpose of Agreement

This Service Level Agreement (SLA) sets out the terms, responsibilities, and expectations between Wroughton & Wichelstowe Parish Council and Wroughton Bowls Club for the supply of grass maintenance services for the Club's green during a one-year trial period.

2. Scope of Services

The Council will provide grass cutting services only for the Bowls Club green during the defined core season.

Additional cuts at the end of the season may be requested which will then be invoiced accordingly.

2.1 Core Season

- The core grass-cutting season will run from 1 April 2026 to 31 August 2026.

2.2 Scheduled Grass Cutting

- The Council's Grounds Team will cut the green twice weekly, typically on Mondays and Wednesdays.
- Any remaining additional cuts will need to be carried out by the volunteers or committee members of the club.
- Current **estimated** time for green grass cutting maintenance is 2 hours per cut, meaning est time of 4 hours per week.
- Normal timings Mon & Wed 0700 - 1145 hrs which allows play after 1200 hrs.

3. Equipment and Access

3.1 Equipment Provision

- The Bowls Club shall supply all required equipment, including mowers, necessary for the maintenance of the green.
- All machinery and equipment belonging to the Club remain the property of the Club and must be insured by the Club.

3.2 Access

- The Club shall ensure clear and unrestricted access for the Council's Grounds Team on the agreed maintenance days.

4. Disposal of Cuttings and Waste Management

- Grass cuttings shall be deposited in the Club's Hills Waste Bin or other Club-approved provisions such as a compost bin.
- Grass cuttings, fallen leaves, and other garden waste must not be left anywhere on site unless agreed in advance with the Council and the Club.
- All such waste must be removed to a suitable location for composting or appropriate disposal.
- Burning of waste on site is strictly prohibited.

5. Insurance

- Parish Council staff members will be covered under the Council's existing insurance policy while carrying out maintenance duties.
- The Bowls Club is responsible for insuring all Club-owned equipment and machinery used to support this SLA.

6. Club Responsibilities (General Maintenance)

- Beyond the grass cutting provided by the Council, the Club retains responsibility for the following:

6.1 Leaf and Debris Management

- The Club shall keep the playing area (including the surrounding channel) clear of leaf litter and other detritus throughout the year.

6.2 Watering

- The Club shall ensure the playing area is adequately watered during dry periods.

6.3 Drainage Monitoring

- The Club shall monitor the playing area for any signs of drainage failure and report concerns to the Council immediately.

7. Amendments to the Agreement

- The Club may request amendments to this SLA if it believes any part is inadequate or detrimental to the effective running of the Club or the management of the green.
- Amendment requests must be submitted in writing to the Clerk.
- All proposed amendments will then be considered by the appropriate Committee of the Parish Council before any changes are approved.

8. Break Clause

- Either party may terminate this agreement by providing **one month's written notice**.

9. Review and Evaluation

- As this is a one-year trial, the Council and Club will jointly review the effectiveness and practicality of these arrangements at the end of the 2026 season.
- The review and recommendations following the trial period will then be fed back to the parish councils Finance & General Purposes Committee.

10. Invoicing Structure

- The Parish Council will invoice the Bowls Club on a monthly basis for the grass maintenance services provided.
- Invoices will be issued in arrears, based on the actual services delivered during the preceding month.
- Payment terms shall be as stated on the invoice, monthly invoices will be issued.
- Hourly rate charged at £25.00 per hour.

11. Additional Hours Clause:

- The current estimated time for green grass cutting maintenance is 2 hours per cut, resulting in an estimated total of 4 hours per week.
- The Parish Council shall invoice the Club for the actual hours worked.
- It is acknowledged that the actual hours may exceed the estimated 4 hours per week, and the Club agrees to pay for all hours invoiced by the Parish Council.

12. Pricing and First-Year Discount

- The price for the services provided by the Parish Council shall be £25.00 per hour.
- However, at the Community Assets and Open Spaces Committee meeting held on 14th January, it was agreed that the Bowls Club will receive a 25% discount for the first year (the trial year).
- Accordingly, the **actual hourly rate payable for the first year shall be £18.75**.
- At the conclusion of the trial year, the hourly rate will revert to the standard rate of £25.00, unless otherwise agreed in writing by both parties

13. Signatures

For Wroughton & Wichelstowe Parish Council

Name: _____

Position: _____

Date: _____

Signature: _____

For Wroughton Bowls Club

Name: _____

Position: _____

Date: _____

Signature: _____