

## Town Managers Report

### Councillor Vacancies

There are four vacancies at the Council in wards:

- Merton Ward
- St Peters West Ward
- New Barkby Ward

They may be an applicant at this meeting. Please continue to promote the Councillor vacancies to any of your Syston-based friends and family.

### Syston and District Cemetery

- The router is now in place and the CCTV at the cemetery is working well.
- Cllr Pepper has created a haven for wild birds by discreetly placing some bird feeders near Millstone Lodge – we will include this in our portfolio for East Midlands in Bloom.

Funerals can be attended by a maximum of 30 people.

Religious, belief-based or commemorative events linked to a person's death, such as stone setting ceremonies, the scattering of ashes or a wake, can also continue with up to six people in attendance.

Caretaker is stewarding toilet usage at Barkby Road Cemetery (one in the area at one time) and Cllr DP is stewarding the Syston & District Cemetery toilets.

### Pavilion

The funding bid was submitted before the Christmas closure in December. The FA have been requested further information (not specified on the application form); such as a pricing policy, expected income for the next three years. At the time of writing this report, I am up to date with all they have requested. Fingers crossed for a YES from the FA!

The Pavilion is not being used during Tier Five restrictions and no football pitch hire. Plans are in place for servicing the pitches in line with FA advice as part of the funding bid.

It has transpired that we do not have title deeds or full deeds for several of our parks, I have tasked US to work on this as a project by identifying which parks are not registered with Land Registry and to work on applying for deeds where needed.

## System Allotments

Age UK have now withdrawn their interest in renting out an allotment plot. There is a healthy waiting list for plots and this month, annual subs are being paid. I am looking into setting up an online payment system that the Allotment Committee can place on their website to allow payments to be made on-line in future. I am keeping in touch with the Committee and providing Council support where needed.

## IT Support

Officers, this week received training on cyber security and ransom-wear attacks and how to identify one before it is too late (which is not always possible).

## System Topic

January edition currently being produced by SB. Cllr Visavadia has provided an article for December issue. Any Councillor wishing to make an editorial contribution either about themselves and their work or a System related issue, please contact the office.

## Friends of Barkby Road Cemetery – Barkby Road

The Chapel was open on most days over Christmas and many tea-lights in the remembrance corner were lit. The Friends decorated the Chapel beautifully and also continued the unlocking and locking of the gates each day over the Christmas period.

We held a Friends meeting this week which will be reported through the Amenities Committee.

## CCTV Melton Road, by the Railway Station

LCC have now instructed me that we need to have a separate electricity meter in the lamppost just to monitor the electricity usage for the CCTV camera. I contacted our electricity supplier before Christmas and they have not responded. I have since written back to LCC and asked them to cross charge us annually, as the electricity usage will be negligible. They have refused this and so I have passed this onto Cllr Barkley in the hope that he can get them to employ some common sense.

## Air Quality in System

Peter Wetherill, the Air Quality Officer at CBC presented to Development Committee in January. He has advised Council to contact him with any further queries.

[peter.weatherill@charnwood.gov.uk](mailto:peter.weatherill@charnwood.gov.uk) .

## Litter and Litter Bin Panel Meeting

This has progressed and is an agenda item for Full Council January 2021.

Recycling of paper, cardboard, plastics and tins is now available at the community centre.

The bin has been removed from St Peters Street but to date has not been relocated to Broad Street.

I am liaising with the Syston and Thurmaston Litter Wombles and supporting them in their endeavours to clean up our towns. They have a website if you are interested in seeing their work.

## Bus Shelters

The bus shelters that we have acquired are:

- 189 and 193 Barkby Road
- 1015, 1078 and 1303 Melton Road
- High Street with Fosse Way
- St Peters Court
- Tentercroft Avenue/Thorntons Tyres

A condition report on each shelter with recommendations is being actioned (now FOC).

## Website Accessibility

In line with new legislation, the STC website has a number of changes required to bring it in line with the Accessibility requirements. This is a large project and I have delegated the task to US and SB to work through the website, identify the changes needed and take corrective action. This is an excellent “work from home” project.

## Skatepark Flood Lighting

Metric have now picked this up again, a quote awaited – to be reported through Amenities.

## East Midlands in Bloom Competition 2021

Plans are underway for the competition to go ahead. I have arranged our first Panel meeting for February and hope to pick up where we left off in 2020!

## Monthly Councillor Surgery

These are still being held, the next one is Saturday, 6 February at 10 am via Zoom. Cllr Tom Barkley is in charge of arrangements for this.

## Diary Dates

6 February 2021, Councillor Surgery by Zoom 10 – 11 am

Please remember to join up to our Facebook page for further developments at Syston Town Council.

Website: [www.systontc.org.uk](http://www.systontc.org.uk)

Twitter: @Syston\_TC

## **Deputy Town Manager's Report**

### **Precept for 2021-2022**

This has now been submitted to CBC and the first Precept payment will be due in April 2021.

### **Churchyard Panel**

The Churchyard Panel meeting was postponed until February as the majority of work in the Churchyard has now been carried out.

As the Churchyard is a conservation area, I had to submit a form together with a plan and photographs to CBC, to obtain permission to carry out work on four trees. A decision could take up to six weeks.

### **Tree Work**

A Tree survey has now been carried out and I am waiting for the report. Once this has been received, I will call a Tree Panel meeting to go through it.

Work on two trees in Central park which were due to be felled last week has been postponed until the ground becomes firmer; this is so the machinery can be transported across the Park without causing too much damage.

### **Christmas Lights**

The lights have now been taken down in the town.

### **Shop Window Competition**

There were some great entries into this year's competition;

First prize went to the Mews, second was to Kyle Hubbard hair & Beauty and in third place was the Mind Charity. Well done to all.

### **Website**

I have started work on making our website legally compliant. This is a big task, and initially it is to change the font to Arial on all documents going back to September 2018.

### **Burial Spreadsheet**

I have been adding ash interments to the Barkby Road Burial spreadsheet and this is about half completed. Burials have all been added from 1940 onwards.

### **Pension iconnect**

This is the new way of uploading the monthly pension information to LCC and this is now all up to date; I am currently working on submitting the January update.

### **Councillor Attendance**

This has been updated for all Committees and Panels.

### **Budgets**

Budgets are being closely monitored on a weekly basis now that we are in the final quarter of the financial year.

### **Memorial Applications**

There has been quite a few Memorial applications to deal with recently.

### **Working from Home**

I am working from home more frequently as required due to lockdown, but still also attending the office once a week.

The above work is in addition to my normal work duties.

## **Facilities Manager Report (January 2021)**

### **Community Centre**

- All relevant building safety checks completed such as fire alarm, emergency lighting, fire extinguisher and water flushing, everything in order.
- Arranged contractors to repair tubular heaters at Barkby Cemetery / Accessible toilets Central Park.
- Received 8 x Water Risk Assessment reports. Started to work through all of them prioritising all remedial actions highlighted in reports, implementing monitoring system for temperature checks / Flushing low use outlets / Signage put in place/ Adjusting and testing all water heaters as recommended. (Water Management Plan Report from myself will follow separately)
- Completed 2 x Risk Assessments.
  - a) Working Practices for Estates Staff (Covid)
  - b) STC Vehicle use updated (Covid)
- Set up Weekly vehicle check lists for STC vehicle. To be completed and records kept weekly by Estates Staff.
- Readings taken for Gas / Electric / Water at Pavilion / Park Square/ St Peters Street/ Melton Road Toilets.
- Attended Melton Road Toilets 3 x regarding blockage.
- Replaced 3 x lamps at front of Community Centre.
- Room sets ups for M.A.D.S and Inside out completed with enhanced cleaning sanitising after use. (Groups exempt from lockdown allowed to meet as support groups)
- Continued to sanitise all touch surfaces regularly.
- Regularly check Brook re: Flooding, met with MN (Flood Warden) checked Brook at several locations. Checked holding stock (Flood Prevention)

### **Training / Staff**

- Have completed H&S training with BS / JK in relation to Workplace Safety.
- I have completed Hot weather training / Stress Management (For Managers) / Infection Control.
- Progress meeting with JS (New Estates Staff member)
- Estates Staff – Instruction given regarding Risk Assessments for Covid and working practices. Vehicle usage and Covid.
- PPE supplied to estates staff – Gloves / Masks / Sanitiser (for vehicle)

### **Pavilion / Memorial Park / Football**

- All relevant building safety checks completed such as smoke detectors, emergency lighting, fire extinguisher and water flushing everything in order.
- Have Bled all radiators at the Pavilion and corrected Boiler pressure.
- Have produced a Football Pitch Yearly maintenance calendar and report for the FA. Have consulted with Estates staff.

- Have met with Estates Staff to discuss memorial park maintenance in conjunction with advice / quote from Pitch management professional. Action Plan to be put together over next month.
- Football pitches are still having lines remarked.
- Have been in contact with Teams who have contacted STC with regards to extending the season.

## **Cemeteries**

- **Barkby Road**
  - Emergency lights / Fire extinguisher checks completed.
  - Met with contractor to discuss cemetery maintenance.
  - Checked cemetery as reports of wreaths being stolen around Christmas period.
  - Keys distributed to friends of Barkby Cemetery before Christmas. Now all returned.
  - Gained entry to contribution box in chapel. Counted monies and resecured box with new padlock.
  - Chapel and toilet area cleaned.
  - Have attended all 2 x funerals to ensure toilet facilities are accessible.
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- **System & District**
  - Emergency lights / Fire extinguisher checks completed.
  - Attended 3 x funerals to ensure toilet facilities are accessible.
  - Attended to assist ADT with fitting of new router.
  - Cleaned building along with garage area.
  - New grit bin now in place at cemetery.

## **Parks**

- All weekly park checks / playground checks completed
- Christmas tree taken down.
- All 3 x de-fibs in town checked weekly and all fine
- Estates staff completed a lot of work at the Peace Garden. Cutting back to provide better view from the paths. A lot safer for persons using the park.
- Arranged for new bin to be put in play area at Winfield park.
- Met with Estates staff to plan the following.
  - a) Barkby Cemetery heather beds completion.
  - b) Central park wildflower area wooden posts removal. To be replaced with recycled railway sleepers.

## **Churchyard**

- Meeting regarding tree work / other items raised.
- Estates staff allocated works, Strimming, clearing of ivy as requested.

**Senior Administrator** *(KL was on annual leave w/c 18 January)*



## **Allotments**

Allotment holders have been paying their fees, this year there have been more payments made by card transaction over the telephone. I am working on data entry of these receipts.

## **Cemetery**

One person has signed the paperwork for their 'Right of Burial' transfer, this has now been paid for and I have amended the deeds and record books. I am waiting for another person to send in their completed documents on another transfer.

## **Football**

No football matches have taken place due to COVID-19 lockdown 3.

## **Telephone System**

The new telephone system was installed by Berry Telecoms on December 11. There were delays with BT which resulted in the technician making two visits to the Community Centre to finish off.

*CV – note arranged during KL absence – there will be a switch over from the old system to the new one on Wednesday, 27 January when access to the internet in the office will be temporarily suspended.*

## **Photocopier Lease**

I have arranged for the new photocopier was installed on 16 December; this went very smoothly.

## **Training**

I signed up to start an ILCA course organised by SLCC and will begin work on this soon.

## **Working from Home**

I am working from home more frequently as required due to lockdown, but still also attending the office once a week.

## **Assistant to the Town Manager Report**

### **Syston Topic**

I am working on another issue of the Syston Topic. Which will be out imminently. I will circulate to Councillors as soon as it is ready.

### **Room Hire**

Due to the new Tier 5 lockdown room hire has been suspended. Support groups can still go ahead so M.A.D.S Mental Health Group and In, Out and About are still attending the Community Centre in a safe way.

### **Website Compliance**

I am working with the Deputy Town Manager to make sure that our website is compliant and accessible to all. I am currently working through the minutes and agendas already up on the website.

### **Friends of Cemetery Meeting**

I attended the Friends of Cemetery Meeting this week to assist with taking the minutes for the action plan.

### **Training**

I have been catching up with some of the EW training. I have now passed Equality and Diversity, Data Protection, Bribery Act and Fire Safety.

### **Home Working**

With the new tier 5 restrictions which came into place in December. I have been working one day in the office and the rest of the week from home remotely.