

Town Mangers Report

Facilities Manager

Advertisement for this post is live. There has been a healthy amount of interest, some candidates have under-taken informal visits for a brief conversation with me and/or a tour around the facilities. Many are sending in CVs, which I have to respond to and request that they complete an application form. Itinerary as follows:

- Closing date for applications is 28 February 2020
- Short-listing 3 March 2020 – Panel Cllrs Barkley and Lucas and Town Manager
- Interviews 9 March 2020
- Appointment Decision – tbc

Steve Eckett is currently providing a skeleton service covering the essential elements of the Premises Officer role; this is working well. He is also taking interested job applicants on the informal tour.

Skate Park Flood Lighting until 8 pm

Delays on this due to the company, Sports Lighting now not being sure of a suitable source of power. It is and was expected that they connect to the CCTV post, John Hadfield from CBC has confirmed that this is suitable and is liasing with them. General opinion of this company is one of inertia on their part.

Councillor Vacancies

There are six vacancies at the Council in wards:

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

May have an interested person at February meeting although she has not confirmed. It is an agenda item, just in case she submits a late application.

Please continue to promote this to any of your friends and family.

System and District Cemetery

The cemetery on Millstone Lane is now officially open and is fully operational. Regulations have been over-seen by Rich & Carr solicitors, I did ask for a quote first, but they have gone ahead anyway! Report back to Cemetery Panel meeting. Next Phase Two meeting to be held on 25 February and will be reporting to FC on a recommendation for the gate and height restriction adjustments.

An order has now been placed with BT for a telephone line, fixed IP address and external router now that a quote has been provided.

Friends of Barkby Road Cemetery – Barkby Road

This group concentrate on the appearance of the cemetery and buildings. Anyone interested in joining this active committee, please contact mailbox@systontc.org.uk; your contribution no matter how big or small is much needed. A potential new member will be attending the next meeting, hoped to be at the beginning of March.

Pavilion

An order has been placed with the appointed Architect to draw up a detailed specification ready for the application to tender to be placed on the National Contractor Website. It is hoped that the Football Foundation will be partially funding this project. I have chased up the architect and he has advised that the tender documents will be ready by end of February 2020 for agreement with the Pavilion Panel.

Syston Allotments

The replacement water pump will be fitted during the Spring, now a solar powered pump. Allotment Committee will be considered an offer made by Ideverde for the funding of a community area at the entrance to the site. An allotment member was going to start a bug hotel at the allotments, but concern over attracting the wrong type of insects has de-railed this idea. ie pest insects to the growing of vegetables.

CCTV Melton Road, by the Railway Station

To complement the ANPR cameras installed by Leicestershire Police, an additional CCTV camera will soon be installed in the same area and will be monitored 24/7 by Charnwood Borough Council. The Section 50 application and £500 payment has been submitted to LCC. ADT are now progressing this.

Deville Park

A potential hazard was identified close to the children's playground. This was an over-hanging branch that appeared to have a crack in it. A professional tree inspection advised that the crack was limited to the bark and no remedial action was required.

Tree Panel

More recent works have been addressed through the Amenities Committee due to the small number of issues coming through. Northfields area continue to have complaints about the hedge bordering the allotments and Northfields (road). More works (height and width reduction) have been commissioned via Amenities Committee.

Health & Safety – Annual Inspection

The inspection covered all buildings and a small number of issues have been highlighted. An action plan is in place and is being monitored through Resources Committee.

IOSH Qualification

Recently attended the IOSH Managing Safely three-day course, which is a nationally recognised qualification. This allows me to produce Risk Assessments and be competent in the managing of health and safety in our organisation. I have been advised (informally) that I have passed the examination.

Iseki Tractor

The annual service of the tractor has developed into a potential major repair. Difficulties in obtaining quotations is time-consuming. Brought to Full Council for decision, to save on time.

Spring Clean

Agreed for Sunday, 5 April from 10 am to 12 pm. Currently being promoted. Any volunteers either for administrating on the day or litter picking, please let me know.

Civic Reception 2020

Invitations are being responded to, a good take up so far. Letters for raffle prizes out this month. Working with Officers to deliver a formal but fun event.

Citizen and Young Citizen of the Year 2020

Being promoted and some nominations coming in.

East Midlands in Bloom 2020

A lively and motivated panel has been formed. We have a more diverse membership with a positive outlook. We have walked a potential judges route that now needs tweeking. Attending an EMiB seminar on 20 February for guidance on entries and new criteria.

The Friendly Bench

WVA have enquired if we are interested in engaging with them on The Friendly Bench project. This is a movement to tackle loneliness, social isolation and community disconnectedness using outdoor social spaces to reconnect people with their community. I have agreed to speak with them to find out more and will report back through the appropriate committee.

Charnwood Outreach Service

Following the retirement of Sandra Parnell, the Charnwood Outreach Officer, the Wednesday morning service is currently suspended. The post is advertised with the inclusion of the Syston commitment but I understand that the Outreach service is also under review and dependent on the findings, may or may not continue in the future.

Syston Topic

The first edition of Syston Topic was circulated in November, look out for the next edition in February. This is Syston Town Council's own newsletter, crammed with information and activities arranged by your Town Council. It is available on the Syston Town Council website, at the Community Centre, the library and local cafes in Syston.

Diary Dates

8 March 2020, Councillor Surgery, Community Centre 10 – 11 am

Please remember to join up to our Facebook page for further developments at Syston Town Council. social@systontc.org.uk

Website: www.systontc.org.uk

Twitter: @Syston_TC

Catherine Voyce
Town Manager

Deputy Town Manager's Report

Events Panel

I have designed a new booking form for stall holders. This incorporates the increased prices and to state that under no circumstances will petrol generators be allowed this year.

Churchyard Panel

A wooden bench has been ordered to go in the border alongside the Church. This currently looks very unkempt and Syston In Bloom have offered help develop this into a tranquil seating area. The ground will be cleared, prepared, and a wooden bench placed in the middle with a variety of herbaceous plants on either side.

Permission has been obtained from the Archdeacon.

It was agreed to go ahead and change one of the notice boards in the Churchyard with the Council making a contribution towards it. Permission was granted from the Archdeacon but now it is uncertain as to whether the notice board suggested is the correct one and this item will now come back for discussion with the Panel before ordering.

Quotations have been obtained for a circular bench to go round a tree.

Bloom for Syston Group

This week a group of us from the Panel went out and walked the potential judging route. It will be shorter this year and will incorporate a Heritage trail.

Insurance Claims

Monies for both insurance claims have now been received and I have been checking through the Insurance Schedule for 2020/2021.

Public Toilets

Corona Energy have changed the electricity meter in the Public toilets this week as it was faulty.

Rodent Control

A new twelve- month contract has been agreed for Rodent Control with CBC.

Structural Testing of Lamp Posts

We are currently investigating the structural testing of our lamp posts as LCC have advised that we need a Professional Structural Testing Organisation.

Contract for Circus

A contract has been sent out to Pinders for hire of Central Park in March 2020.

Funtopia

Have sent some advertising material to help them promote their two -day event on Central Park on 2 and 3 May 2020. A contract will be sent to them shortly.

New Cemetery

A dog sign has been ordered for the new Cemetery.

Emergency Tree Work

Emergency tree work was arranged to be carried out by Walkers Wood Yard on a tree in Central Park caused by storm damage.

Electrical Testing

Quotations have been obtained from two companies for pat testing and fixed wire testing on various sites within the Council which are coming up for renewal.

First Aid Training

I have recently re-qualified as a First Aider by completing a two- day refresher course and I am shortly due to go on a half day Fire Marshall course.

LCC Pensions

LGPS data will have to be provided via an online portal called iConnect by April. This approach of submitting data replaces the need for monthly and annual returns as this information is included in the submission.

Website

I have been working on the website to update everything before the Internal Audit procedure begins.

Senior Administrator's Report

Allotments

Four plot holders had not paid their 2020 fees, I sent letters to remind them, three of them have since paid, the remaining outstanding one will be monitored. Five plots were available at the end of January, two people on the waiting list have responded so far and signed up. A response is awaited from another three.

Mobile Phones

I have liaised with the new provider, Spitfire, and they have now taken over the contract. All mobiles have been swopped to the new tariffs. The existing phone numbers have been retained.

Photocopier Lease

The five-year photocopier lease expires in September 2020, I have started to look at options for a replacement and have arranged for a representative from a local company in Ashby-de-la Zouch to visit the office in March to assess our printing requirements, they will provide a quotation.

Telephone System

The five-year lease of the telephone system expires in December 2020, I have started enquiries about available systems and prices.

Assistant to the Town Manager Report

Great British Spring Clean

Syston will be taking part in the Great British Spring Clean again this year on Sunday 5th April 2020. I have designed some posters using templates from the campaigns website and they have been displayed around the community centre and in the noticeboards around the town.

Syston Topic

The second issue of the Syston Topic is now complete and ready for approval by Council.

Raffle Donation Letters

Donation request letters have been written and are ready to be sent out to local businesses for prizes for the raffle at the Civic Reception in April.

Mental Health Training

I have booked onto the St Johns Ambulance 1-day Mental Health First Aid Course in June in Leicester.

Social Media

I have been posting more frequently on Syston Town Council's Facebook and Twitter pages.