

Town Mangers Report

Office Operations

The office is currently being manned for five days a week; two to three Officers are in the office at any one time (including Facilities Manager).

The doors will remain locked and only one member of the public allowed at reception at any one time.

Hand sanitisers are available and signs asking people to wash and sanitise their hands upon entry will be in place.

A contact sheet for the signing in and out and a telephone number is in place, this covers both Covid-19 and fire regulation responsibilities. The police are also participating in the signing in and out when accessing their common room.

Facilities Manager

Jason Green started his employment with us on 29 June. He has really hit the ground running; as well as assessing and actioning our health and safety obligations, he is acquainting himself and understanding the roles of all staff, including his team. It is already clear that he will be a valuable member of the Council management team.

Public Toilets

Now open at Melton Road Car Park and Central Park. STC cleaner, Bev Sheffield is carrying out mid-day cleans Monday to Saturday. FM has written up Risk Assessments and provided PPE. Toilet cleaning contractors are doing the morning clean and have provided their own risk assessments.

Central Park Spring Bedding 2021.

Spring bedding plants have been ordered and will be planted according to plans provided by Ideverde.

PDRs

Staff PDRs have started, all office staff complete, completed forms from the Estates team are being submitted.

Councillor Vacancies

There are four vacancies at the Council in wards:

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

A warm welcome to Cllr Phil Walden, he recently chaired the Panel meeting for social distancing and active travel – minutes at this meeting.

Please continue to promote the Councillor vacancies to any of your Syston-based friends and family.

Syston and District Cemetery

- Rose bushes are now planted are being watered and have been fertilised with manure by Cllr David Pepper.
- The cemetery contractor SJN have started the regular cutting of the cemetery which is looking more attractive to visitors – thanks also to Cllr David Pepper for the planting of summer bedding plants.
- The BT router has been installed; ADT connected CCTV on 10 July for the CCTV, intruder alarm and fire alarm. CBC are now monitoring and Officers can also view the site from the office.
- Work has started on the planting of Hawthorn whips for the hedging, Grounds staff are watering during the week and Cllr David Pepper at weekends.
- The COSHH cupboard is located in the garage.
- The kitchen unit has been delivered and is being assembled by Facilities Manager.
- Columbarium in situ.

Final assessment of the budget will determine how much can be invested and saved for Phase Two of the construction.

Cemetery rules in terms of attendance at funerals have been updated by Government this month – these were taken to Amenities and approved. Local funeral directors have been informed and asked for compliance. Caretaker has agreed to monitor toilet usage at Barkby Road Cemetery (one in the area at one time) and Cllr DP is monitoring Syston & District Cemetery toilets.

FM has written up risk assessments for toilets and attendance at funerals at Council cemeteries.

New rules and regulations, facilities, options and price list booklet almost complete.

Pavilion

The invitation to tender is almost ready to be uploaded. A Panel has been appointed to go through the tender applications.

I have received complaints about youths climbing on the container, terrorising local neighbours again. I have informed the police and arranged for further applications of anti-vandal paint with signage (legal requirement).

Syston Allotments

The allotments have remained open and people have applied common sense and social distancing when tending their plots.

Tree Panel

A meeting will be arranged shortly in preparation for the end of the bird nesting season.

Tindle Tree Care currently catching up on some work commissioned last year at Northfields and also quoting for overgrown vegetation at Northfields.

Playgrounds

The RoSPA inspection of the playgrounds has not found any serious problems. The report and action plan have been presented to the Amenities Committee and they have given approval for actions to be taken within agreed budget limits. Actions have now been taken on my Facilities Manager (DTM has taken delivery of the zip wire seat).

Spotlight August 2020

I have written article for Spotlight and submitted for August edi

Skate Park Flood Lighting until 8 pm

No further progress on this to date.

VJ Day

St Peter & St Paul Church are arranging to take part in the national bell toll – 75 times on 15 August. I have arranged and taken delivery of two poppy wreaths (FOC) one for STC and one for Ed Argar MP. Note this is not a ceremony, the poppies will be taken and laid on a day leading up to VJ Day. Local historian Felicity Austin has provided me with a VJ Day poem which we will post on our website and social media. I am also writing a piece for Syston Topic and the STC website.

VE Day Commemoration

The flower bed in Central Park has been planted and is an excellent tribute to this celebration; it continues to flourish and will certainly last for the summer season.

Health & Safety – Annual Inspection

Facilities Manager now taken on the remaining actions as well as coming forward with further recommendations.

External Audit 2019/20

Submitted – good work by DTM.

Syston Topic

July edition out. Please let me know if you have not seen one. August is currently being prepared. We would not normally do a monthly bulletin but the fluid situation of Covid-19 is making our news out of date quick enough to justify the need for a monthly one for now.

Friends of Barkby Road Cemetery – Barkby Road

A meeting to be set up via Zoom in June/July depending upon availability of members. Two new members interested.

CCTV Melton Road, by the Railway Station

Ready for ADT to complete – they are currently finalising plans with LCC Highways.

Local Council Award Scheme – Gold Award

Documentation complete and submitted.

Spring Clean

It is hoped to be able to hold a delayed Spring clean in September – see Syston Topic.

East Midlands in Bloom 2020 - cancelled

I am working on the route for 2021 – taking in Syston heritage, as was planned for 2020.

Monthly Councillor Surgery

I attended this via Zoom – due to reduced opening times of the office and the need to ensure the public are able to speak to an Officer as well as Councillors.

Diary Dates

1 August 2020, Councillor Surgery by Zoom 10 – 11 am

August – Council Recess

Annual Town Meeting 22 September 2020 7 pm followed by Full Council at 7.30 pm

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

External Audit

This has now been completed and sent off to PKF Littlejohn External Auditors.

Employee Handbook and Policy Handbook

The Employee Handbook has been given out to all employees and a copy of the Policy Handbook is in the Office.

Churchyard Panel

Permission from the Archdeacon has finally been granted to install a security light on the west wall of the Church. The long border by the Church is being developed and some Syston in Bloom members have begun digging and weeding ready for a new planting scheme. A circular bench around a large tree in the Churchyard is being considered. Tindle Tree Care have assessed a large tree close to the pathway, but it was not a priority for any maintenance work.

Groundstaff have incorporated into their Autumn work schedule the following:

- Installation of a new bench on the grass close to the border being developed
- two broken drains to be repaired
- strimming work
- sowing of wild flower seeds

Christmas Event

All stallholders, Traffic Management, stage, fair, fireworks have all been cancelled for this year and refunds to Stallholders made where necessary.

Central Park Events

Funtopia have booked two events for May and July 2021 and Pinders Circus have booked for March 2021.

Classes at the Community Centre

I have been liaising with some groups and arranging for them to start back in September where it is safe to do so, sending out booking forms where required.

Summer Bedding

During August I will be working with the Facilities Manager in planning the summer bedding for 2021 for the flower beds and containers in the park, cemetery and town.

Home Working

I am still working remotely from home and going into the office to work two/three times per week.

Senior Administrator

Allotments

There is one vacant plot at the moment, I am arranging for the next person on the waiting list to sign up for it. I arranged for a reminder notice has been put up on the allotment noticeboard regarding the safe use of chemicals and pesticides. One plot holder has been sent a letter about their plot being untended.

Cemetery

There have been several enquiries about ash and burial plots, at Barkby Road Cemetery, some have required in-depth research to establish ownership. Two separate people are considering the options available and will get back to me.

Facilities

I have been in touch with some existing regular room hirers to advise them of the health & safety requirements regarding returning to the Community Centre. I have ordered the paint for the memorial railings.

Football

I have notified the football team that recently enquired about pitch hire at Memorial Park, that due to current restrictions their enquiry has been declined by Committee in this instance.

Photocopier Lease

I continue to work on the photocopier lease quotations, the current one expires in January 2021, a representative from a local company in Ashby-de-la Zouch visited the office in March and provided a quotation, I am contacting other suppliers for quotations.

Telephone System

Resources Committee considered the quotations and decided on choice of supplier, I will liaise with Berry Telecoms over the coming weeks to start the new contract.

Working from Home

I am attending the office more frequently as required, but still also working from home.

Assistant to the Town Manager Report

Syston Topic

The July Syston Topic has been completed and shared on Syston Town Council's website as well as on our Social Media platforms. We cannot circulate the newsletter to the pubs and cafes we usually do due to the current Pandemic.

Social Media

I am continuing to build our Social Media presence which has been extremely important during the pandemic as it is the most efficient way to keep in contact with local residents.

Training

I attended an SLCC Zoom training session on dealing with challenging people and situations which I found very useful and informative.

Ordering Schedule

I have made a schedule similar to the Annual Schedule of Business but for ordering of bedding etc. This means it will be easier to identify when things should be ordered for example Spring bedding.

Papers

I have been coming in on Thursdays to print and get the papers out for those who requested paper copies. From now on all committee members will receive a copy through the post.

Action Chasing

I have been assisting officers by reminding them of actions that need completing for the upcoming meetings on a weekly basis. This has been extremely helpful for officers.

Home working

I am still working remotely from home but going into the office twice a week.

Assistant to the Town Manager