

Town Managers Report

Office Operations

Since July, the office has been manned for five days a week; two to four 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. QR code for smart phones is also in operation.

Room hire queries and adjustments have taken up a lot of Officer time this month, for all of us.

Melton Road Car Park and Public Toilets

Remain open during the Melton Road Car Park resurfacing work taking place week commencing 26 October. 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. This is working well, mens toilets had to be closed for half a day in August whilst a drain blockage was cleared.

Central Park Spring Bedding 2021.

Spring bedding plants have been delivered and are being planted according to plans provided by Ideverde.

PDRs

All staff PDRs have now been completed, just some signing off to do.

Councillor Vacancies

Welcome to new Councillor Cllr Scott Walker.

There are four vacancies at the Council in wards:

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

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

Syston and District Cemetery

- There is a problem with the broadband line for the CCTV; I need the assistance of ADT to be on site whilst testing of the line with BT can take place; this is now on-hold until ADT are allowed to work on sites (I am not sure if this is due to furlough or

protection of their staff). The CCTV cameras are still being monitored but are not on a continuous loop at CBC as it is slowing all their other camera links down. The camera views can also be viewed at the STC office.

- The first row of burials is complete and the second row started.
- Bench donated by Gambles has been installed and Gambles have been informed and thanked again for their generosity. PR on this is commencing.
- The next cemetery meeting is being arranged.
- Council have agreed to allow under-ground ash interments, booklet being updated.
- The cleaners sink and hot water provision is progressing.
- £36K is being invested for Phase 2 development. £5K retained for contingency on Phase 1.

Cemetery rules in terms of attendance at funerals have been updated by Government to allow up to 30 people only, due to the noticeable rises in the spread of the Covid-19 virus. Local funeral directors have been informed and asked for compliance. 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.

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

Pavilion

The invitation to tender was re-posted on the Government Contracts Finder website on 17 September. Closing date for receipt of tenders is 30 October. We have now received several expressions of interest in the works and conducted some tours around the building. Revised timeline is:

Date	Activity
17 September 2020	Issue of Tender Invitation and TQQ
8 October 2020	Deadline for clarifications
Mid-day 30 October 2020	Tender and TQQ Return Date
W/C 2 November 2020	Evaluation of TQQ and Tenders completed
16-20 November 2020	Provider pre contract interviews
w/c 23 November 2020	Contract Award
January 2021	Start on site

I am working on the funding bid with the FA – quite a few hoops to jump through. Currently carrying out pitch inspections via an “app” provided by the Football Foundation.

Syston Allotments

Age UK are in the process of taking on a communal allotment plot for use by elderly residents in Syston. Charnwood member grants are proving some financial support in the supply of gardening equipment for Age UK.

Memorial Day, 8 November 2020

Reported through Development Committee.

Members of the Syston community are invited to stand on their own doorsteps to hold a two minutes silence and have been supplied with a poster (Syston Topic, STC website, Syston Town News) to display in their windows, similar to the NHS window poster scheme.

- An area of Central Park near the Peace Garden will be fenced off (fence supplied by RBL).
- 30 people maximum will be in attendance (invitees only).
- Each entrance to Central Park will be marshalled and anyone entering the park, not involved in the ceremony will be asked to keep away from the fenced area.
- Wreaths will be laid by individuals walking through the Peace Garden and back to the group via the outside entrance to Central Park.
- Syston Band to play the last post.
- PA system to be loaned by STC.
- Barkby Road Chapel has also been decorated to commemorate Remembrance Day with wreaths and poppies supplied by RBL. A member of Syston Band has been asked to play the last post at the Chapel.
- A risk assessment is in place.
- Charnwood have advised that we have everything in place to make this a safe event and have done enough to avoid being fined if the event were to be abused and therefore safe from being fined.
- Lamppost poppies to be in place for first week of November.
- Poppies are on sale at the Community Centre and some larger supermarkets. No street sellers allowed this year.

RBL have their own social event in the Syston Social Club afterwards but that is independent to the Council involvement.

External Audit 2019/20

A clear report has been received and will be displayed in accordance with audit requirements.

White Paper – Planning

Cllrs Barkley, Gerrard and McCloughlin are meeting with myself on Friday, 23 October to agree on our answers to the consultation.

Bowling Club Liaison Panel

Met this month and minutes to be reported through Amenities Committee. Progress with Water Plus re query about not paying for water waste. A number of questions have been asked by Water Plus and we have responded with the relevant information.

IT Support Meeting

We held our quarterly meeting with Supreme Systems and discussion a few issues, but overall, their service and support during the last quarter has been excellent, especially the transition to homeworking. Some recommendations have come through October Full Council.

Syston Topic

October edition out. Please let me know if you have not seen one. November/December 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

Grey shale for the central pathway in the middle of the cemetery has been approved by Council and the order is being progressed. Heathers to be removed and shale laid “in-house”.

CCTV Melton Road, by the Railway Station

Awaiting lamppost structural test results.

Local Council Award Scheme – Gold Award

We ticked every box in terms of documentation and policies in place. We were denied the award as less than two thirds of our Councillors were elected; ie we have too many co-opted Councillors. Therefore we cannot re-apply until the next local council election.

Defibrillator

The defibrillator located at Tesco has now been moved to outside the Syston Bowling Club. Tesco had been unwilling to continue with the arrangement. The new location is a more central location and due to the number of public events on Central Park, is ideal. The cost has been split by Cllr Tom Barkley Chairman’s allowance and the Bowling Club.

Monthly Councillor Surgery

These are still being held, the next one is Saturday, 7 November at 10 am via Zoom. Cllr Tom Barkley is in charge of arrangements for this.

Diary Dates

7 November 2020, Councillor Surgery by Zoom 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

Deputy Town Manager's Report

External Audit

I have done a lot of work on the External Audit and have just received notification that we have another clear Audit, which is displayed on the website.

Draft Budgets for 2021-2022

I have set up the new spreadsheets for the budgeting process and been through the Draft Budgets for each committee with the Town Manager in order for Councillors to review at the relevant meetings.

Website

I have been updating the website with reviewed policies, new Syston Topic, Traffic Regulation Notices, minutes, and reports.

Churchyard Panel

The new border has now been planted with a variety of shrubs by a few members of Syston in Bloom and many thanks to them for their hard work. U3A have agreed to maintain the border twice monthly and they have also offered to plant some bulbs in between the shrubs. The new bench has now been installed on the corner of the newly planted border.

Tree Panel

Tree work has been carried out in Northfields and the hedge on Ridgemere bordering the new Cemetery has now been cut down in size. Re-pollarding work will be carried out on St Peters Street in November.

I have received two quotations for a full tree survey of our trees and Tindle's Tree Care have been asked to carry out the work. Another meeting will be arranged shortly.

Summer Bedding

I have been working on this project for some time and hope to have a meeting with the Estates Staff next week to finalise the planting scheme for next summer and then to submit the planting list for quotations.

Summer Hanging Baskets

Some new companies have come on board with sponsorship of hanging baskets for next summer and we will soon be placing the order with Plantscape for them. There will be a new pastel colour theme for next year.

Structural testing of lampposts

Kiwa supplied the structural testing report for the lamp posts but have missed two lampposts from their report. This was highlighted when I submitted the application for the Christmas Licence to Highways for the installation of the Christmas lights. I am still waiting for them to amend the report and send back to me, putting the licence on hold temporarily.

Quotations for Christmas Lights

Two quotations have been received although at least six local companies were contacted and this will be taken to the next Development Meeting in November.

Councillor Attendance

I have updated this report with attendance of Councillors at Committee and Panel meetings.

I have had a week's annual leave this month and the above work is in addition to my normal work duties.

Senior Administrator

Allotments

I have arranged for a new tenant to take on a plot that was recently vacated. One tenant who had not responded to previous warning letters has been sent a final letter to advise that their tenancy will be terminated. The waiting list stands at 48.

Cemetery

There have been several enquiries this month regarding deed transfers for burial plots at Barkby Road Cemetery. I am in the process of dealing with these and gathering information from the applicants.

Football

The football teams have been paying their invoices for pavilion staffing promptly.

Telephone System

I am liaising with the new provider Berry Telecom to agree a start date in early December. This will provide a smooth takeover of the System. The contract has been received and is being reviewed before signature. I have written to the current lease provider to provide 90 days' notice of cancellation.

Photocopier Lease

After the decision made at Resources Committee in October, I have written to the current lease provider to give 90 days' notice of cancellation. I will be liaising with Sharp Business to arrange the contract for the new photocopier.

Facilities

I have re-arranged the visit times for collection of sanitary bin waste at the public toilets, after reports that these have been full more frequently.

Working from Home

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

Christmas Cards

I have ordered the Syston Town Council Christmas cards, the proof is being finalised.

Line Fault

A fault with the ISDN line caused a problem with outgoing calls. I contacted BT and the issue was sorted out quickly, there was a fault outside the building which was rectified by a telephone engineer.

Assistant to the Town Manager Report

Syston Topic

The next issue of the Syston Topic is complete and has now been circulated on the website and our social media pages for residents to view. I have also sent a copy to all Councillors email addresses. If anyone would like to write an article or contribute to the newsletter, please contact me.

Room Bookings

Room bookings are still ongoing. We have a few regular groups booked in and a couple of U3A groups have started up again as well as some new ones, who have not held their groups at the Community Centre before. Room hirers are following social distancing guidelines and the rule of six. As well as signing in either manually or using the NHS Covid-19 App.

Office Working

I continue to work full time from the office due to the high volume of calls, room bookings and visitors to the community centre.

Reorganising / Lost Property

I have been reorganising parts of the office, mainly the reception desk and area as it has been getting cluttered in recent months. We also have a lot of lost property which has been accumulating over the last few years. I am planning on putting a list of items on our social media platforms for people to come and claim for a period. After the time frame I will give items to charity shops in Syston or dispose of.

Social Media

I have finished typing up a Social Media Policy which was passed at October Resources. I have also been keeping up to date without social media platforms and sharing relevant information with our residents.

Assistant to the Town Manager

Facilities Manager Report

Pavilion

- Heras fencing Is up
- Met several contractors at Pavilion regarding tender for refurbishment

Cemetery

- Millstone – Checked loft access- getting quotes for kitchens
- Made up social distancing signs for gates at Memorial park / These are now on gates
- Measured Heather Beds at Barkby – 10 tonnes will be needed of gravel £550 to £850
- Attended Funeral at Barkby Cemetery
- Sorted out unstable gravestone at Barkby and updated everyone as dangerous – Ken reported it
- Sorted out new lock for Barkby cemetery and distributed keys to everyone

Community Centre

- QR codes – have registered Community Centre / Pavilion / Barkby Cem/ Syston and district cemetery
- COSHH risk assessments and MSDS started doing them for Community centre
- Reset lighting timer – 1.5 hours behind
- Several rooms set up - lots of tables!
- New fused spur switch fitted cleaner's cupboard
- Fire alarm service here and Pavilion completed
- Completed all emergency light tests CC/Pav/Porta cabin/ Estates hut/ Barkby

Public Toilets

- Need a new hand drier Melton toilet waiting for quote

Parks

- New bench in Central Park – donated
- Emailed football teams extra measures for covid
- Completed QR codes for all the pitches at Memorial park and set up board for visitors to use at weekends.
- Attended meeting regarding football teams / kick off times
- Emailed all teams regarding meeting setting out what had been agreed
- Worked on new contracts for staff
- COSHH risk assessments completed for Community Centre / Barkby Cemetery /
- Crime number raised for damage to heras fencing
- All Park checks completed / Defibs checked and all ok
- Attended Park Square to meet with staff regarding clearing the beds
- Fixed leaking tap at Melton road toilets (mens)
- Investigated Bowls club electric off

- Checked all Parks – Started looking at ROSPA reports will start actioning points next week
- Estates – Spring bedding down in Park square
- Slabs for bench in church yard completed
- Unblock Melton toilets
- Plants gone in at peace garden / Cross / Memorial started painting.
- Bowls club all sorted concrete fixing / slabs

Training

- Meeting with TM and MN plus PDR
- Complete COSHH and workplace training for myself
- Completed Bribery training - cleaners
- Compost to sort next week for planters by brook
- Completed RA for CS beginning of week and reviewed today
- H&S training with cleaners also completed two more modules myself

Jason Green on holiday – this report is a summary of his key works over the last four weeks