

Town Managers Report

Councillor Vacancies

There are three vacancies at the Council in wards:

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

Welcome to Cllr Salmone Tonge in her first month of being a Councillor.

Internal Audit

I attended an LRALC briefing on what to expect from internal audit this year. Officers are preparing for the audit as well as year end.

Syston and District Cemetery

- A notice board – delivery awaited
- 20 A4 loose leaf binders have been delivered to house the burial/interment booklet – this can be easily updated at little cost. This is now being compiled.
- The grave digging prices have now increased in line with the grave digging charges incurred by the Council. We do not make a profit on the cost of grave digging.
- Trees and hedging are now planted.

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 is still in assessment stage.

A funding bid has been submitted to the Leicestershire & Rutland Playing Fields Association towards the cost of football pitch improvements (subject to funding for pavilion refurbishment).

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.

£15,005 has been applied for reimbursement under our S106 agreement – no response yet from CBC.

Wreake Valley Runners are interested in using the pavilion for their club house and have put in a few requests that are being considered by Council. I am meeting with WVR representatives to find a good solution for both parties.

Friends of Barkby Road Cemetery – Barkby Road

The Friends recently decorated the Chapel for St Davids Day and also for Mothers Day. 17 remembrance candles were lit by visitors to the Chapel on Mothers Day.

Carpet in Chapel removed to reveal patterned floor quarry tiles. An absorbent mat placed in doorway.

Two LED candles at alter. SB and Cllr Ken Pacey working on a wall light with timer switch.

Next meeting is 23 March at 11 am.

CCTV Melton Road, by the Railway Station

Updates provided to Resources and Full Council March 2021.

Litter and Litter Bin Update

Recycling of paper, cardboard, plastics and tins is now available at the community centre and working well, with a weekly collection. We are now reducing the collection to twice monthly whilst the office is being used less.

The bin has been removed from outside the house at St Peters Street, a replacement bin was installed at Melton Road near to Broad Street and has proved to be popular. CBC have confirmed that they will also install a bin near to the bench at Broad Street, as we originally requested – not happened yet.

Dual waste/dog waste bins are being placed in the following areas (agreed with CBC):

1. Winfield Park (near the Litter bin within the circle)
2. Oxford Street area at the top of the Black Pad
3. East Avenue, at top of Mostyn Avenue
4. Deville Park near the basket-ball net area
5. Cross Street – (top of the jitty)
6. Barkby Road - two bins already there **resident complained – bin now being relocated to further down the street.**

60-litre dog waste bins have been ordered, to be installed at both Winfield Park and Deville Park.

Litter Wombles have collected litter pickers and hoops provided by STC.

Bus Shelters

The updated list of bus shelters that we have acquired (LCC have now taken back three):

- Melton Road – one opposite health centre and one outside health centre
- Melton Road – adjacent to Barkby Lane
- Melton Road – opposite Tentercroft Avenue
- High Street with Fosse Way

Work being scheduled for refurbishments as agreed by Council.

Food Festival 2021

Food Gusto still planning to hold Food Festival on Central Park at August Bank Holiday. All subject to current Covid guidelines. US and I had a meeting with them this week, they are aware that crowd control is their responsibility and will have appropriate measures in place as well as Risk Assessments.

They have withdrawn interest in involvement is a Christmas Fayre this year.

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.

A new accessibility compliant website is being supplied by Aubergine. STC Officers are all working towards an updated format. Myself and Ursula are negotiating with current suppliers 2Commune and Aubergine for a handover.

Skatepark Flood Lighting

Western Power have been provided with the necessary information to allow them to quote for a metered supply point; I have chased this up as a quotation is still awaited.

East Midlands in Bloom Competition 2021

Next Bloom meeting rescheduled for 26 March when judging route formats will be known.

Royal British Legion

RBL are hoping to celebrate Armed Forces Day in June 2022 on Central Park. This is in the early stages of planning.

RBL requested the War Memorial be cleaned in time for Remembrance Sunday 2021. JG and KL are working on this including funding from the War Memorial Trust.

Purdah

From 25 March 2021, STC will not be promoting the work of our County Councillors in any media.

Monthly Councillor Surgery

These are still being held, the next one is Saturday, 3 April at 10 am via Zoom. (Easter weekend) Cllr Tom Barkley is in charge of arrangements for this.

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

Website: www.systontc.org.uk

Twitter: @Syston_TC

Deputy Town Manager's Report

Tree Panel

A Tree Panel was called to discuss three quotations. It was recommended to use Tindle Tree Care for all tree works on Parks, Cemetery and Churchyard. This was agreed at Amenities.

Two trees in St Peter & St Paul Churchyard require an ariel inspection as a priority to decide what work is needed.

Two trees on Central Park are still waiting to be felled by Tindle's due to the ground condition, and this work hopefully will be carried out towards the end of this month or beginning of April.

Churchyard Panel

The next meeting is scheduled for 9 April.

Website

A lot of time has been spent looking into different accessibly compliant websites and I have now received three quotations. Resources have decided to go with Aubergine website provider.

I have been uploading all minutes and agendas to the website that have been checked for accessibility back to September 2018. This is a big project that I am working through with the Assistant to the Town Manager.

Compost and Fertiliser

This has been ordered together with a Tiller machine.

Notice Board for New Cemetery

Ordered and are awaiting delivery.

Pension iconnect

I will soon be completing the Year end spreadsheet for pension contributions.

Budgets

Budgets are being closely monitored on a weekly basis now that we are in the final quarter of the financial year and virements have been agreed through Council for the next Financial Year.

Internal & External Audit

I have been checking over Scribe accounts and updating the website in preparation of Year End Procedures.

Food Gusto – Food Festival

Having a Zoom meeting with Food Gusto to discuss a potential Food Festival in August.

Training

Year -end training with Scribe
Report writing with LRALC

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 (March 2021)

Community Centre

- All relevant building safety checks such as fire alarm, emergency lighting, fire extinguisher and water flushing, and water temperature checks completed across the whole estate (All buildings). Everything in order.
- Fire / Intruder Alarm serviced by Defensor.
- Personal attack alarms distributed to staff Re: Lone working, Check sheet completed.
- Assisted with the Install of sleepers with Estates team on Central Park.
- Put signs out on benches around Syston Town centre and play areas in all parks regarding social distancing.
- Reviewed Covid-19 Response route plan, noting how it will affect us with regards to the Community Centre.
- Supervised contractors with the removal of dead legs within our water system.
- Supervised removal of water tank at Bowls club, report completed for Bowls club regarding pipework to irrigation system.
- Attended Melton Road Toilets to unblock toilets x 4 Unblock Drain x 1. Installed new toilet roll holder to male toilet.
- Room sets ups and sanitising for exempt groups attending centre.
- Meetings weekly with estates staff. Work completed and planned works report completed. (Weekly records kept)
- Report completed for Amenities CCTV – Installation quotes for Barkby Cemetery 2 x Quotes obtained.
- Report completed for Amenities Memorial Park – Pitch maintenance following FA report. 3 x Quotes obtained.
- Report completed for Resources Community Centre – Update
- Report completed for Resources CCTV Policy completed
- Risk Assessment completed for Maintenance of Play areas.
- Completed COSHH risk assessments for Estate's chemicals in COSHH cabinet.
- Portable Appliance Testing – I have emailed out for quotes to complete in April 2021.
- Electrical Inspection Condition Reports are now due in some areas. I have emailed and spoken to Metric to obtain quotes and availability. These will not be until April 2021.
- I have updated ALL building check compliance sheets for the Estate.

Training / Staff

- JB has attended Strimmer training / Chipper machine training / ride on mower training. Has successfully passed all of the courses.

Pavilion / Memorial Park / Football

- I have attended weekly; I have had to clear up a lot of smashed bottles. I have attended with Estates staff and refixed the brackets with the razor wire which had been pulled down.
- I have updated Police with regards to anti-social behaviour at Pavilion in evenings. (Youths climbing on roof)
- Football pitches are still having lines remarked.

Barkby Road Cemetery

- Hedge cut back at cemetery.
- Attended 2 x internment.
- Meter readings taken for gas/electric.
- Attended and unblocked drains outside the chapel.
- Waste tank emptied.

Syston & District Cemetery

- Assisted Estates team planting 20 x trees around site.
- Roma landscapes given purchase order to commence grass cutting. They have attended once already to check grass.
- Reviewing ADT maintenance contract.

Parks

- All weekly park checks / playground checks completed and recorded.
- All 3 x de-fibs in town checked weekly and all fine
- Estates staff completed a lot of work in relation to the recent tree survey on all parks.
- Town Square on Central Park now cut back and tidied up.
- Winfield Park cut back and work starting to remove some rotten wooden posts at seating area.
- I have obtained 2 x Quotes for the cleaning of the War Memorial.

Churchyard

- Arranged for rubble to be removed.
- Attended site for a meeting with US and Estates Team regarding grass seeding and other jobs.
- Arranged for broken wooden posts to be replaced on Green.
- Hole under fallen tree filled in as requested.

Senior Administrator

Allotments

Two people have taken on new plots, there is one further plot available at the moment which a person is going to look at. I have been attempting to contact two further allotment holders that have not paid their fees to find out why they have not paid (whether isolating etc.)

Cemetery

I have been dealing with two people regarding transferring deeds for family plots at Barkby Road Cemetery. Both are due to provide copies of Wills. Information and forms have been given out to a person who wishes to arrange an interment of cremated remains at Barkby Road Cemetery. I am waiting to hear back from someone that needed to get five family members to sign a document I had prepared to agree to transfer ownership.

Fertiliser Orders

I issued purchase orders for fertilisers and compost as agreed by Amenities Committee, deliveries have been received from two suppliers so far.

Training

I attended online Year End training hosted by Scribe Accounts, on 24 February, which was very informative. I plan to commence Ilca online training this month.

Working from Home

I am working from home as required due to lockdown, but still also attending the office as required.

Accounts

Biffa had issued an invoice in error, which totalled over £2K – this was obviously wrong, so I contacted them to dispute the invoice. A credit note was issued almost immediately.

I also contacted Berry Telecom to dispute some invoices that did not match the figure they had quoted. Credit notes have now been raised by them to correct this.

I will be finalising the March month-end accounts entries and preparing the end-of-year bank reconciliation for presentation at Resources Committee in April.

Assistant to the Town Manager Report

Website Compliance

I have been working through the Agendas and Minutes from September 18 to make them accessibility compliant for the website. I have also been going through other documents such as the Town Manager reports and the Policies and procedures.

Cemetery Booklet

I have been copying the cemetery booklet and putting them into the folders ready for the funeral directors. These are almost complete and ready to go out.

Dog Bin Map

I have made a start on making a map pinpointing where dog bins are located in Syston. I am currently using the Town Map to see how it works on there.

Room Bookings

Now that the roadmap out of lockdown has been announced, we are getting a few more enquiries for room bookings for parties later on in the year.

Syston Topic

I will be starting the next issue of the Syston Topic for April. If anyone would like to contribute to the Topic please contact me.

Training

I attended a few training sessions this month with SLCC and LRALC. Diversity: Not so Black and White, Creating Positive content for Social Media and managing negativity and Report Writing.

Home Working

I am working one day from home and the remainder of the week in the office under the current restrictions.