

## **Item 21**

### **Town Managers Report**

#### **Councillor Vacancies**

There are three vacancies at the Council in wards:

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

Publicity for councillor recruitment is on-going. A prospective new Councillor is attending the meeting today.

#### **Internal Audit**

Took place on Friday, 14 May 2021. We are very proud to have received a clean audit with particular commendation on how well the Council has continued to operate and fulfil it's obligations throughout the Covid-19 pandemic.

#### **Syston and District Cemetery**

- Notice board – delivered, installed and furnished with notices.
- Trees and hedging are now planted and doing well.
- Cemetery Panel met on 18 May, minutes to go through Amenities. Plans to invest in the ambience of the cemetery by developing the existing flower beds and adding more.

#### **Pavilion**

The FA have responded a second time to our funding bid and requested confirmations such as:

- we will be registering the land with the land registry
- that they would withhold 5% of the potential grant until we carried out our pitch improvement plan
- some clarifications that they have understood our financials correctly

I have responded already and can assume that the next correspondence will be the outcome

The toilet facilities at the Pavilion are available during grass roots football games at the weekend. The pavilion is stewarded during this time,

£15,005 has been applied for reimbursement under our S106 agreement – CBC have advised that they will not pay out unless they receive confirmation that the FA funding bid is successful.

Wreake Valley Runners are currently using the car park at the Memorial Park on Tuesday and Thursday evenings whilst they are training.

## **Friends of Barkby Road Cemetery – Barkby Road**

Rug Doctor is being ordered for the cleaning of the Chapel floor. Electric lighting also ordered – a huge thank you to Cllr Ken Pacey for funding this.  
Next meeting is 22 June at 11 am.

## **CCTV Melton Road, by the Railway Station**

I chased LCC on this as it is six weeks since I placed an order with them to finish the work. They have now passed it to another department. He has ordered an isolator switch (which is all that is needed) and hopefully the camera will be operational very soon.

## **Litter/Dog Waste Bin Update**

The bin has been removed from outside the house at St Peters Street; to be installed at the bench on the junction of Broad Street and Melton Road. I have chased this up with CBC. Still not happened.

A bin removed from Barkby Road to be replaced at the junction of Melton Road and Barky Lane, is currently going through the necessary scoring process to establish whether this is possible.

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

Two bins on open space owned by STC at Millstone Lane development have been managed by DWH (David Wilson Homes) have now passed over to us as they are on our land. CBC have advised that they will not empty these FOC and I have requested a price for this. FM asked Roma for a price but it is much higher than CBC will charge.

We are also in a similar position with a bin at Empingham Way, Syston and this is being debated with CBC as we have not adopted any land in this area.

## **Great British Spring Clean**

Syston have signed up with the national campaign, our date is Sunday, 6 June from 11 am to 12 pm. Previous participants have been invited and the uptake is currently at 46. The Account Manager from Ideverde is joining us as is the Contracts Officer from Cleaner Greener. Cllr David Pepper will be helping with the distribution of equipment on the day. Cllrs Brown, Visavadia and Tonge are also taking part. The more the merrier and so any Councillor available to take part or help in any way will be most welcome. (Cllr Barkley has sent his apologies as he is on holiday).

## **Love Clean Streets App**

Approval by Development Committee last year, this is currently being progressed.

## **E-Bikes**

We have taken delivery of four e-bikes on free loan from LCC as part of their “choose how you move” campaign, to encourage less people to use cars. Myself, Sophie and Gary Harrison are using the e-bikes for commuting to and from the office which is great fun and Maree Nugent is using her e-bike to get around the town and parks, covering a lot of ground much more quickly. This is going well, we are all really enjoying the exercise and contribution to the environment.

### **Bus Shelters**

Work being scheduled for refurbishments as agreed by Council, to start in May. I have chased this up as it does not appear to have started.

### **Annual Report**

Presented to Council at the Annual Town Meeting today.

### **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 assisting Aubergine with the new site.

### **Skatepark Flood Lighting**

I have given up on Western Power supplying a quote for this and picked up the dialogue with Metric as they advised me to do that if Western Power were not interested. Metric think they have a cost effective solution.

### **East Midlands in Bloom Competition 2021**

The route this year is based on a heritage trail created by the Syston History Society. I drafted a route to cover three hours of judging, and taking in key aspects of Syston heritage as well as tubs planted and managed by volunteers and Central Park. Last week, the Panel took part in our first test of the route; which has resulted in some changes as well as highlighted just how much work is needed to bring particular areas on the route up to an acceptable level. We are partnership working with Ideverde, Serco and CBC Cleaner Greener team.

Our next meeting is Friday 4 June where we will walk and test the amended route.

George Walker are supplying a planter for some "dead space" on High Street and I have arranged for permission from CBC for this to be installed.

### **County Elections**

Congratulations to Cllr Tom Barkley and Cllr James Poland on their re-election.

### **Monthly Councillor Surgery**

These are still being held, the next one is Saturday, 5 June at 10 am via Zoom. 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](http://www.systontc.org.uk)

Twitter: @Syston\_TC

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

### **Tree Panel**

Been liaising with CBC re tree work in the Churchyard.

Advised by CBC to contact a registered tree consultant accredited with the Arboricultural Association to see if he agrees with tree work on T13 & T14 in the Churchyard.

Work is now complete on Central park and tree work in other parks should be completed soon.

I have requested quotes for P2 work recommended from the Tree Survey. And received one quote so far.

### **Churchyard Panel**

The PCC are considering having swift boxes put in the belfry to help with the conservation of swifts. A site visit is to be arranged with Ideverde and the RSPB. A representative for the Churchyard will meet with the judges of East Midlands in Bloom.

A silent soldier is being considered as an addition to the Memorial Rose Garden.

### **Website**

Training has been given on the new website and we are close to going live with this.

### **Year End Procedures**

I have been working on the accounts for the year ended 31 March 2021 and also gathering information requested by the internal Auditor. Further work is required on the External Audit.

### **In Bloom**

Produced a spreadsheet for the Estates Staff to show where all the summer bedding plants will be going. There will be approximately 7,000 plants to be planted in the town.

Hanging baskets will be arriving after the May Spring bank holiday and the summer bedding the week before.

Plaques have been put up for sponsorship of hanging baskets.

Organised a plaque to go on the new flower tub which is being kindly donated by George Walker Woodyard on the corner of Walkers Way.

### **Credit Card Payments**

Completed an annual compliance for usage of the credit card terminal.

### **Councillor Attendance**

A spreadsheet to show Councillor attendance for committee and panel meetings for the year to 31 March 2021.

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

## **Facilities Manager Report (May 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.
- Room sets ups and sanitising for exempt groups attending centre.
- Set up Brookside for socially distanced council meetings.
- Helped with set up of polling station.
- Meetings weekly with estates staff. Work completed and planned works report completed. (Weekly records kept) Planning Summer bedding / Hanging baskets/ Spring bedding 2022.
- Report completed for Resources Community Centre Usability – Step 3
- Report completed for Full council regarding fencing at Deville Park.
- Met roof contractor at Community centre – Report completed for authorisation for works to Resources.
- Risk Assessment for Council Meetings completed.
- PAT Testing completed across Estate. All paperwork saved digitally, also filed.
- Annual fire extinguishers Inspections completed. All paperwork saved digitally, also filed.
- Weed killing risk assessment updated.
- Children’s fun day risk assessments checked that were submitted.
- Community Centre Gutters all cleaned out / Bin at entrance to school rooms painted.
- Liaising with public regarding room hire by email and telephone.
- Irrigation system tested and areas fixed that were leaking.
- Attended Melton Road Toilets to unblock female toilet.
- Dropped off new cemetery booklets to all 4 x local undertakers.
- I have updated ALL building check compliance sheets for the Estate.

### **Training / Staff**

- Website training online with Aubergine.
- H&S training for staff ‘Hot Weather Conditions’

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

- Liaising with Football clubs regarding training and staffing toilets, or any issues reported over the weekend.
- Pavilion stocked up weekly due to start of grassroots football.
- Heating and pressurisation sorted at Pavilion.
- Arranged the staffing of Pavilion for all matches including midweek.

### **Barkby Road Cemetery**

- CCTV system checked weekly to ensure working correctly.

- Met 2 x separate painting contractors onsite to arrange a quote for the painting of the chapel and other areas.
- Attended for 3 x internments.
- Attended site to take photographs of trees for the tree panel.

### **Syston & District Cemetery**

- Arranged and supervised install of Red care monitoring for fire alarm.
- Put up the new noticeboard on the lodge.
- Dropped off cemetery booklets.
- Attended and cleaned millstone building.
- Estates team attended and strimmed graves and around benches.
- Attended Queniborough estate several times regarding dog bin and dual bins onsite.
- Designated area for wildflowers seeded at cemetery.
- Supplied new coded padlock for pedestrian gate.

### **Parks**

- All park checks / playground checks completed weekly and recorded.
- All 3 x de-fibs in town checked weekly and all fine.
- Annual RoSPA inspection has now been completed, awaiting reports.
- Park square fencing now painted.
- Looked into fencing for Deville Park between park and farmer's field.
- Arranged the repainting of car parking spaces at Central Park.
- Picked up wood preserver and arranged painting of 3 x planters outside Community centre.
- Painting of the pergola in the Peace garden started.
- Spring bedding removed and soil weed killed and turned. Compost blended with soil in preparation for the arrival of Summer bedding on 21/05/21.
- Have cleaned out the Brook twice.
- Visited allotments regarding complaints to bank at side.
- Cleaned signs at play area Central park.
- Fixed all sponsor plaques to planters by the Brook.
- Removed stuck padlock on electric box for Metric. Serviced all padlocks on the park.

### **Churchyard**

- Grass has been cut and grass seed put down as requested.
- Wildflower seeds put down.

Jason Green

Facilities Manager

## **Senior Administrator**

### **Cemetery**

I have prepared Statutory Declaration documents for two people, both have returned them witnessed on oath , I have completed the transfers and the ash interments are now booked in at Barkby Road Cemetery.

### **Allotments**

I advised the plot holder that enquired about an aviary on his plot that this had been approved at Council, with the understanding that the birds are kept in good condition and the aviary is kept clean.

There are three new plot holders that have taken on plots recently, I am currently offering out one more to the next on the waiting list. The waiting list has increased to 50.

### **Photocopier**

The old photocopier is scheduled to be returned on 21 May, I've liaised with the supplier and courier.

### **Training**

I have passed two modules of Ilca training, continuing work on the third module.

### **Accounts**

I have finalised the April month-end accounts entries and submitted the VAT return. Continuing to work on the May accounts.

### **Working from Home**

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

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

### **Room Bookings**

Now that we have entered step four of lockdown lifting, we have had a lot more enquiries for room hire. Including, indoor exercise classes, U3A Groups and Poppies memory café. These will all be starting very soon. Parties have also been booked for after June 21<sup>st</sup> when it is hoped that things will go back to normal.

### **Syston Topic**

The May issue of Syston Topic is now out and has been circulated on Facebook and Twitter. I have also emailed it to all Councillors. I will be working on the next issue which I hope to have out June/July time. If you would like to contribute to the Topic please email me.

### **Great British Spring Clean**

The great British Spring Clean in Syston will be taking place on Sunday 6 June. We have had an overwhelming response with over 50 members of the public offering to volunteer on the day. I have made sure that we have enough equipment to lend out and have encouraged those who already have pickers and hi vis to bring their own.

### **Training**

On 26<sup>th</sup> and 27<sup>th</sup> April I attended St Johns Ambulance in Leicester to retrain for my First Aid qualification which I passed and am now requalified until April 2024.

I have also attended a training session on the new website this month.

### **Minutes Taking**

I have assisted the Town Manager and the Deputy Town Manager with taking minutes at the Churchyard panel meeting, East Midlands in Bloom meeting and the Cemetery panel.

### **Home Working**

I am continuing to work from home one to two days per week with the remaining days in the office.