

## Town Managers Report

### Councillor Vacancies

There are three vacancies at the Council in wards:

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

### System and District Cemetery

- Entered into Cemetery of the Year. There are no categories for new cemeteries, and it is more likely that an established cemetery will win; but it is worth getting our cemetery in the arena. We tick all the boxes in terms of entry criteria. Obviously it isn't just about flowers and appearance, but Cllr David Pepper has done an excellent job in planting and maintaining the flower beds here.

### Pavilion

Since the last report, we have received the news of funding of £181,932 from the FA.

Construction costs have risen by £24,981. There is a meeting on 22 July with the architects and contractors to see where cost savings can be made.

I have also requested additional monies from CBC S106 to support the additional costs.

Work is expected to start in late September/early October with an expected build time of 20-24 weeks.

Football team managers and Wreake Valley Runners have been informed.

### Friends of Barkby Road Cemetery – Barkby Road

Rug Doctor cleaning of the Chapel floor will wait until after the painting of the walls. Painting of the walls is scheduled for 14 and 15 August and 21 and 22 August. A rainbow mosaic for the cemetery area has been approved and we are meeting with the artist on 29 July.

### CCTV Melton Road, by the Railway Station

LCC completed the works on the isolator switch and ADT are now arranging the civil works before connection of the broadband line.

### Litter/Dog Waste Bin Update

Two bins on open space owned by STC at Millstone Lane development have been managed by DWH (David Wilson Homes) are now being emptied by Serco and charged to STC. A request to CBC was put in on 16 June 2021; for unknown reasons this was not passed onto Serco and we have received complaints that the bins are overflowing each weekend. I have chased this up with CBC and they are now prioritising this request. In the meantime, Queniborough Parish Council have

asked their playground maintenance contractors to empty the bins. We have also placed a Love Clean Streets App notice on the bins so that anymore problems are reported directly to CBC.

The bin at Empingham Way, Syston is being emptied by Serco at CBC expense.

### **Love Clean Streets App**

Is now live and working well.

**Please download this to your mobile phone, it is FOC and saves you and the Council a lot of time deciphering complaints.**

We are promoting it on our social media and website and Syston Town News are also helping with the promotion.

### **Bus Shelters**

All bus shelter work and maintenance was carried out in June. Unfortunately not to a satisfactory standard. The invoice was put on hold and the contractors called back. An inspection of each shelter with the contractors will take place on 29 July.

### **New Website**

This is now live but still being updated each day by Sophie. Please take a look, your feedback is welcome.

### **Skatepark Flood Lighting**

The flood lighting supplier have been dragging their heels on this. Metric of Syston have now quoted and this has been approved subject to additional S106 funding to support the additional costs – request has been submitted.

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

Although we have withdrawn from the competition this year, Central Park and the Street scene are still looking very colourful and cheerful. The community centre is also resplendent with colour. Thanks to Ursula for her work on this.

### **Donation from George Walker Woodyard**

George Walker Woodyard have made a generous donation of a large wooden planter for the enjoyment of the community. The planter is located on the junction of Walkers Way and



High Street. Wildflower seeds have been sown and will soon be in full bloom.

### **Woodland Planting**

The application for the Urban Tree Fund has now been submitted to the Forestry Commission. This is for £30K of Government funds matched by £30K from George Walker Trees of Syston. The closing date is 26 July.

### **Fosseway Clean Up Campaign**

First meeting is being arranged. Panel is Cllrs Lucas, McCloughlin and Knight.

### **Welcome Back Campaign with CBC**

Initiative to welcome and encourage people back to the High Street. First meeting is being arranged for Wednesday, 28 July. Panel is Cllrs Gerrard, Walden and McCloughlin.

### **PDRs**

Officer PDR meetings in place for August.

### **Monthly Councillor Surgery**

These are still being held, the next one is Saturday, 7 August 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

**Tree Panel**

Deadwood tree work has now been carried out in the Churchyard on four trees. Three quotations have been obtained for the revised work on T13 & T14 trees and this was awarded to Walkers Wood Yard.

An application has been sent to the Diocese for authorisation of this work.

A further application has been sent to the Diocese for approval of T11 and T23 which have deadwood, plus a limb to be removed.

A local arboriculturist has been contacted to act as an advisory consultant for any difficult tree matters which the Council may encounter; a meeting has been set up in August with him, myself and the Tree Panel.

**Churchyard Panel.**

Meetings have been held; Amenities have said any expenditure unless it is essential maintenance would have to be considered further towards the end of the financial year if any monies were left in the budget.

Strimming work has been carried out and the Estates Staff will help with cutting back of shrubs in the horseshoe border.

The Panel are looking at ways to improve the wild- flower border. The new border is developing well with shrubs that were planted earlier in the year.

**Website**

I have received some training on the new website from Sophie; putting news items on, agendas and minutes etc.

**In Bloom**

I have taken photographs of the summer bedding for the website and our files. We have received numerous compliments on the summer bedding; one lady took the time to call the office to say that she has lived in Syston for 50 years and this was the best the town had looked.

Hanging baskets have all been invoiced and some retailers have paid very swiftly.

**Spring Bedding**

The Spring Bedding has been ordered from Boverton Nurseries and will be delivered towards the end of October.

**Structural Testing of Lampposts**

This is an annual inspection; the contract has been awarded to Kiwa and I am awaiting a start date.

**Fashion Show**

A Charity Fashion Show has been organised for Tuesday 30 November. Any funds raised will go towards the Chairman's Charity which this year is Loros.

**Christmas Light Switch On**

I have arranged with Metric for the Christmas Light Switch on for Friday 3 December 2021, and for them to change the timers so that the lights come on an hour earlier at 3.30pm, as requested by Council.

**Food Gusto Food Festival**

A meeting is being held with myself, CV and Food Gusto next week to finalise everything for the Food Festival on 28 August in Central Park.

**PDR**

Staff PDRs will be held in August, I will soon be preparing for this and catching up with EW mandatory training.

**Home Working**

I am still home working one day per week with the remainder in the office.

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

## **Facilities Manager Report (July 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.
- Weeded side bed and bed at main gates. Put down membrane and filled with loose gravel at side of main entrance and main gate.
- All loaned e-bikes returned to LCC.
- Roof work now completed at Community centre.
- Repaired leaking tap in main kitchen.
- Report completed for Amenities – Fertilising Syston & District Cemetery.
- Report completed for Amenities – Fertilising and Weed kill Memorial Park. (FA Advice)
- Completed Fire Safety notice for out of hours room bookings.
- Attended all bus stops that had been refurbished. Photos and report completed as not refurbished to a satisfactory standard.
- Fire roller shutter in main office serviced.
- Room sets ups and sanitising for ALL groups attending centre, this has picked up considerably now restrictions have eased.
- Unblocked public toilet / Repaired soap dispenser.
- Set up Brookside for socially distanced council meetings.
- Meetings Biweekly with estates staff. Work completed and planned works report completed. (Records kept)
- I have updated ALL building check compliance sheets for the Estate.

### **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.

### **Barkby Road Cemetery**

- CCTV system checked weekly to ensure working correctly.
- Attended 2 x funerals.
- Installed new memorial plaque within Chapel.
- New taps fitted to water butts.
- Painting work booked in for 14<sup>th</sup> 15<sup>th</sup> August.
- Cleaned up Notice board and updated internal notices.
- Emptied donation tin at Chapel.
- Checked plots due to reports of rubbish.

### **Syston & District Cemetery**

- Attended and cleaned fully the Millstone building.
- Attended 2 x Funerals

### **Parks**

- All Park checks / playground checks completed weekly and recorded.
- All 3 x de-fibs in town checked weekly and all fine.
- Reported Fly tipping on Central Park to Police.
- Dealt with several reports from Love Clean Streets App. From removing graffiti at Deville Park to collecting rubbish reported in other areas.
- Purchase orders raised for works raised on RoSPA reports.
- Wire mesh fencing put up at Deville Park. This has since been vandalised and pulled down.
- Quotes obtained for a more permanent palisade fence to be erected at Deville Park.
- Visited Central Park with regards to 'In Bloom' and improvements to work towards.

### **Churchyard**

- Grass has been cut.
- Daffodils cut / strimmed down as requested.

Jason Green

Facilities Manager

## **Senior Administrator**

### **Allotments**

Two allotments have become available for rental, I am in the process of re-leasing these out.

Following up from letters issued after the allotment inspection on 7 May I have issued follow up letters to two plot holders to end their tenancies, the Syston Allotment Society confirmed no work had been carried out on their plots.

### **Training**

I have successfully passed Ilca training and all my Ellis Whittam training is now up to date.

### **Accounts**

I finalised the June month-end accounts entries and prepared the quarterly bank reconciliation for Resources Committee, submitted the VAT return and £2K has been refunded from HMRC. July accounts are ongoing.

To accommodate the new email address I have been liaising with Scribe the accounts provider to re-arrange the formatting of accounts documents.

### **Cemetery**

I have been dealing with increased enquiries and bookings, mainly for Barkby Road Cemetery ash plots and re-open burial plots and memorial issues.

### **Room Bookings**

As lockdown has ended room enquiries and bookings have increased. I have booked several U3A groups and dealt with some party enquiries.

### **General Complaints/Enquiries**

These have also increased. I have been re-directing these to the relevant authority or letting people know about the Love Clean Streets app, or liaising with STC Managers.

### **PDR**

Staff PDRs will be held in August, I have begun preparation work.

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

### **New Website**

The website is now live. It is still a work in progress at the moment, myself and Catherine are working through the pages to see what needs adding or updating.

I am working on an FAQ's page for the website for hiring the rooms at the community centre, which will have all relevant information for hirers and everything that they need to know.

I am also working on typing up instructions for officers on how to add things to the website such as agendas and minutes for if I am on annual leave.

### **Syston Topic**

The topic should be out very soon, I am going to start working on the next edition as soon as possible. If any councillors would like to contribute to the Topic please let me know.

### **Room Bookings**

Room bookings have been picking up with parties being booked for late July/August. Some of the U3A groups have returned as well now that restrictions on numbers have been lifted.

### **Hanging Basket Invoices**

I have been out and posted the hanging basket invoices to all local shops in Syston. Payments are starting to come in for these.

### **Training**

On Tuesday 20<sup>th</sup> July I attended the Creating a Social Media Strategy for your Council course with LRALC which was very informative, I will be implementing some of the tips given.

### **Social Media**

I am still keeping our social media pages up to date and trying to post on both daily to keep residents and businesses updated.

### **Home Working**

I am still home working one day per week with the remainder in the office.