

Town Managers Report

I hope that all Councillors enjoyed the summer recess and the freedom to get back to almost 100% normality.

Councillor Vacancies

There are three vacancies at the Council in wards:

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

Syston and District Cemetery

- Syston & District Cemetery won a Silver Award in this national competition. PR provided by ICCM has been circulated widely.

Pavilion

- Work is due to start w/c 4 October 2021; completion date planned to be 18 March 2022.
- The first site meeting has taken place and we will meet monthly thereafter.
- Work in progress insurance has been taken out with Zurich.
- Cllr Barkley and myself met with solicitor to go through the contract before signing.
- One port-a-loo has been ordered for use by football teams and will be protected by herras fencing.
- Only half of the car park will be inaccessible, leaving space for 20 cars.
- Football teams have cleared their belongings from the building, STC equipment and Christmas lights have also been re-located.
- The container will be moved by the contractors to the Taylor Close end of the car park, away from the neighbouring houses. Syston Town Juniors are responsible for removing it when the work is complete.
- Defibrillator provided by FA to install on the front of the Pavilion.
- HSSP to investigate suitable lighting for front entrance and car park.
- Bison are writing to residents to advise of the works taking place.
- Finance to be reported through Resources each month.

Friends of Barkby Road Cemetery – Barkby Road

Walls have been re-painted – big improvement. The artist is working on the mosaic (we have paid 50% of the final invoice). Meeting held on Friday, 24 September – report through Amenities Committee.

CCTV Melton Road, by the Railway Station

We are now severing any link with the Mace (new owners), Broadband line to be discontinued (notice provided to BT). A new mobile broadband connection will be located

Litter/Dog Waste Bin Update

The bins at Millstone Lane housing development are now on the Serco schedule, no further problems reported.

Love Clean Streets App

Is live and working well – SB is promoting it each month. Consider putting an advertisement in Syston Town News to ensure as many people are aware of this as possible. Also possibly stickers on bins. To be investigated.

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

Bus Shelters

All bus shelter work and maintenance has now been carried out to a satisfactory standard. Stickers are on bus shelter owned by STC so that people know where to report a problem – this can also be reported via Love Clean Streets app.

Skatepark Flood Lighting

Council appointed Metric to take this over. Order placed. Thank you to Cllr Jansari for his assistance with the previous company.

Fosseway Clean Up Campaign

First meeting taken place. Panel is Cllrs Lucas, McCloughlin and Knight. Letters to go to schools – written by Cllr Knight.

Welcome Back Campaign with CBC

Charnwood have provided some packs for this campaign.

Remembrance Parade 2021

Met with Royal British Legion – no parade this year – a similar event to last year at the war memorial will take place. VIPs invited. Stewards provided by RBL to manage any crowds or social distancing requirements. Charnwood Events form submitted to CBC.

Boundary Fence at Deville Park

The farmer has now installed his own fencing at his expense.

Northfields

Met with resident at Northfields to discuss hedge boundary issues – now resolved.

Allotments

Attended allotment committee meeting – some actions/requests brought through Amenities Committee. Minutes will follow.

PDRs

Officer PDR meetings all taken place.

Monthly Councillor Surgery

These are still being held, the next one is Saturday, 2 October 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

Twitter: @Syston_TC

Deputy Town Manager's Report

Tree Panel

All P1 tree work has now been carried out including the difficult tree work in the Churchyard, and are now part way through the P2 work.

Tree complaints have been investigated and are being worked through.

Churchyard Panel.

The Panel have been making sure the Churchyard is kept tidy with the grassed areas mown and strimmed. An anonymous person has offered to gift a Silent Soldier to the Churchyard, and I have been looking into whether planning permission is required and to obtain a faculty from the Diocese.

In Bloom

I have been planning the summer bedding for 2022 which has been a large task and have asked for three quotations for the next Amenities meeting. I have been working on shrubs and bulbs for Central Park.

Budgets

Set up spreadsheets for 2022/2023 Precept ready for them to go to Committees in October for consideration.

Structural Testing of Lampposts

This is an annual inspection has now been carried out and will not be required again for two years.

Christmas Light Switch On

I am in the process of applying for a licence from LCC to erect our Christmas Lights on the Highway.

Room Hire Charges

Charges for room hire have been looked at as they have not increased since at least 2013. Charges will increase for private parties at weekends and the remaining charges stay the same.

External Audit

A clear Audit was received from the External Auditor and a notice of this has been placed on the website and notice boards.

Food Gusto Food Festival

This event was well attended and enjoyed by the residents of Syston.

PDR

My PDR was held in August, and I have been working through the actions.

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

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.
- Set up and break down of all rooms now the community centre is open again. Cleaning and sanitising all rooms after use.
- Meetings Biweekly with estates staff. Work completed and planned works report completed. (Records kept)
- Meetings regarding bedding for Central Park.
- I have updated ALL building check compliance sheets for the Estate.
- PDRs completed with 3 x members of staff BS/JK/JSB
- Completed my own PDR
- Attended Playground inspection training.
- Risk Assessment completed for new room hire
- Risk Assessment completed for gate keeper job role.
- Reviewed STC health & safety policy,
- Started Policies on Waste Management / Litter& Vandalism
- Disinfected and cleaned all taps.
- Legionella testing samples taken for all buildings across the estate.
- All bus stop work reviewed with Externiture Manager as not happy with initial work. Now all ok and signed off.
- Servicing of 2 x Boilers 1 x pressurisation unit also BMS serviced.
- Unblocked Melton Road public toilets. Emailed CBC with regards to tarmac found in sewer pipe. Also attended to reports of damage.

Pavilion / Memorial Park / Football

- Liaising with Football clubs regarding training and staffing toilets, or any issues reported over the weekend.
- Pavilion cleaned and stocked up weekly due to start of grassroots football.
- Moved all council belongings from the Pavilion in readiness for the refurbishment.
- Liaised with Football teams to remove their items before refurbishment.
- Pitches Fertilised and Herbicide put down, as part of FA pitch improvement

Barkby Road Cemetery

- Attended 5 x funerals.
- Installed 2 x new memorial benches
- Checked all painting work was completed to a good standard.

Syston & District Cemetery

- Attended and cleaned fully the Millstone building.
- Intruder and fire alarm serviced

Parks

- All Park checks / playground checks completed weekly and recorded.
- All 3 x de-fibs in town checked weekly and all fine.
- RoSPA high priority actions on play areas work completed.
- Cleared moss gathered on top of porta cabin roof and cut back ivy.

Churchyard

- I produced a list of works required and passed to estates team to work through.

Senior Administrator

Allotments

I attended the allotment inspection in August and issued letters to plot holders as agreed. These will be followed up with a check by the Allotment Society to see if work has been carried out on the plots concerned to bring them up to standard. Second letters will be issued if required.

There are two plots available at the moment and I am in the process of letting these out to the next on the waiting list.

I've also updated the allotment page on the new STC website, to include recent photographs and information.

Training

I attended LRALC planning training which was informative.

Accounts

The August accounts have been finalised and VAT submission which resulted in a refund of £2.3K. September accounts entries are ongoing.

A credit note has been raised by BT to refund line rental. I am in the process of ensuring that this is paid back to us.

Cemetery

I have completed a transfer of exclusive right of burial so that a gentleman can inter his father's ashes at Barkby Road Cemetery. I am waiting for him to return the application form and will then arrange the interment.

Room Bookings

Room enquiries and bookings have increased. Most U3A groups have returned, plus some new U3A groups have booked rooms with us.

PDR

My PDR was held in August, I have begun work on some of the agreed tasks which resulted from that.

Assistant to the Town Manager Report

Syston Topic

I am currently working on the next edition of the Syston Topic. This will be out by the end of the month and I will email a copy to all councillors once published.

Room Bookings

We are still receiving a lot of room booking enquiries at the office. Mainly party bookings for weekends but also a few groups wishing to start regular bookings at the Community Centre.

Training

I attended and completed Clerks 1 training with LRALC at the beginning of September to gain more knowledge on the clerks role and local government. I will be attending both Clerks 2 and Clerks 3 training at a later date.

Website & Social Media

I have been updating the website and social media accounts regularly with relevant content. I have also been altering existing pages on the website to make sure that they read correctly.

Clearing Roof Space

Over August I have been sorting out old records upstairs and re organising shelves so that documents are easier to locate. It is a big job and will take some time to complete but I am doing it bit by bit when the office is not so busy.

Noticeboards

I have been out to check all noticeboards in the town to make sure that the information displayed is not outdated and checking to see if any notices need replacing. I will be doing this once a month from now on.

FAQs

I have been working on an FAQ document for the Community Centre to put on the website. This will make it easier for hirers to check what is available at our facility and what is and isn't allowed.

Room Hire Comparisons

I completed a table of room hire comparisons for the Amenities committee to look at. I looked at other local venues like ourselves to see what prices they charge for their rooms and venues.

Home Working

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