

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

- Amenities have agreed for the Cemetery Panel to investigate the recommended criteria to raise the Cemetery achievement to a Gold Standard from Silver for future assessments.

Pavilion

- Bison contractors now withdrawn.
- Held an emergency meeting with Pavilion Panel, architects and Quantity Surveyor
- We are in the process of terminating the contract held with Bison and have served them a default notice.
- Work in progress insurance taken out with Zurich, has been cancelled – we have not been charged.
- Port-a-loo hire has been cancelled.
- Football teams and Wreake Valley Runners have been informed.
- Football teams have already cleared their belongings from the building, STC equipment and Christmas lights have also been re-located. We will leave the building empty so that work can start asap after a contractor has been appointed.
- National Contractor Website invitation to tender has been re-opened and updated.
- Report(s) to this meeting.

Friends of Barkby Road Cemetery – Barkby Road

The mosaic has been installed at the front of the Cemetery sign. LCC have advised that they no longer allow a domed mirror to assist with leaving a concealed exit onto the road, as the risks outweigh the benefits. We are now looking to have warning signage as an alternative.

Under the Councillor grants scheme with LCC – an application for vehicle activated speed awareness signs has been submitted for Barkby Road, Melton Road and High Street.

CCTV Melton Road, by the Railway Station

Soon to be connected.

Skatepark Flood Lighting

Council appointed Metric to take this over. Order placed. Thank you to Cllr Jansari for his assistance with the previous company. No response from the original contractor regarding the letter asking for the return of the deposit.

Fosseway Clean Up Campaign

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

Remembrance Parade 2021

Pilgrimage walk will come to Syston on 9 November, myself and John Collis will be at the War Memorial to meet them.

A small service will take place, the last post will be played by Syston Town Band and a two minutes' silence will be held at 11 am. The Barkby Road Chapel will have its own Remembrance Day tribute in the form of tributes, provided by the wonderful "Friends of Barkby Road Cemetery."

Met with Royal British Legion for final arrangements – no parade this year – a similar event to last year but the public will be encouraged to stay at Central Park and wreath layers will walk through the Peace Gardens to leave their wreath at the War Memorial and return to Central Park. There is a social event afterwards with food and live singers.

Civic Reception

Invitations to the VIPS have been sent by email rather than wait until January when the card invitations are sent. Giving them extra notice will more likely secure their attendance.

Spotlight for Syston Town News

Quarterly report for Spotlight submitted.

Citizen of the Year \ Young Citizen of the Year

This will be resurrected for 2021/22.

Meetings held this month (excluding Committee meetings)

- Charnwood Clerks Liaison meeting
- LCC Clerks network meeting
- SLCC/LRALC liaison meeting
- RBL meeting x two
- SLCC National Conference
- Pavilion Panel meeting
- Friends of Barkby Road Cemetery meeting
- Weekly meeting with Chairman

- Weekly Officers meeting

Monthly Councillor Surgery

These are still being held, the next one is Saturday, 6 November 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 P2 tree work has been completed this week and a meeting has been arranged for 22 October at 10am.

Tree complaints have been investigated and are being worked through.

Churchyard Panel.

A meeting has been arranged for 27 October at 12pm.

The Diocese are still considering the installation of a Silent Soldier within the Churchyard and will be discussing this today (21 October) at their meeting.

In Bloom

After obtaining three quotations the summer bedding has been ordered this week from Boverton Nurseries.

Budgets

The Budgets for 2022/2023 Precept are still being worked on and will go through the Committees in November for further consideration and be finalised in December.

Christmas Light Switch On

LCC have changed their process this year of applying for an S178 Licence to erect our Christmas Lights on the Highway. This is now required to be done online and upload all documents required.

Fashion Show

I am working on the Charity Fashion Show that we are organising on Tuesday 30 November in aid of the Chairman's chosen Charity, Loros. Tickets are available for £5 to include a free drink if bought in advance. I have been writing to local companies to see if they will donate a prize for our raffle.

Events on Central Park.

There have been a few successful events held on Central Park recently including Billy Bates Fair and Pinders Circus. I have sent out contracts, invoices and obtained all the necessary paperwork for the event.

Home Working

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

I have been on annual leave for 10 days this month.

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

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)
- I have updated ALL building check compliance sheets for the Estate.
- PDRs completed with 3 x members of staff CS / GH
- Have now had the newer boiler connected to the community centre BMS so will now work along with the older boiler.
- Obtained 2 x quotes to replace motor in the kitchen roller shutter and report completed for council.
- Pest control called out due to wasps' nest in community centre, now all ok.
- Water readings taken at various locations across the estate,
- EICR completed by Metric on the Portacabin at Central Park. Still awaiting full report. Have contacted brass band to advise them not to rehearse in the portacabin. It is ok for storage currently.
- Have managed to obtain a reimbursement of £310.00 plus vat from Charnwood due to tarmac getting into the sewer system of the public toilets. This covers the 3 x call outs to drain companies used over the last 10 months.
- Have changed all notice board emails address to the new one.
- New smoke detector fitted to old school rooms due to fault on alarm system.
- Attended meeting with Syston Brass Band regarding possible solutions to accommodate the band and equipment.

Pavilion / Memorial Park / Football

- Attended Pavilion refurbishment meeting.
- Pavilion cleaned and stocked up weekly.
- Removed all estates staff equipment from site ready for contractors.

Barkby Road Cemetery

- Attended 3 x funerals.
- Collected and installed new mosaic at the cemetery.
- Attended and marked roots coming through car park.
- View CCTV due to incident.
- Contacted LCC regarding dome mirror outside cemetery to view traffic. This has been refused they do not allow these on the highway.
- Put up new sign for the old school bell.

Syston & District Cemetery

- Attended and cleaned fully the Millstone building.

- Met residents on site who had questions regarding the cemetery.
- 2 x burials at Millstone

Parks

- All Park checks / playground checks completed weekly and recorded.
- All 3 x de-fibs in town checked weekly and all fine.
- Attended meeting regarding bedding for the summer, plans to replant borders.
- Removed Pyracanthas from Central Park and replanted at Deville Park with estates team. The pyracanthas were used to fill the gaps in the hedgerow to prevent persons getting into the adjoining farmer's field.
- Enquires made regarding trees on Central Park with Dave at Tree life.

Churchyard

- Estates staff continuing works at churchyard. Grass cutting / pruning.

Jason Green

Facilities Manager

Senior Administrator

Allotments

There is just one plot available at the moment which I am in the process of letting out to the next on the waiting list.

Training

I attended LRALC Agendas & Minutes training on 11 October.

Accounts

The BT refund for line rental has been received, resulting in a net sum paid back of £866.

I am chasing up any overdue room hire invoices.

The VAT submission for September resulted in a refund of £832.

Cemetery

There have been a lot of enquiries for ash interments at Barkby Road Cemetery recently and I am in the process of following up with information requested.

I am looking into the feasibility/cost of cemetery software.

Room Bookings

Room enquiries and bookings continue to increase. A new U3A beading class has made enquiries.

Payment options on Website

I am arranging to set up the Gov.Pay account so that we can accept payments via the website as agreed at Council.

Assistant to the Town Manager Report

Syston Topic

I am working on ideas for the next Syston Topic. If any councillors have any suggestions of things they would like to see in the Topic please contact me. I am hoping to get the next issue out at the start of December.

Room Bookings

Room bookings are still busy, we have a lot of U3A groups now using the Community Centre for their meetings. We have also had a lot of Birthday party enquiries and are booked up now until December for weekends.

Website

I have been working on updating parts of the website. Including updating the planning page with all of the latest planning applications. I have also uploaded all new policies to the website.

Social Media

I have been keeping out social media pages up to date, I have also been advertising the Love Clean Streets app on a monthly basis to make sure we get this out to as many people as possible.

Clearing Roof Space

The roof space at the office has almost been cleared. We now have a lot more storage space and things are much easier to locate.

Room Hire Booklet

I am working on a booklet for room hire rates for parties now that they have changed. This will make it easier for users to see what rooms are available and at what costs. I will also add the FAQs to this booklet and contact details.

Business Cards for Officers

I am currently in the process of designing some business cards for officers. The business cards we currently have, have old email addresses. It has been agreed to create a generic card where we can add our own names and positions. With the mailbox email and office phone number.

Home Working

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