

Town Managers Report

Councillor Vacancies

There are four vacancies at the Council in wards:

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

Syston and District Cemetery

- It has been agreed to allow the use of kerbs for burials at Syston & District Cemetery. Area to be confirmed, T & Cs need to be amended and price list.

Pavilion

- A contractor, K M Beasley are to be appointed, start date is 10 January 2022.
- Wreake Valley Runners have been given permission to install a security light in the car park, but no evidence of any activity on this.

Friends of Barkby Road Cemetery – Barkby Road

- We are looking to have warning signage re “concealed entrance” by the gates to the cemetery.
- Unlocking and locking the gates during the festive period is being covered by the Friends.
- Remembrance Day tributes in place at the Chapel raised £6.91 to be donated to the Poppy Appeal.
- Christmas decorations now in place.
- 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. – no further news on this.
- Application for Green Flag Cemetery Award in progress – to be submitted in February 2022.

CCTV Melton Road, by the Railway Station

Is connected and operating.

Skatepark Flood Lighting

Council appointed Metric to take this over. Start date in new year.

Forestry Commission Urban Tree Fund

An unaccompanied inspection by the Forestry Commission at both sites has confirmed to have taken place. They have said the visit was positive and we would hear from them very shortly.

Charity Fashion Show in aid of LOROS

Very successful event, we raised £476 – a big thank you to Cllrs Sharon Brown, Lyn Gillard and Tom Barkley and Ann; as well as all officers, especially Ursula who did the majority of the organising.

Shop Window Christmas display competition

Still time to vote, closing date is Friday 17 December – see STC website for details of how to vote or ask Sophie to send you the link. We have run this by Survey Monkey this year and put the vote out to the people of Syston, this has been very well received and over 200 participants at last count.

Green Flag Award

Looking to enter both Barkby Road Cemetery and Central Park. The application process is a lot of work and will be a joint effort between myself and the Facilities Manager. This is to recognise the work of the Estates Team and the Friends of Barkby Road Cemetery.

Civic Reception – diary date – Friday, 29 April.

Lord Lieutenant Mike Kapur has confirmed his attendance as has Leader of Charnwood Borough Council, Cllr Jonathan Morgan.

Meetings held this month (excluding Committee meetings)

- Meeting with ADT 2 December (CCTV)
- SLCC meeting 8 December
- GDPR myths webinar 14 December
- Weekly meeting with Chairman
- Weekly Officers meeting

Monthly Councillor Surgery

Next one February 2022.

Council Services over Christmas

Office closed from 1 pm on Thursday, 23 December 2021.

Re-opens on 4 January 2022.

Public toilets on Melton Road also closed from 25 December until 4 January.

One member of the Estates team will be working mornings during the non-bank holidays and will be emptying bins and generally checking facilities.

Barkby Road Cemetery will be locked by Friends of Barkby Road Cemetery and the usual gate keeper when available.

Syston & District Cemetery will be locked and unlocked by the usual Cemetery Gate Keeper.

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

Website: www.systontc.org.uk

Twitter: @Syston_TC

Lovecleanstreets - App

MERRY CHRISTMAS AND A HAPPY NEW YEAR!!!!!!

Deputy Town Manager's Report

Shop Window Competition

There have been some fantastic shop window displays this year with great participation by the public in voting for their favourite. Voting will close on 16 December so we will know the results by Full Council

Fashion Show

The Fashion Show was a great success with over 40 people attending. There were over 20 prizes donated for our raffle; we raised £476 from entry tickets and raffle for our Chairman's Charity, LOROS. Metric then kindly donated a further £24 to make the figure up to £500 and they had already donated £100 in vouchers.

Tree Panel

An amended Tree Policy and Tree Risk Assessment was approved at Amenities and this will go on the website.

I have been working on a list of P3 trees which require work in the next financial year.

The next Tree Survey will be carried out towards the end of 2022, however a lot essential tree work has been carried out this year. A Tree Panel meeting will be set up in the new year.

Churchyard Panel

A Sealed Faculty has finally been obtained to put a Silent Soldier in the Churchyard and I am in the process of ordering it.

Redeveloping and Planting of Borders

The planting in Central Park has been progressing with ordering of shrubs and bark. I purchased some small Fatsia Japonicas cheaply in late summer and one of the Estates Staff has grown them on at home and they have now been planted in Park Square saving considerable money.

Budgets

The Budgets for 2022/2023 Precept have now been finalised and the Council tax worked out according to the Band D figure. This will be an increase of 21 pence per week per household.

Christmas Light Switch On

The Christmas tree was installed, and on Friday 3 December the Christmas lights were switched on.

Councillor Attendance

Working on updating the spreadsheet with attendance at panel and committee meetings.

Payroll

Sage payroll has been set up set up for employees to receive payslips electronically. Hard copies will remain for those employees who want them.

Home Working

I am 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 (December 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.
- Set up and break down of all rooms hires at the Community centre. Cleaning and sanitising all rooms after use.
- Meetings Biweekly with estates staff. Work completed and planned works report completed. (Records kept)
- Reviewed and updated risk assessment for Community centre room hire regarding the wearing of face coverings – 10/12/21
- Reviewed and updated risk assessment for Council meetings regarding the wearing of face coverings.
- Report completed for Full Council regarding servicing of movable partition wall, along with quotes obtained.
- Have seen 2 x UPVC contractors regarding new window for Brookside and Kitchen. Waiting for second quote to arrive.
- Completed last Staff PDR.
- Safety notices completed and put up at all entrances to community centre regarding the wearing of face coverings/
- Distributed masks and sanitiser to local shops, donated by CBC.
- Cleared all gutters at the Community centre.
- Cleaned the hot water dispenser in main kitchen.
- Assisted with the cleaning of the community centre as cleaning staff on annual leave.
- Melton Road Toilets – Unblock the urinal in gents.
- Melton Road Toilets – Clean up after leak in ladies' toilets. Down pipe from cistern had broken off. Now fixed.
- Check all bus stops that STC are responsible for.

Pavilion / Memorial Park / Football

- Pavilion cleaned and stocked up weekly after weekend.
- Attended Pavilion refurbishment panel meeting.

Barkby Road Cemetery

- Attended 4 x funerals.
- Have chased LCC regarding root issue in car park, seeking advice from highways.
- Have met with Zurich onsite regarding claim after fall. Passed all relevant paperwork on regarding signs in place, CCTV footage and accident report.
- Have attended and viewed and copied CCTV after theft of a wreath from a grave.

- Have liaised with Police regarding theft and forwarded all CCTV evidence.
- Have put notice on Chapel regarding the updated guidance on the wearing of face coverings.
- Arrangements made regarding the removal of the unused shower.
- Locking cemetery gates in the evening.

Syston & District Cemetery

- Attended and checks completed at Millstone Lodge.
- Have put up notice in lodge regarding the wearing of face coverings.

Parks

- All Park checks / playground checks completed weekly and recorded.
- All 3 x de-fibs in town checked weekly and all fine.
- Have attended Winfield Park to check hedgerow cutting, have updated estate agents regarding works completed after their complaint regarding hedgerow. Now resolved.
- Parts ordered for Archdale Street Play area.
- Work completed at Park Square and border opposite Central Park play area.

Churchyard

- Cold tarmac used to fill uneven surface on the churchyard path.

Jason Green

Facilities Manager

Senior Administrator

Allotments

There is just one plot available which has been offered to the next person on the waiting list. I have created a mailmerge so the allotment rental letters can be issued. Details of the new online payment method is shown on the letter.

Training

I plan to update the Ellis Whittam training modules which are re-taken every 12 months.

Accounts

The December room hire invoices have been issued. November invoices that hadn't been paid by 1 December have been chased.

The VAT submission for November resulted in a £2,499 refund.

Cemeteries

During December four ash interments and one burial were booked in at Barkby Road Cemetery.

Payment options on Website

Some additional information had been requested by GOV.UK. Pay for their 'Know your Customer' purposes. Initially the link which enabled this was due to be placed on our account mid-November, however, the link wasn't enabled until 8 December. I have now provided all information requested.

Fashion Show

I enjoyed taking part in the LOROS fashion show on 30 November. It was a fun evening and we managed to raise £476 on the night, which was kindly topped-up to £501 by Metric Services after the event.

Christmas Cards

The STC Christmas cards went out a couple of weeks ago.

Assistant to the Town Manager Report

Syston Topic

The Syston Topic December issue is now complete and has been circulated on our social media platforms and on the website as well as around the community centre. I will drop some into the local cafes and pubs next week.

Room Hire Booklet

The room hire booklets are complete and we have had them printed by Anchor Print. These will help customers when they enquire about room hire with us.

Business Cards for Officers

The business cards for officers have also arrived from Vistaprint. These are generic cards with all officers email addresses on.

Christmas Shop Window Competition

The Christmas shop window competition closes on Thursday 16th December. The survey has received over 300 votes. The winner will be announced on our Facebook and Twitter pages.

SOS Fashion Show

We held an SOS fashion show at the Community Centre on November 30th which raised £500. I assisted on the night along with the rest of the office staff.

Re organising of upstairs storage space

I have finished clearing old paperwork from upstairs and have started to re organise the minutes so that they are easier to locate.