

Town Managers Report

Councillor Vacancies

There are vacancies at the Council in wards:

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

Planning to place a recruitment advertisement in Syston Town News in April.

Forestry Commission Urban Tree Fund

Work started on this, George Walker Trees have advised that the final planting will take place w/c 21 February. This is for both the Syston & District Cemetery and Deville Park. PR on this will be published this week.

I am working on the claim form for payment of grant from the Forestry Commission.

The Queens Platinum Jubilee Oak Tree is planned to be planted w/c 28 February.

Pavilion

- K M Beasley have started work on the Pavilion since 10 January 2022.
- The Panel are now meeting monthly with the Architects and Contractor to keep updated on progress. This is reported through Amenities and financing through Resources.
- Each meeting will include a pre-meeting tour around pavilion for those that want to attend
- Meeting will be held at the Community Centre from now on – meeting to be held on first Wednesday of each month at 2 pm
- Invoices are starting to be submitted.
- Claim for £28,502 of S106 monies already pledged has been submitted. This covers two invoices from HSSP and one from Beasley.
- S106 – final decision awaited (looking positive for an additional £20K).
- Letter from Gately Legal will be posted this week w/c 14 February.

Friends of Barkby Road Cemetery – Barkby Road

Next meeting on Thursday, 24 February at 2pm.

CCTV

Melton Road CCTV is connected and operating. Now connected to office computers.

No further updates from Charnwood BC on decommissioning costs for the CCTV camera (already damaged and inoperable) at Aldi car park. Aldi will be contacted as part of this process.

Wall at Walkers Way car park

Repairs have started.

Skatepark Flood Lighting

Council appointed Metric to take this over. Start date in new year. No date provided yet.

Skatepark at Winfield Park

I have contacted the young person that requested this and asked for his evidence for the demand. This item was taken to Amenities in February.

Granite Bench for Queens Jubilee

I have contacted Granart to confirm they now have it ready for delivery and have passed this onto Facilities Manager to arrange for the siting of it at the Community Centre. The invoice will be paid within this financial year.

Banking Hub, Syston

Initial meeting took place on 16 February at the Community Centre and via Zoom, report submitted to this meeting.

Spotlight

Wrote article for February Spotlight (Syston Town News).

Royal British Legion and Remembrance Parades

No longer allowed to manage Remembrance Parades – now a Civic Event – which passes the responsibility to councils.

RBL no longer authorised to manage a road closure or steward one.

Chairman has also had a briefing at CBC which has confirmed what RBL are saying.

Next meeting arranged for (await date confirmation from RBL).

Climate Change Grant

This is for the new windows – application almost ready, just struggling to get third quote. I have invited two more local companies to quote. I have discussed this with the Climate Change Manager and he has advised that a third quote is necessary.

Honours Boards

Obtaining quotes for wooden Chairman honours boards, I have contacted a couple of suppliers and passed it over to Ursula as she has also obtained one quotation, this will be brought to Council in due course.

Civic Reception – diary date – Friday, 29 April.

Invitations have been sent out. Replies are coming in. Planning for the event has started.

Monthly Councillor Surgery

Next one 5 March 2022 via Zoom.

Please remember to join up to our Facebook page, Instagram, Twitter and Linked-in for further developments at Syston Town Council.

Website: www.systontowncouncil.gov.uk

Twitter: @Syston_TC

Lovecleanstreets – App

Deputy Town Manager's Report

Churchyard Panel

A new notice board has been ordered to replace the one facing Upper Church Street.

Redeveloping and Planting of Borders.

Lavatera and lavender has been planted in a newly dug bed in the Peace Garden. I have been developing a border in the Syston & District Cemetery and this has now been planted with Salix trees, grasses and perennials. Both borders are now completed, and bark chippings have been added to suppress the weeds. This should be a colourful display this summer and enhance the Cemetery.

Christmas Event 2022

Been liaising with CJS Events for them to manage our Christmas Event. Unfortunately, they have decided they have other commitments and were not able to take on this work. This will now be discussed again at the next Development Committee and may well be an evening event now to incorporate shop keepers staying open.

Tree Meeting

A Tree meeting was called to discuss an ongoing tree complaint. A decision was made by the Panel, and this will now go through Amenities. Following this I will write again to the complainant.

Late Payment

I have spent some time on chasing a debt from Central Co-op England for an interment that took place in November 2021. After engaging with Rich & Carr this debt has now been settled and the Solicitors are looking at tightening up our Interment form which forms the basis of the contract.

Civic Reception

Sent out approximately 50 letters to businesses to obtain raffle prizes for the Civic Reception and to date we have received 15 prizes.

Hanging Baskets

Letters to go out this week to obtain sponsorship for this summer's hanging baskets which, will have a tropical theme with bright and vibrant colours.

Asset Register

This has been updated in readiness for the Internal Audit together with Policies, Financial Risk Assessment and Internal Controls.

All financial reports and policies on the website have been updated.

Facilities Manager Report (February 2022)

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)
- Report completed for Development regarding cleaning of Public Toilets.
- Report completed for Amenities regarding new bins for the Peace Garden.
- Report completed for Resources regarding Oak tree for Queens jubilee.
- Reviewed all the Fire Risk Assessments.
- Partition wall serviced 28/01/22.
- Repaired damaged toilet roll holders at public toilets.
- Plumbing works completed in the ladies' public toilets 2 x toilets pipes and flush broken.
- Water readings taken from different locations.
- Contacted euro parks regarding damaged wall, pictures sent.
- Check all bus stops that STC are responsible for.
- H&S training completed with staff (Equality & Diversity / COSHH)

Pavilion / Memorial Park / Football

- Regular visit the site to check security. Site fenced off completely.
- Attended Pavilion refurbishment panel meeting.
- Contacted all football clubs regarding unlocked gate. All have been advised of the importance of ensuring the site is left secure.

Barkby Road Cemetery

- Attended 5 x Funeral
- Locking cemetery gates in the evening.
- Supervised the tarmac refurbishment of the car park area.
- Marked other areas on the pathway with yellow paint to highlight trip hazards. Meeting arranged to look at repairing areas marked.

Syston & District Cemetery

- Attended and checks completed at Millstone Lodge.
- Checks completed on tree planting works.
- Completed a Fire Risk Assessment for Millstone Lodge.
- Planting of shrubs completed on borders around Millstone lodge.
- Attended 1 x burial.

Parks

- All Park checks / playground checks completed weekly and recorded.
- All 3 x de-fibs in town checked weekly and all fine.
- P3 tree survey list is now being worked through.
- Meet with contractors onsite regarding tree planting at Deville Park – Re: Forestry commission funding.
- Repaired the basketball hoop that had been pulled off.
- Works on the Peace Garden and borders at Central Park
- New boot scraper now fitted at Memorial Park access way to Taylor Close.
- Ordered 3 x new bins for the Peace Garden.

Jason Green

Facilities Manager

Senior Administrator

Allotments

All 2022 fees have been received. Four plots were given up, and three have new tenants, I am in the process of arranging for the final one to be signed up.

Accounts

The January accounts are reconciled, The VAT submission for January resulted in a £2,089 refund.

The February room hire invoices have been issued. Previous invoices that hadn't been paid have been chased up.

Cemeteries

During February five ash interments and one burial are booked in at Barkby Road Cemetery.

Football

I have been liaising with a new football team from Thurmaston for them to start playing at Necton Street next season. One of the teams from last year were disbanded and the new team will fill the space left for pitch hire.

Training

I attended 'dealing with the bereaved' training by CRUSE on 10 February, which was hosted by the ICCM, via zoom. The three-hour training was very informative and identified different types of grief and gave an insight into how people are affected in different ways.

Payment options on Website

The new payment option on the STC website has been functioning well. Gov.pay UK negotiated with Stripe resulting in lower fees for receipts from UK debit cards.

Assistant to the Town Manager Report – February 2022

Syston Topic

I am currently working on the next issue of the Syston Topic which will be out at the beginning of March. Any recommendations as to what we can include in future issues please get in contact with me.

Training

I will be taking Clerk's 2 training with LRALC next week. I have already completed Clerks 1 and 3.

Website

I have been updating the website, we have a few empty pages which I have been putting content onto. I have also updated some policies as well as a lot of the Cemetery documents.

The events page has also been updated with all events being held on the park this year.

Councillor Recruitment

I have created a new poster to advertise Councillor recruitment, which we will place on noticeboards, on social media, the website and in the Topic.

Room Bookings

Room bookings have been very busy recently, we have had lots of enquiries for parties and private functions. Most of March and April are fully booked out for weekends. The U3A have also booked a few workshops and a taster session for a new group they are planning on starting if successful.