

## Town Managers Report

### Councillor Vacancies

There are four 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 March/April.

### Syston and District Cemetery

- Tree planting for Woodland Walk will commence shortly.

### Pavilion

- K M Beasley have started work on the Pavilion since 10 January 2022.
- I updated a Work in Progress application and signed it off in January.
- I have gone out to a broker for the Performance Bond insurance quotes – complicated application form – detailed Qs about Beasley – have had to liaise with HSSP Nick for some answers, now have all I need to return the completed form.
- The Chairman and I observed a meeting which was a FoC consultation with Graham Clarkson, HSSP, Gateley Legal on Wednesday, 19 January at 10 am – Zoom. This is regarding the legal claim we have against Bisons. A report is shown on Item 15 for this meeting.
- Letters have been hand delivered to all local residents about the work taking place.
- Option to Tax – had a reply from Inland Revenue – very complicated letter – had some advice from Tax Advisor, Jerry Dale – and I have responded to their Qs. It should be in place now.
- S106 – moved to next stage - Matt Bradford – was off with Covid – have chased this up.



## **Friends of Barkby Road Cemetery – Barkby Road**

Friends covered the unlocking and locking of the gates over the festive break as well as opening up the Chapel for visitors during this period. They had also decorated the Chapel with Christmas decorations and ensured there were sufficient supply of tea lights for people to light.

## **CCTV**

Melton Road CCTV is connected and operating. Still waiting for viewing to be accessible on office computers.

Have asked Charnwood BC to investigate decommissioning costs for the CCTV camera (already damaged and inoperable) at Aldi car park. Aldi will be contacted as part of this process.

## **Skatepark Flood Lighting**

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

## **Forestry Commission Urban Tree Fund**

A successful application – we have been awarded the full amount of £29,729.83, match funded by George Walker to increase the amount to circa £60K. This includes the maintenance for the next five years.

Rob Toon has put in an order for 71 large young trees which will be planted at Deville Park to form a mini arboretum and also at Syston & District Cemetery for a Woodland Walk area.

Press Releases to be drawn up, I am just checking with the Forestry Commission on any preferred wording.

## **Capital Plan**

We are setting up capital project budgeting on the Capital Plan for known future large expenses such as Computer Server, Christmas Lights etc.

## **Spotlight for February Syston Town News**

Written up and emailed.

## **Car Park Walkers Way and Town Square**

Emailed owner with photos of graffiti and the damaged brick wall of the car park. He advised to send the wall damage photographs to Euro Car Parks. Also said that youths were congregating on the car park at around 5 pm on Sundays.

## **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.

Meeting with RBL arranged for 26 January 2022.

**Civic Reception – diary date – Friday, 29 April.**

Invitations have been sent out – please check your council pack for yours!  
Planning for the event has started.

**Monthly Councillor Surgery**

Next one 5 February 2022.

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

Lovecleanstreets – App

**Personal Note**

*As you know, on the run up to Christmas, my Father who has been ill for some time was admitted to hospital and sadly died before Christmas. Thank you so much for your kind messages which I received over the Christmas period and during January, also thank you for the card and lovely flowers. It has been a very difficult last few months for me and your support and kindness has been very much appreciated.*

*Quite frankly things are still very challenging for me right now as my Mother is also quite ill and very frail. As I have a fair amount of annual leave left due to cancelled holidays over the last 12 months, I have agreed with the Chairman to be using them up, mainly to allow me to have a four day week for the next few weeks, to allow me to put some care in place for my Mother.*

*Thanks once again for your support.*

*Catherine*

## **Deputy Town Manager's Report**

### **Churchyard Panel**

A silent soldier has now been delivered and will be installed in the Churchyard shortly.

Payment towards a new notice board has been received from the PCC and can now be ordered this week.

### **Redeveloping and Planting of Borders**

The planting in Central Park has been progressing with developing a new border in the Peace Garden. Edging has been ordered and fitted for the main bed in Central Park to separate the grass from the bark.

### **Precept**

The precept form has been submitted to CBC together with a variance report.

### **Pavilion**

I arranged a WIP insurance for the Sports Pavilion, arranged porta loos, contacted the FA regarding their funding and did a credit check on Bison in the Town Manager's absence.

### **Energy Contracts**

Been working with Northern Gas & Power to renew gas and electricity contracts due in the next 12 months.

### **Christmas Event 2022**

Did a survey for shopkeepers to see what their thoughts were on holding a Christmas Event this year. It was a good exercise to see if they preferred a day or evening event. I have also been liaising with a company recommended by Billy Bates who may be interested in organising the event.

### **Tree Training**

I am arranging a one- day training on trees for Estates staff with our arboriculturist.

### **Civic Reception**

I took out the Civic Reception invites to shopkeepers and posted the remainder.

### **Late Payment**

Been chasing for a late payment by Co-op England, emails, calls and letters.

### **Home Working**

I am home working occasionally.

## **Facilities Manager Report (January 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)
- HSE visited to complete a spot check on the Community centre. Checked all paperwork and measures the council had in place regarding Covid. Everything was in order.
- Servicing for partition wall arranged and booked in for 28/01/22.
- Report completed for Amenities on the Portacabin condition with recommendations.
- Report completed for Amenities for the resurfacing of the Barkby Road cemetery car park.
- Report completed for Resources regarding tractor engine head replacement.
- Report completed for Resources regarding costs for new UPVC windows.
- Melton Road Toilets – New toilet roll holder fitted due to damage.
- Melton Road Toilets – Unblocked men's toilet and refitted holder as pulled off wall.
- Water readings taken from different locations.
- Repaired UPVC fire exit door in Brookside.
- Fire alarm serviced at Community centre.
- Dealt with reported issues raised on love clean streets app.
- Check all bus stops that STC are responsible for.

### **Pavilion / Memorial Park / Football**

- Met with contractors and all keys handed over.
- Regular visit the site to check security. Site fenced off completely.
- Liaised with all the football teams regarding access to porta-loo on site and car park area.
- Have spoken with local Police regarding the site and they will pay attention to the area.

### **Barkby Road Cemetery**

- Attended 1 x Funeral
- Locking cemetery gates in the evening.
- Have now issued purchase order to JK Asphalt regarding resurfacing. Work will commence towards the end of January and will last around 3 x days.
- Started work on the Barkby Road Cemetery Management Plan, ready for the Green Flag process.

### **Syston & District Cemetery**

- Attended and checks completed at Millstone Lodge.

### **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.
- Works on the Peace Garden and borders at Central Park.
- Memorial Park to Taylor close complaints regarding mud. We have now put down bark at the gate to help with the mud and new boot scraper brushes have been ordered.
- Sun dial at Park Square has been repaired. Numbers cemented back in after being removed.

### **Churchyard**

- New silent soldier now erected in the rose garden at church.

Jason Green  
Facilities Manager

## **Senior Administrator**

### **Allotments**

Receipts for 2022 began coming in at the end of December. Plot holders have been using four different ways to pay – by card on the STC website, by card either over the phone or in person at the office, by bank payment and also cash at the office.

### **Accounts**

The December accounts are reconciled, and the quarterly bank reconciliation prepared for the Resources Committee for approval. The VAT submission for December resulted in a £2,089 refund.

The January room hire invoices have been issued. December invoices that hadn't been paid have been chased.

Data entry during January will increase due to allotment rentals coming in.

### **Cemeteries**

During January three ash interments are booked in at Barkby Road Cemetery and one new burial booked in at Syston & District Cemetery.

I am currently working on preparing documents for a transfer of exclusive right of burial for a plot at Barkby Road Cemetery, to enable an ash interment to take place.

### **Training**

I am due to attend 'dealing with the bereaved' training by CRUSE on 10 February, which is hosted by the ICCM. It is 'virtual' online training.

### **Payment options on Website**

The new payment option on the STC website has been functioning well.

## **Assistant to the Town Manager Report – January 2022**

### **Syston Topic**

I have begun work on the next issue of the Syston Topic which I am hoping will be published at the end of February, beginning of March. If there is anything councillors would like to contribute to the Topic, please send me an email.

### **Christmas Shop Window Competition**

The Christmas shop window competition was a success with over 300 votes on the survey by members of the public. I took out the certificates and prizes to the two winners, Paper Moon and Loros.

### **Christmas Event Survey**

I assisted Ursula with taking surveys on the Christmas event to local shops in Syston to gather their opinions on Syston's Christmas Event and what they would like to see.

### **Training**

I have caught up on some of the compulsory training on Ellis Whitham. I have passed Equality and Diversity and Fire Safety. I have also booked onto the Clerk's 2 training with LRALC which will be held in February.

### **Room Bookings**

Room bookings have been busy during January, we have had a lot of enquiries for Birthday parties and other private events.

### **Bin Stickers (Love Clean Streets)**

I have been working on creating some bin stickers for the bins in Syston that promote the Love Clean Streets app. These will be placed on all bins in the town so that people can quickly and easily report any issues with bins.