

Town Managers Report

Councillor Vacancies

There are vacancies at the Council in wards:

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

Recruitment advertisements are on display on social media, website and noticeboards, as well as Topic. May run an advertisement in Syston Town News later in the year.

Forestry Commission Urban Tree Fund

The claim form has been completed and submitted with suitable evidence that the works are complete, on 17 March 2022. The initial claim is for the planting only of the trees which is £9,601.33. Further claims will be submitted for maintenance until year 2024/25. The cost of purchasing the trees has been paid by George Walker Tree Care.

The Queens Platinum Jubilee Oak Tree is planted and a photograph will be uploaded to the national Queens Green Canopy website.

Pavilion

- Monthly meetings are taking place between the contractors, architects etc and the Pavilion Panel, this is to review progress and discuss finer details.
- Each meeting will include a pre-meeting tour around pavilion for those that want to attend.
- Financing is reported through Resources.
- S106 reimbursement of £28,502 had been paid into STC bank account.
- A claim to the FA of £31,260.31 (we only claim for 43% of each invoice).
- S106 – final decision an additional £20K.
- Specification for kitchen equipment being discussed at this meeting to save time (rather than wait for Amenities meeting).
- Movement on the claim with previous contractors – reported through “confidential”.

Allotment Meeting

I attended a meeting with the Allotment Committee on 3 March. They are looking into the provision of a defibrillator for the site. Not straight forward as there isn't an electricity supply. We have purchased some first aid kits for use at the allotments.

Friends of Barkby Road Cemetery – Barkby Road

The Friends continue with their good work. Meeting held on 24 February and reported through Amenities.

CCTV

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.

CCTV looking into vandalism that took place at Deville Park on the weekend of 12-13 March.

Skatepark Flood Lighting

Council appointed Metric to take this over. Work starts w/c 21 March 2022.

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

This is now in situ and looks very smart. It is set in a pleasant sunny position at the front of the Community Centre.

Banking Hub, Syston

Consultation now closed. Await further information.

SLCC Meeting

I attended the Leicestershire & Rutland Society of Local Council Clerks meeting this week, where I am Branch Secretary.

Taylor Wimpey

Taylor Wimpey would like to attend another meeting of the Development Committee to update on progress and to advise on their investigations into our S106 suggestions. They may attend the April meeting.

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).

Civic Reception – diary date – Friday, 29 April.

Invitations have been sent out. Replies are coming in.

Planning for the event is well underway now. Attendance is looking good.

Covid-19

Unfortunately, I tested positive for Covid w/c 7 March. I was able to work from home towards the end of the week when I was less ill.

Monthly Councillor Surgery

Next one 2 April 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

Possible that I will have a weeks annual leave w/c 28 March 2022.

Deputy Town Manager's Report

Churchyard Panel

A complaint of large trees bordering a property on Lower Church Street is currently being reviewed. A new notice board has been installed on Upper Church Street side.

Christmas Event 2022

We are starting to organise an evening Christmas Event on Friday 2 December 2022 from 4pm until 8pm. Some shopkeepers are on board with this.

The event will be held on Melton Road Car Park and in the Community Centre.

Charnwood have given permission for the car park to be closed for the day.

I have obtained several quotes for a traffic management company to control and manage the Melton Road car park entrance.

Several quotes for a Santa's Grotto have been received and this will be in the Community Centre.

A full report will go to the next Development meeting.

Civic Reception

I will be looking at organising the drinks and glass hire for the Civic Reception.

19 prizes have been received so far for the raffle.

Hanging Baskets

Plantscape have collected 128 empty hanging basket this week to start filling and growing them for our summer display. So far, we have 70 baskets sponsored from local businesses.

Honours Board

I have been working on obtaining quotations for a new honours board for Chairman of Syston Town Council and this report went to Resources.

Contracts for Park Hire

Contracts have been signed by Circus Cortex, Funtopia and S & D Volunteer Centre. Invoices will be sent out in April for these events.

Website

Updated Policies and Financial Statements for the website in readiness of the Internal Audit.

Cemetery Paperwork

Updated all paperwork in relation to kerbsets and price alterations and these have been sent out to funeral directors and memorial masons.

Signs

Arranged new signs for Barkby Rd Cemetery and Central Park

Cemetery Compliance course – on line

I have completed this course.

Facilities Manager Report (March 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 Amenities regarding repairs to footpath at Barkby Road Cemetery.
- Check all bus stops that STC are responsible for.
- H&S training completed with staff (Equality & Diversity / COSHH)
- New Keyed alike padlocks bought for community centre and Barkby road cemetery. Keys distributed.
- PO raised for Jubilee Oak tree – Sent to Walkers.
- Jubilee Oak tree now planted at Deville Park and fenced off.
- PO raised and forwarded to window consultant. New windows fitting April time.

Pavilion / Memorial Park / Football

- Regular visit the site to check security. Site fenced off completely.
- Attended Pavilion refurbishment panel meeting.

Barkby Road Cemetery

- Attended 2 x Funeral
- Locking cemetery gates in the evening.
- Visited site with contractor to resurface damaged areas of the footpath.
- Worked through action plan list from friends meeting with CV.

Syston & District Cemetery

- Attended and checks completed at Millstone Lodge.
- Checks completed on tree planting works.

Parks

- All Park checks / playground checks completed weekly and recorded.
- All 3 x de-fibs in town checked weekly and all fine.
- Check all newly planted trees weekly.
- Rubbish removed from Deville Park along with vandalised litter bin.
- New sign put at Central Park play area as old one damaged and pulled off.
- New self-closing hinges ordered for Central Park play area.

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

Accounts

The February accounts are reconciled, The VAT submission for February resulted in a £8,512K refund. This amount was higher than usual due to payment of Pavilion refurbishment invoices.

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

Cemeteries

During March five ash interments are booked in at Barkby Road Cemetery and one burial at Syston & District Cemetery.

Football

The football team that had disbanded have re-formed and will now be playing at Memorial Park next season. The alternative team that had made enquires has been informed of the situation.

Training

I attended online payroll year end training hosted by Sage Payroll.

Payment options on Website

Gov.pay UK negotiated with Stripe resulting in lower fees for receipts from UK debit cards, which has now been implemented and the agreement updated.

Civic Reception

Invitations were sent out in January and attendees are responding. To date there are 52 confirmed attendees. Raffle tickets have been ordered.

Assistant to the Town Manager Report – March 2022

Syston Topic

The March Syston Topic has now been completed and circulated to all councillors via email. I have also dropped copies off at the local pubs and some of the cafes. The Topic can also be found as an e-copy on our website and on our social media platforms.

Training

I attended the third and final Clerks training on 24th February and passed.

Website

I have been updating the website regularly and have been adding new content to some of the empty pages.

Councillor Recruitment

A new councillor recruitment poster which I produced has been shared on social media and the website, as well as in the latest edition of the Topic. It is also up on the noticeboards around the town.

Lanyards

I have designed and ordered myself and Jason a lanyard with our details on for those times where we may have to go out and speak to members of the public.

Civic Reception

I have been doing some administration for the Civic reception which will be held at the end of April.

Room Bookings

Room bookings are still busy, especially for weekend bookings for Children's Birthday parties. We also have a yoga weekend booked in at the start of next month.

Cover

I have been covering for the caretaker whilst she has been on annual leave with opening the rooms in the evenings last week. I also assisted with setting up and breaking down some of the rooms during the day whilst Jason was off.