

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 Queens Platinum Jubilee Oak Tree is planted and a photograph has been uploaded to the national Queens Green Canopy website. The website is currently not accepting the upload of the trees at Deville Park and Syston & District Cemetery due to the large number and also only one submission per organisation is allowed. I am working on this.

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. Repayment still being processed.

Pavilion

- Monthly meetings still 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. Minutes are circulated through Amenities to all Councillors. I also produce less technical notes of the meeting that are also circulated to all Councillors through Amenities.
- Financing is reported through Resources.
- S106 reimbursement of £28,502 had been paid into STC bank account.
- I am working on the next claim to the FA using their new on-line claim system.
- Specification for kitchen equipment being discussed at this meeting to save time (rather than wait for Amenities meeting).
- A third solicitors letter has been issued to the previous contractors – this is in negotiation stage for a settlement.

Allotment Meeting

I attended a meeting with the Allotment Committee on 21 April, this was an extraordinary meeting to discuss some non-tended plots. The minutes will not be circulated through Amenities as they contain sensitive information about individual.

Friends of Barkby Road Cemetery – Barkby Road

The Friends continue with their good work. Easter weekend was suitably celebrated at the Chapel and a beautiful hand-made wreath was installed, made by Ros, one of the Friends. They are working on an event for National Cemetery Week at the beginning of May.

Community Heroes

Two Syston people have been nominated by Cllr Tom Barkley with support from myself: Ros Hackett (friends of Barky Road Cemetery) and Rob Toon of George Walker Tree Care and also Woodyard.

Cemetery of the Year 2022

I have entered Syston & District Cemetery for this national award. In 2021 we were awarded with Silver.

Footpath J43

The resident at Memorial Park has been informed of the Council decision on this.

CCTV

CCTV camera over-looking Aldi is now decommissioned.

Quotations for the service and maintenance of cameras (not monitoring):

Spot Island, Tesco overlooking Central Park, Melton Road overlooking the jewellers, skate park and Deville Park.

Meeting with Deputy CEO LRALC

Cllr Tom Barkley and myself will be meeting with the new Deputy CEO of LRALC, John Kilcoyne on Thursday, 28 April as part of his induction he is touring the larger town and parish councils in the county.

Skatepark Flood Lighting

Work now complete – almost wholly funded by S106 funding.

Skatepark at Winfield Park

No further progress.

Granite Bench for Queens Jubilee

Council to consider whether we should have an official unveiling in June.

Banking Hub, Syston

Consultation now closed. Await further information.

Taylor Wimpey

Attended the April meeting of Development & GP Committee.

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 Friday, 22 April.

A Standard Bearers Rededication Service is to be held on Sunday, 12 June 2022 – this will be a significant event with local dignitaries present. Chairman Cllr Tom Barkley and myself in capacity of Town Manager are invited.

Civic Reception – diary date – Friday, 29 April.

Sixty confirmed attendees, it would be helpful to know which Cllrs and partners are attending. All arrangements in place now.

Monthly Councillor Surgery

Next one 1 May 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

It was decided not to do any work on trees in the Churchyard but the resident could approach the PCC directly if they wished.

Christmas Event 2022

Costings of the event have been detailed on a spreadsheet.

First Aid Cover has been arranged with St John's.

One definite stall booking has been received so far; the event has been advertised on Stallfinder. Emails have been sent to shop keepers to invite them to stay open.

Obtaining quotes for various things at the event.

Hanging Baskets

Approached local businesses to obtain sponsorship for the hanging baskets in the town. 90 baskets have been sponsored.

Civic Reception

Wine, beer and glasses have been ordered and will be delivered the day before the event. Over 20 raffle prizes have been received from local businesses.

Honours Board

This has now been ordered and should be arriving in May.

Contracts for Park Hire

Circus Cortex may change their date of hiring the park due to the majority of their performers being from Ukraine.

Spring Bedding 2023

Working on Spring Bedding for next year as the order needs to be in by mid - May. Obtaining Quotations.

Cemetery Paperwork

I have worked on a transfer of deed for a burial plot and been dealing with the booking of some interments.

Year End

Been working on Year End Payroll, Pension iconnnect spreadsheet, ill health salary spreadsheet and have begun working on Year End accounts for the External Audit.

Facilities Manager Report (April 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.
- Meeting with estates staff. Work completed and planned works report completed. (Records kept)
- Check all bus stops that STC are responsible for.
- H&S training completed with Estates Staff and Dog Warden (Equality & Diversity / Bribery)
- Covering on earlies for cleaning staff on leave.
- Fitted new hand sanitiser unit at public male toilets.
- Attended tree inspection course.
- Report completed regarding Roma increase in costs due to fuel.
- Report completed for Amenities regarding footpath repair and quotes.
- Report completed for Amenities regarding PAT testing and quotes.
- Report completed regarding tarmacking at Churchyard, quotes obtained.
- Reviewed all Community Centre COSHH sheets.
- Reviewed all Risk Assessments.
- Cleaned Police office.
- Fire and Intruder alarm serviced; records kept.
- Fire extinguishers annual service completed across estate.
- Purchase order raised and RoSPA playground inspections x 4 booked in for May.
- Quotes x 2 obtained for works adjacent to brook. Purchase order raised, waiting start date.
- Called in contractor to look at water heaters (old) waiting for quote to replace with modern energy efficient ones.
- Lamps replaced on external lighting.

Pavilion / Memorial Park / Football

- Regular visit the site to check security. Site fenced off completely.
- Attended Pavilion refurbishment panel meeting.
- Research completed on running café from Pavilion.

Barkby Road Cemetery

- Attended 3 x Funeral
- Closed gates to end of March.
- Pathway resurfacing completed, attended and inspected works.
- Gas reading taken. Put up new signage regarding parking.
- New cleaning materials dropped off at cemetery.

Syston & District Cemetery

- Attended and checks completed at Millstone Lodge.
- Checks completed on tree planting works.
- Deep clean of building completed.
- All graves cut and strimmed.
- Replaced padlock on overhead bar at cemetery.
- Repaired UPVC door.

Parks

- All Park checks / playground checks completed weekly and recorded.
- Obtaining quotes for safe surfaces on Central Park Play area as it is degrading and being pulled up by youths.
- All 3 x de-fibs in town checked weekly.
- Check all newly planted trees weekly. Report back to Walkers.
- New self-closing hinges fitted on rear gate at Central Park play area.
- Tarmac quotes x 2 obtained for footpath at Central Park.
- Zip wire and single point swing (LOLER Inspection) completed at Deville Park.
- Slabs laid for donated bench on Central Park.
- Risk assessment sent to member of public regarding litter picking.
- Photo of tree on Winfield Park sent to tree expert for advice.
- At Winfield Park with Estates staff, planning Winter project.
- New sign put on Jubilee Oak tree at Deville Park.

Church Yard

- List compiled for estates staff regarding jobs to be completed at churchyard.

Jason Green

Facilities Manager

Senior Administrator

Accounts

The March accounts are reconciled, ready for the year end audit and I have been working on reports for the internal audit due in May.

The VAT submission for March resulted in a £14.5K refund. This amount was higher than usual due to payment of Pavilion refurbishment invoices.

The outstanding March room hire invoices have been paid, and April invoices were issued during the first week of April.

I have prepared reports for Resources Committee on the savings achieved with the new photocopier and phone system.

Allotments

When the 2022 fee letters were sent out to plot holders in December an additional notice was included to give tenants ample warning that Rule 9 of the allotment rules would be applied if any plots had not been worked by the beginning of April (without prior notification to STC).

After an allotment inspection on 31 March, six letters were issued, five of those plot holders subsequently contacted the office giving reasons why their plots had not been tended. I passed the comments on to Syston Allotment Society for further consideration.

Cemeteries

During April five ash interments and one burial were booked in at Barkby Road Cemetery, there were no interments booked at the District Cemetery.

Football

The football teams are continuing to book pitches at Memorial Park during the pavilion refurbishment.

Civic Reception

Invitations were sent out in January, I have been keeping a spreadsheet of attendees and there are 66 confirmed, including staff members that assist on the evening. I have ordered and received the cutlery and tableware for the event.

Assistant to the Town Manager Report – April 2022

Syston Topic

The current edition of the syston Topic is now out and has gone down well. We have run out of copies at the community centre multiple times! I have begun planning out the next issue of the Syston Topic. We are hoping to get this out in June. If any councillors would like to contribute to the next edition or future editions, please contact me.

Website

I have added some new pages to the website in regard to the community centre. There are separate pages for each room with information. I have also added a page for community groups.

I am starting to utilise the “Noticeboard” page on the website by adding local events to the page. If you know of any local events please email me a poster or some key information and I can add these to the website.

Civic Reception

I have been doing some administration for the Civic reception which will be held next Friday.

Community Groups Leaflet

I have made a leaflet with information on for the groups that we hold here at the Community Centre. We get a lot of enquiries asking what groups we hold here and how to contact them which can be quite time consuming. The leaflet has all the relevant information on for all groups held at the community centre. I have placed these in the reception area and on the website for residents and members of the public to find easily.

Royal British Legion

I have been assisting the Syston Royal British Legion in producing their service sheets for the annual standard bearer’s association rededication service. This will be held in June at St Peter and St Pauls Church.