

## **Town Managers Report**

### **Councillor Vacancies**

There are vacancies at the Council in wards:

- Merton Ward
- St Peters West 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. I have chased payment for this up this week. Discussions with Rob Toon have established that three Yew Trees are not doing well, in fact one has died and has been replaced. Rob has personally been keeping the trees watered, the root tubes for watering are all intact and so this is just a bad batch of trees that were supplied by a company in Holland. Rob thinks they may not have been handled very well in transit.

### **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 and also to all Councillors separately at Cllr Hampson request. I also produce less technical notes of the meeting that are also circulated to all Councillors through Amenities.
- Financing is reported through Resources.
- The second claim to the FA and payment of £30,423 has been paid into STC bank account recently.
- Specification for kitchen equipment has been agreed by Council and submitted to the architects.
- External paint colours chosen.
- Planning permission has been sought for the external lighting and should come through Development shortly – this is an amendment to our original plans.
- We are obtaining quotations for the resurfacing of the tarmac around the perimeter of the pavilion and a separate quotation for the car park. If any of this work is to be done, it will have to be funded by S106 monies.
- I have been liaising with the sports clubs for the signage with their names on.

- A third solicitors' letter has been issued to the previous contractors – this is in negotiation stage for a settlement. There was a delay with this as the solicitor we were using has recently moved to another solicitors' practice.
- The next meeting is taking place on 8 June not 1 June as originally scheduled.

### **Allotments**

Richard Thorpe has now stood down as Chairman of the Committee, after several years in post and a replacement is in the process of being elected.

### **Syston Band**

Assisting the band with seeking funding for a temporary container to store their equipment as well as a clubhouse replacement. I have registered with the National Lottery and am working out the best Arts Council stream to try and tap into.

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

Friends put on a display for National Cemetery Week on 7 May. They did a lot of research on the 10 war graves in the cemetery and their history. The event was well attended and well received. The Friends continue to be a great asset to Syston.

### **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. **No news yet.**

### **Syston & District Cemetery**

#### **Cemetery of the Year 2022**

Our entry has been judged and we have scored 50 points more than last year, our actual award will not be announced until September.

Cemetery Panel meeting currently being arranged.

### **CCTV**

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

Spot Island x two, Tesco overlooking Central Park, Melton Road overlooking the jewellers, skate park and Deville Park. At this meeting for approval.

### **Spring Bloom Competition**

I was hoping to enter our Spring flower displays into the East Midlands in Bloom competition but was not allowed to as we would have to have entered the main competition.

### **Skatepark Flood Lighting**

Work now complete – almost wholly funded by S106 funding. I have chased CBC on payment for the bulk of this work circa £11K but CBC would prefer to wait for the

final invoice so that they can make one payment. I have chased Metric for their final invoice.

### **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. I have been informed that there has been some progress on this, but nothing major.

### **Royal British Legion and Remembrance Parades**

I am in the process of obtaining quotations to manage the road closure for this event.

### **Civic Reception Friday, 29 April**

The event was very well attended. Local dignitaries included Lord Lieutenant Mike Kapur, Major of Charnwood, Leader of LCC, Leader of CBC, Ed Argar MP. All the raffle tickets were sold and raised £400 for LOROS.

We are worked very hard to make this event happen, thanks to all Officers for putting in the effort and thanks to those Councillors that were able to attend.

Photographs will be sent out to the relevant individuals.

### **Annual Leave**

I was on annual leave for a week from 9 May.

### **Monthly Councillor Surgery**

Next one 4 June 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](http://www.systontowncouncil.gov.uk)

Twitter: @Syston\_TC

Lovecleanstreets – App

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

### **Churchyard Panel**

Re tarmac of the pathway around the back of the Church will take place on 20 May. Additional wild -flower seeds will be sown at the back of Area 2 in the Churchyard on 26 May.

### **Christmas Fayre 2022**

Booked so far: Four stallholders, fireworks, first aiders, animatronic cycling and talking characters and two stilt walkers.

### **Hanging Baskets**

Hanging baskets have been delivered this week and are being put up around the town to produce a colourful display.

### **Civic Reception**

All Officers worked especially hard to put on a great Civic reception that was very well attended and enjoyed by all.

### **Honours Board**

This should be arriving the week commencing 23 May; it has been delayed due to the cabinet maker contracting covid.

### **Summer Bedding 2022**

The summer bedding for this year will be delivered on 1 June and will be planted throughout the town over the following weeks, hopefully producing a spectacular, tropical display. Detailed drawings and spreadsheets have been given to the Groundstaff.

### **Spring Bedding 2023**

3,300 primulas have been ordered from Boverton's Nurseries.

### **Events on Central Park**

The Police have been informed of all events to be held on Central Park this year.

### **Reports for Chairman – Town Meeting**

I have written detailed reports for the Chairman of Development and Amenities for the Town Meeting on 24 May 2022.

### **Year End**

Produced Year End accounts and reports required for the Internal and External Audit. Set up a new financial year in Scribe.

This is in addition to my normal work

## **Facilities Manager Report (May 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.
- Cleaned Police office.
- PAT testing completed for the estate.
- Awaiting second quote for water heaters, once received report will be completed for council.
- Set up the Civic reception with the team.
- Reviewed 4 x Policies for Resources.
- Take delivery of hanging baskets at cemetery.
- Assisted in putting up the hanging baskets around the town, all timers programmed for irrigation.

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

- Regular visit the site to check security. Site fenced off completely.
- Attended Pavilion refurbishment panel meeting.
- Woodward Turfcare have now been sent purchase order for pitch works. Awaiting dates for the visits.

### **Barkby Road Cemetery**

- Attended 2 x Funeral

### **Syston & District Cemetery**

- Attended and checks completed at Millstone Lodge.
- Transferred lights from lodge into garage.

### **Parks**

- All Park checks / playground checks completed weekly and recorded.
- All 3 x de-fibs in town checked weekly.
- Central Park area near war memorial now tarmacked.
- Annual Playground checks completed. No 'High Risk Areas' reported. Report to follow for Amenities.
- Meeting with staff regarding the summer bedding plan.
- Have now received 2 x quotes for resurfacing works on the play area at Central Park. A report will be completed for Amenities.

## **Church Yard**

- List compiled for estates staff regarding jobs to be completed at churchyard.
- Path tarmacking to be completed 20/05/22.
- Bench Varnished.

Jason Green

Facilities Manager

## **Senior Administrator**

### **Accounts**

The April 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 April resulted in a £17K refund. This amount was again higher than usual due to payment of Pavilion refurbishment invoices.

May room hire invoices have been issued.

### **Allotments**

I attended an allotment inspection on 13 May. The allotment society identified nineteen plots that were either consistently well kept or which showed improvement. A new letter is being drafted to be sent to the plot holders to thank them.

There were seven plots that required first warning letters and seven plots that were to be monitored.

The letters sent out in April to end plot holders tenancies under Rule 9, raised questions regarding the severity of the rule. The allotment society would like Rule 9 to be removed, which will be put forward for discussion by the Amenities Committee in due course.

### **Cemeteries**

During May four 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.

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

### **Syston Topic**

I have been working on articles for the next addition of the Topic. I am hoping that it will be out in June. If there is anything Councillors think should be included in the upcoming issue, please contact me.

### **Website**

I have been updating the website with the new policies which have been reviewed and approved at council. I have also been keeping up to date with putting up the minutes from previous meetings and any planning applications which come in.

### **Civic Reception**

I assisted with organising the civic reception as well as selling raffle tickets at the event. I typed up and printed the programmes for the evening and helped with setting up the raffle prizes table.

### **Booking Enquiries**

Booking enquiries have been busy once again, we have had a lot of party bookings and also one-off bookings for training sessions and yoga classes.

### **Royal British Legion**

The Royal British Legion are holding the 63<sup>rd</sup> Rededication Service in June at St Peter and St Paul's Church and I have typed up and printed their service sheets for the day.

### **Thank You Letters**

I have written to all of the local companies who donated to the raffle at the Civic reception to thank them for their generous donations of prizes.

### **Social Media**

I have been keeping our social media accounts up to date, we are now at over 1,000 friends on Facebook!