

**TO FOLLOW**

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

### **Christmas Event 2022**

Stalls are still being booked for the Christmas Fayre. St John's have confirmed their booking for the first aid cover.

### **New Chairs for Community Centre**

Chairs have now been ordered and have a lead time of eight weeks.

### **Memorial Bench**

A memorial bench has been ordered for a resident. Our staff will install it next week in Barkby Road Cemetery and it will replace one of the old benches close to the Chapel. A plaque has been ordered to go on it.

I have received another enquiry about a memorial bench which I am currently dealing with.

### **Tree Panel**

It was agreed to give the P3 tree works to Walkers Tree Care. Tindles to carry out the tree survey early next year if the quote remains the same.

I have contacted a resident on Memorial Park to see if they are willing to go halves in cutting down a tree bordering their property that has ash die back.

### **Employee Handbook.**

Been through the amended wording with Cllr P Knight as agreed at Council.

### **Grant Application Form**

I have drafted a grant application form to make it easier for people to apply for donations. These application forms will go through Resources.

### **Register of Interest Training for Councillors**

Helped out with the training at a Development meeting on Register of Interests.

### **Boverton Nurseries**

I went a walkabout with Chris from Boverton Nurseries to show him the planting displays around the town which he had supplied, and he took some photographs for his Facebook page.

### **Memorial Applications**

A number of these have been looked at this month.

I have been on annual leave for a week.

This is in addition to my normal work

## **Facilities Manager Report (June 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). 2 x new emergency lights ordered.
- Set up and break down of all rooms hires at the Community centre. Cleaning and sanitising all rooms after use.
- Check all bus stops that STC are responsible for.
- Cleaned Police office.
- All 7 x new water heaters now installed.
- Painting and filling work completed around community centre water heaters.
- Arranged graffiti removal from public toilets.
- New UPVC windows now installed at Community centre, all working, and blinds reinstalled.
- New chairmen board installed in Brookside suite.
- Assisted with the help is at hand day on Central Park.
- Reviewed and updated the Christmas Fayre risk assessment.
- Arranged for both roller shutter services, these have been completed.
- Report completed for amenities regarding resurfacing works of play area.
- Arranged staff cover for holidays.
- Measurements and photographs taken for portacabin site.
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### **Pavilion / Memorial Park / Football**

- Regular visit the site to check security. Site fenced off completely.
- Attended Pavilion refurbishment panel meeting on site.
- Sourced and provided 3 x combination padlocks for site.
- Dropped off new defibrillator to site.

### **Barkby Road Cemetery**

- Attended 1 x Funeral
- Tree branch snapped in wind and reported to arboriculturist to check.
- New Tree failure log set up.

### **Syston & District Cemetery**

- Attended and checks completed at Millstone Lodge.
- Attended whilst fire alarm service completed 14/07/22
- Attended and water bedding.

### **Parks**

- All Park checks / playground checks completed weekly and recorded.

- Attended Deville regarding damage to tree. Informed Police.
- Removed 4 x rotten stumps from Archdale Park.
- Timer setting for irrigation system adjusted.

Jason Green

Facilities Manager

## **Senior Administrator**

### **Accounts**

The June accounts are reconciled, the VAT submission for June resulted in a £20K refund. This amount was again higher due to payment of Pavilion refurbishment invoices.

July room hire invoices have been issued. I have been chasing unpaid hanging basket invoices, currently there are three unpaid, these will be chased up accordingly.

### **Allotments**

I attended an allotment inspection on 21 July. All plot holders that received warning letters resulting from the last inspection in May had carried out work since the letters had been issued when checked in June.

The Syston Allotment Society had looked at the amended rule sheet and were happy for it to be issued to plot holders, this is ongoing.

### **Cemeteries**

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

I have been dealing with several enquiries and prepared and issued two Statutory Declarations, plus a Form of Renunciation to transfer the exclusive right of burial for existing grave plots.

### **Room Hire**

Room hirers have responded and provided their public liability insurance certificates, to retain on file.

### **Office**

I have been making enquiries to find a specialist clock repairer to re-set the War Memorial clock which is showing the wrong time.

## **Assistant to the Town Manager Report**

### **Syston Topic**

The current edition of the Syston Topic is out and has been circulated to Councillors. I am hoping to get the next issue out in September so if there is anything you would like included, please let me know.

I have been getting quotations to see how much it would cost for us to get the Topic printed professionally compared to how much it costs us to do in the office with our printer.

### **Help is at Hand Exhibition**

I put on a stand at the Volunteer Centre's Help is at Hand Exhibition on Saturday 9<sup>th</sup> July to help promote what Syston Town Council can do for the community and how we can help residents. East Midlands Today presenter Anne Davies was also in attendance at the event.

### **Website and Social Media**

I am continuing to keep the website up to date with the latest news, events and planning applications. As well as keeping the social media pages up to date. We now have an active Instagram account which I will try to post on as much as possible. You can find it at [www.instagram.com/systontc](https://www.instagram.com/systontc)

### **Football Pitch Hire Comparisons**

I did some research to see what other local authorities were currently charging to hire their football pitches. This went to the Resources committee last week.

### **Booking Enquiries**

Booking enquiries have been steady with lots of enquiries for parties. I have also booked in a new baby group which will be starting January 2023.