

Town Managers Report

The Passing of our late HM Queen Elizabeth II

This very sad news reached me when I was overseas on annual leave. Operation London Bridge plans were instigated and administered by Ursula as the Deputy Town Manager.

The books of condolences have been presented to CBC who are indexing all reflections and filing them at the Leicester Records Office.

Councillor Vacancies

There is currently one vacancy on the Council in Merton Ward:

Forestry Commission Urban Tree Fund

Payment of £9,601.33 has been received by STC from the Forestry Commission and we have in turn been charged by George Walker Tree Care.

Pavilion

- Complete, although there are still some small snagging issues to rectify.
- The official opening was cancelled due to the period of national mourning. New date to be arranged.
- I worked with the Deputy TM to organise the opening and first-time use of the new Pavilion, including having a fire H & S inspection and arranging for the correct fire extinguishers to be in place. The actual opening fell when I was on my first day of annual leave.
- We had quite a lot of work establishing how many keys were needed for each particular locks – DTM and ATM arranged for key cutting and putting on key fobs.
- Thanks to Cllr Tom Barkley for agreeing to hold a key in case of emergency at the weekend.
- Liaised with the caterers for the lease agreement
- Carried out final snagging check
- Discussed and agreed cover for unlocking and locking with Caretaker and passed on some duties to external contractor via DTM.
- Football teams now using facility.
- Cage has only just been installed, will be in use this weekend.
- Caterers appointed and working – see separate report at this meeting.
- A number of last-minute purchases to be accounted for and final claim to be submitted to FA.
- Bisons have paid their first instalment of £1,041.67 as part of the settlement agreement. Three further payments to be made.

Syston Band

Looking for further funding opportunities.

Friends of Barkby Road Cemetery – Barkby Road

Meeting held on 20 September. Chapel open during the period of national mourning. A book of Condolence was available and has now been sent to the Leicester Records Office. Cover has been agreed for the Christmas period and the Chapel will be open on Remembrance Day and Remembrance Sunday.

Syston & District Cemetery

Cemetery of the Year 2022

Our entry has been judged and we have reached the final; our cemetery has been judged to be in the top three cemeteries in the country. The presentation takes place on 27 September 2022.

Food Festival

The Food Festival was a success, with good weather and high attendance. The Lord Mayor and our Chairman, Cllr Tom Barkley both attended in their official capacities.

Allotment Meeting

Attended evening meeting, minutes to be reported through Amenities.

Banking Hub, Syston

Hoped to be open by the end of this year or early next year. There are still problems in securing a suitable building. Two options are being pursued. The old Santander building has been secured by Dominoes Pizza.

Royal British Legion and Remembrance Parades

Forms to Leicestershire County Council have been submitted, notifying of the event on Remembrance Sunday.

Councillor Induction

Cllrs Braker and Cherry attended their Cllr induction training during August.

Senior Premises Officer Vacancy

Work is progressing in recruiting for this vacancy. We held one interview at the end of August and are still advertising. The weekly checks are still being carried out by myself, Ursula, Kay and Sophie. Room layouts are being managed by the members of the Grounds Estates Team.

CPD

I attended an LRALC training course “engaging with young people”

I attended an SLCC Regional Training seminar on localisation, the levelling up agenda and how to improve your parish.

I presented an introduction to the new Clerks in Leicestershire & Rutland for the LRALC induction.

PDRs

I am currently carrying these out from the top down throughout the next few weeks.

Annual Leave

I was on annual leave week from 2 to 13 September.

Monthly Councillor Surgery

Next one 1 October 2022 at 11 am 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

Sports Pavilion

Sports Pavilion keys were handed over to us and in Catherine's absence I made up various sets of keys and signage with SB. I organised MCS our cleaning contractors to open and close the Pavilion for football matches. Meeting with them to provide keys and show them the building. A further meeting was held with the Caterers on site.

Arranged the following:

Set up the Defib in the box and KL registered it.

Fire Extinguishers fitted and signage put up.

Boiler to be serviced.

Shelving fitted in the cleaner's cupboard

Purchased bins, hand wash etc

Updated the insurance for the building and content cover.

Sourced and ordered a slate sign for outside the Pavilion

Cancelled the official opening of the Pavilion due to being in a period of national mourning.

Christmas Event 2022

The Christmas Fayre is now fully booked for this year, and I have received so many enquiries. St John First Aid have cancelled so I have sourced a private company to cover the event. I have been with Billy Bates to see where he will position his small fair rides in the car park.

Tree Panel

A Tree Panel meeting was held in the Community Centre and there were decisions made on three separate tree issues. However due to the death of her Majesty the Queen, these decisions will not be discussed until October Amenities.

Boverton Nurseries

I have been working on the summer bedding displays 2023 for the town, putting together designs, calculating how many plants and what colours are required. Circa 7,500 plants in total. The list has now been submitted to three Nurseries for quotations and hopefully will be back in time for consideration at October Amenities. One is back already which is Boverton, the current supplier.

Community Centre

Arranged for the boilers to be serviced and a new tap installed in the main kitchen. Obtained quotations for ceiling fans in the Brookside.

Graffiti in St Peter & St Pauls Churchyard

Organised the removal of graffiti in the Churchyard with an officer at CBC.

Queen Elizabeth II

Organised the protocols for the death of her Majesty the Queen.

PDR

Prepared for my PDR and wrote up the actions from this.

Senior Administrator

Accounts

The August accounts are reconciled, the VAT submission for August resulted in a £17K refund, due to payment of Pavilion refurbishment invoices.

All hanging basket invoice payments have now been collected in.

Allotments

The allotment holders that received letters resulting from the July inspection have all carried out work to their plots.

The amended rule sheet has been issued to all plot holders.

Cemeteries

During August/Sept six 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 a Statutory Declaration, to transfer the exclusive right of burial for an existing grave plot.

The two declarations I issued in July have now been witnessed and returned and the transfers are now complete.

Office

I have been chasing quotations for repair of the zip-line at DeVille.

Football

League matches have started, the new team Thurmaston dpc have two male teams and one ladies team. Brookside FC no longer have male teams but have formed a ladies team – Brookside Athletic who now also hire a pitch. The ladies team fixtures are being co-ordinated by the league to alternate weekends.

I've arranged for replacement boot scrapers outside the sports pavilion.

I've been to the pavilion to set up and register the new defibrillator at the sports pavilion.

I was on annual leave at the beginning of September.

Assistant to the Town Manager Report – September 2022

Syston Topic

I am working on the latest edition of the topic which will be out by the end of the month. Please email any contributions or ideas across to me to be included in future issues.

Pavilion

I have been assisting Ursula with the opening of the pavilion by getting keys cut and testing that they work. I have also produced signs for the building and ordered/purchased anything that is needed for the building such as bins, hand wash etc.

Queen Elizabeth II

With the sad passing of her majesty the Queen I helped to organise the condolence book and also made sure that the website was updated with the relevant information.

Website

I am continuing to keep the website up to date with the latest news, events and planning applications. I have also added some new pages to the website for road closures and the Topic.

Panel Meetings

I have attended the tree panel meeting and the friends of the cemetery meeting to take minutes.

Social Media

Facebook, Twitter and Instagram are being kept up to date with relevant information for residents.

Booking Enquiries / Room Hire

Booking enquiries are very busy at the moment with parties and other one-off bookings.

Annual Leave

I had a weeks annual leave at the start of September.