

## **Town Managers Report**

### **Cllr Maureen Pacey**

Sadly, December saw the passing of long-serving Councillor, Cllr Maureen Pacey. She was a dedicated and committed member of Syston Town Council and will be greatly missed. The memorial service takes place on Tuesday, 18 December at 11 am at St Peter & St Paul church, Syston. The family have asked for donations to the Leicestershire Air Ambulance in lieu of flowers.

## **Current Projects**

### **Syston Regeneration Project**

At the last meeting of the Regen Panel it was agreed to write up a business plan including an overview of the current situation this will lead into a focussed Action Plan with three broad headings – one area for each committee. This has been brought to Full Council for approval and implementation at the December meeting. Fine tuning and extrapolation of financials will be discussed with the Regeneration Panel in January 2019.

### **CCTV Coverage – Central Park**

Work has commenced for the installation of three CCTV cameras at Central Park as approved by Council. inclement weather has made the ground conditions too wet to work with but it is still hoped to have this in place by late December/early January.

### **CCTV Coverage – Melton Road, by Railway Station**

This will be installed in January 2019.

### **Replacement Windows and Fire Door at the Community Centre**

Application for Climate Change funding from LCC in progress.

### **High Street Lorry Problems**

Road narrowing scheme now being replaced with a row of bollards outside the Gambles premises.

### **Councillor Recruitment**

Syston Town Council have four vacancies for Councillors in the following Wards:

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

An Open Evening has been arranged to be held at the Queen Victoria pub on High Street for Wednesday, 13 February from 6 pm. It would be helpful to know which Councillors will be in attendance so that I can allocate some light duties, ie meet and greet etc.

To date the following Councillors are assisting with the event:

Cllr Paul Henry, Cllr Eric Vardy, Cllr John Lucas, Cllr David Pepper

### **Allotments**

Water Plus have advised me that they will revise the recent invoice for £5 900 with a reduced amount. To be advised.

### **Citizen of the Year Award**

An advertisement for nominations for the Citizen of the Year Award and the Young Citizen of the Year Award has been placed in the December/January edition of Syston Town News, around the town and at the Community Centre.

### **Fields in Trust**

I met with a representative from this organisation this week and will be progressing protection for more of our parks with this organisation (to be approved by Council).

### **Meeting of Chairs**

The monthly meeting of Chairs of Committees and the Chairman has been cancelled for December and will re-commence in January.

### **PDR**

The Chairman has carried out my PDR with me, using a new form that I obtained following an appraisals training course I attended at LRALC. All staff will now be undergoing their PDRs.

### **Panels – updates since Amenities Committee Meeting**

#### **New Cemetery**

Work progressing. There is an issue with the planning permission on the roof of the pavilion. Update to be advised at Full Council.

#### **Tree Panel**

Tree Panel agreed to follow up the recommendations from the Tree Survey. Initially our own ground staff will carry out the works that they are capable of Secondly the contractors will pick up any residue works Major works will be quoted for by tree surgeons.

#### **Pavilion Panel**

A ground staff meeting was held to consider the recommended pitch improvements suggested by the FA. Groundsmen were open to further training and provided feedback on suggested pitch improvements, but they have not progressed this with me. I will follow up.

### **Christmas Celebration Event**

This is covered by US in her report. However, congratulations to the panel for an excellent event which was extremely well received by the public, stall holders and local businesses in Syston.

### **Food Festival**

US and I met with the organiser for the Food Festival to discuss the strategy for taking this forward. Initially we are providing him with the contact details for local

independent food suppliers who may be interested in having a stall. He will be approaching Pukka Pies with a request for sponsorship of the event. Logistics of parking and advertising were also discussed. We will meet with him again in the new year for a progress check.

### **Diary Dates**

- 19 December 12 pm – 2 pm – Christmas drinks for Councillors and Staff at C Ctr (TBC)
- 21 December – Council Office closed until 2 January
- Saturday, 5 January 2019 – Councillors Surgery 10 – 11 am

Please remember to join up to our Facebook page for further developments at Syston Town Council:

[social@systontc.org.uk](mailto:social@systontc.org.uk)

Website: [www.systontc.org.uk](http://www.systontc.org.uk)

Twitter: @Syston\_TC

Catherine Voyce - Town Manager

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

### **Christmas Event**

The Syston Christmas Celebration held on Sunday 2 December appeared to be a great success with the closing of Melton Road to hold the event. The event was extremely well attended.

A huge thank you to all Officers and Volunteers who helped with the organisation of the event on the day. It was very well run, and we have received a lot of positive feedback from both Public and Stallholders. Everyone thought it was so much better being held on the road instead of a wet, muddy park as in previous years.

The Event's Panel will be having a de-brief of the event in late January to take on board any comments, and to see how the event could be improved upon for next year.

### **Precept 2019/2020**

The Draft Precept for 2019/2020 has now been finalised by the Resources Committee and a 5% increase in Council Tax for Syston ratepayers has been approved. This is an increase per household of 0.10 pence per week. The Precept will be submitted to Charnwood in January for their approval.

In the future more and more services will be passed down from LCC to the Town Council and therefore more funding will be required.

### **Churchyard**

I have been working on actions from the Churchyard Panel including looking into costs for an extra street light on the pathway by the West Door, which is a dark area of the Churchyard. Currently obtaining quotes to have six panels of wrought iron railings removed on the far side of the Churchyard boundary.

### **Skate Park**

Investigating the cost of putting an additional lamp post on the pathway by the Skate Park, establishing who owns this path and if planning permission is required.

## **Food Festival**

Been working with Food Gusto who are the company putting on a Food Festival for the Council on Sunday 25 August 2019; helping with contacts of local traders who may be interested in being involved.

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

### **Christmas Event**

This month I have been assisting Ursula with preparing for the Christmas Event which took place on Sunday 2 December. I created some maps to direct stall holders to the available parking areas where they could leave their cars for the day. I also helped with directing the stalls into the correct place on Melton Road in the morning and then later on I was assisting at the Grotto.

### **HSS Hire of Generator**

HSS who we hired a generator from for the Grotto at the Christmas Event sent an invoice through for more than we were originally quoted so I have been in contact with them to try and find out as to why this was? After providing evidence of the original quote emailed to me they have agreed to change the invoice.

### **Councillor Recruitment**

I have designed and displayed some posters to help try and attract people to join the council. These are displayed on all of the town noticeboards as well as in all of the community centre rooms. The poster also advertises the Councillor Recruitment Evening at the Queen Victoria Pub on Wednesday 13 February 2019.

## **Senior Administrator's Report**

### **Allotments**

I am preparing the allotment rental renewal letters ready for issue in December. The letters will give twelve months' notice of the revised fees for 2020 which were agreed at November Amenities Committee meeting and ratified at Full Council. Following a plot inspection on 20 November, warning letters were issued to plot holders not keeping their plots up to a suitable standard. Responses are being monitored. There are currently 122 plots rented.

### **Christmas Event**

Taking part in the Christmas Event as a steward was an ideal way to get feedback regarding the event, comments from the stall holders and the public were very positive. The people taking part in the entertainment programme were also very pleased with the event. The existing shop holders that opened on the Sunday of the event thought that it was an excellent idea to close Melton Road, there were no complaints from residents regarding the road closure. I liaised with two local businesses on St Peters Street and they allowed us to use their car park on the day as an overflow, which worked out very well.

### **Room Hire Fees**

I will be issuing letters to each charity group during January to give them advance notice of the increase in the registered charity room hire fees which will take effect in

April 2019. The increase was agreed at November Resources Committee and ratified at Full Council.