

Town Managers Report

Current Projects

East Midlands in Bloom 2018

A presentation evening was held on Friday, 28 September at the Queen Victoria public house, 6.30 for 7pm. Certificates and vouchers sponsored by East Goscote Nurseries, Wyevale Nurseries and Syston Town News were presented to the Front Garden Competition winners. The winner of the Front Garden Competition also received the Winners Shield sponsored by Syston Town News. Syston in Bloom received a Silver Gilt Award for their work at the Railway station. Flowers purchased by the Chairman were presented to members of U3A Flower Club and Syston in Bloom. The Grosvenor Snooker Club did not attend the function but are in receipt of their Silver Gilt Award certificate.



Mr Sai Baba and family – winner of the Front Garden

Competition





System Regeneration Project

An Action Plan based on the feedback from the consultation with key stakeholders in Syston has been drafted for consideration, together with an outline five year business plan which will be discussed by the Panel at a meeting on Friday, 18 October. This will be brought to Full Council for approval and implementation in time for the December meeting.

CCTV Coverage – Central Park

ADT are preparing to install three CCTV cameras at Central Park as approved by Council. Syston Bowling Club have confirmed that we can connect via their own Broadband connection for the camera near the War Memorial. RM Groundworks have been appointed to prepare the civil works as this is a cheaper option than ADT quotation and ADT are liaising with both R M Groundworks and Syston Bowling Club.

CCTV Coverage – Melton Road, by Railway Station

I have advised ADT to look at an alternative to working with The MACE shop for the broadband connection, as they are still procrastinating. ADT have a couple of alternatives and are working on this now.

Replacement Windows and Fire Door at the Community Centre

Application for Climate Change funding from LCC in progress.

Winfield Park – RoSPA

The Proludic engineer has called to site and has agreed to carry out repairs totalling around 8M. This will be carried out in October, probably w/c 29 October.

WWI End Centenary and Procession

Traffic have been appointed for traffic management. Further information regarding the route will be published in Syston Town News, November edition. October edition provided details of the road closures.

The Council offices will be open from 9 am on Sunday, 11 November. Ed Argar MP has confirmed his attendance, as has the Deputy Lieutenant for Leicestershire, Richard Brucciani Esq OBE DL. Deville Twinning Association are also in attendance this year.

The parade will meet from 10.30 am at the Melton Road Car Park ready to march from 10.45 am.

All arrangements are now in place.

All Town Councillors are encouraged to attend, if you have difficulty marching, there are benches at the Memorial and Peace Gardens where you can wait.

An article regarding the road closures will be in the October edition of Syston Town News and a follow up article regarding the Procession and where to meet etc will be printed in the November edition.

Union Jack Flag at Central Park

Royal British Legion have supplied a Union Jack flag. The flag pole has been ordered. We have been assured this will be in place before the Remembrance Parade.

War Memorial Clock

A company looked at replacing the clock with a solar powered clock with GPS timing. Unfortunately, the clock face area is too small to incorporate this type of clock. One quotation for a replacement has been received and a quotation to refurbish the existing clock is expected very soon.

High Street Lorry Problems

Development Committee approved the Highways proposal, and this will be confirmed to Highways after Full Council.

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

A Panel has been appointed by Council to promote our vacancies and will have met on Friday, 19 October.

Syston Carnival

As you know, there are talks taking place about the role of the Council in assisting with the Carnival in future, whether that be in a supporting role or a lead role. We await further information from the Carnival Committee.

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.

System in Bloom Quiz Night

Councillors and their spouses are invited to join the STC quiz team, Simple Minds, on Saturday, 27 October. Hot food will be served at the event which is being held to raise funds for East Midlands in Bloom. Please let me know if you are able to join the quiz team, we currently only have three members.

Health & Safety Audit

An audit of the Community Centre and all out-buildings has been carried out, resulting in a clean audit. The assessor was particularly impressed with the standard of cleanliness and tidiness of the Community Centre. I have written to cleaners, Bev Sheffield, Jo Kettel and Premises Officer, John Rogers to thank them for their excellent work.

Panels – updates since Amenities Committee Meeting

New Cemetery

Contractors have been appointed and a contract is being drawn up. The build time is weather-dependent but completion is estimated at 12 – 20 weeks from start date of November. A meeting is being arranged to agree the contract and also to review/set the burial pricing schedule for the new cemetery.

Tree Panel

The Diocese of Leicester have confirmed their approval for further works to be carried out on the two trees to the West of St Peter and St Paul Church. Planning Permission with CBC has been applied for and a decision is expected on 9 November.

A contractor has been appointed to re-assess the Council owned trees in Merton Ward and the Cemetery.

Pavilion Panel

Approval for new plans to be drawn up has been granted. A ground staff meeting is being called to consider the recommended pitch improvements suggested by the FA.

Disciplinary Process

Reported to October Full Council.

SOS Charity Fashion Show

An SOS Fashion Show has been planned at STC for Friday, 2 November 2018. The event including a raffle is to raise money for the Chairman's Charity, The Woodland Trust. If you fancy a trip down the cat walk, please contact the office as a couple

more female models are needed. If anyone would like to help on the ticket desk or bar, please contact the office.

Diary Dates

- 27 October, Syston in Bloom Quiz Night, Syston
- 2 November 2018 – SOS Fashion Show in aid of Woodland Trust at Syston Community Centre 7 pm for a 7,30 pm start
- 3 November 10 am – 11 am Syston Community Centre – Councillors Surgery
- 3 November from 7.30 pm – Queniborough Village Hall – Armistice Dance arranged by Royal British Legion, tickets £8 per person (civilian & military dress encouraged – 1900 – 1940s)
- 11 November 10.30 – 11.30 am Remembrance Parade, meet at Melton Road Car Park from 10.30 am – followed by short Church Service at St Peter and St Pauls Church and excellent display of WW1 memorabilia including photographs and history of our heroic Syston soldiers that did not come home

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

social@systontc.org.uk

Website: www.systontc.org.uk

Twitter: @Syston_TC

Catherine Voyce - Town Manager

I have asked STC Officers to provide their own updates for this report, please see attached:

Deputy Town Manager's Report

Internal Audit

The Internal Auditor we have used for a number of years has retired and the Resources Committee have now decided to appoint LRALC as our new Internal Auditor.

SOS Charity Fashion Show

I have been collecting some good raffle prizes to help raise money for the Woodland Trust at our SOS Charity Fashion Show on Friday 02 November. Prizes include a Boden Gift Voucher, a Next Gift Voucher, A Family Ticket to Manor Park Farm, a tea for two, Costa Coffee Voucher and a manicure to name but a few.

Hoping that the Fashion Show will be as big a success as the one held in May.

Precept 2019/2020

The budgets for 2019/2020 are currently being worked on. Each Committee is examining their expenditure in detail and costs are trying to be saved, as it is highly likely that the grant from Charnwood will cease this year.

Dispute with HMRC

A large amount of time has been spent trying to sort a Payroll information dispute out with HMRC regarding one of our employees. Hopefully this has now been resolved through dialogue and emails with the Dispute Team.

Structural Testing of Street Lighting Columns

A structural test of Street Lighting Columns to ensure they are structurally sound to erect Christmas lights on them is a requirement by law. Syston's street columns have been tested and approved until 2019. LCC are no longer carrying out this testing and I have been obtaining quotes from other companies, which are currently being considered in preparation of the 2019 /2020 budget.

Flag Pole

This is on order and should be installed by the end of this month.

Vandalised Notice Board

The new notice board on Barky Lane has recently been vandalised; a new panel is on order.

Requests for Hire of Central Park 2019

I have been looking into a number of requests received for the hiring of Central Park for different events next year.

Funtopia – a community family day which was hugely successful this year have asked for a three day event from 4 – 6 May 2019.

SaDVC want to hold a Musical Festival on Sunday 26 May 2019..

Billy Bates Fair will probably come to Syston in June again next year as this was more successful than in previous years when they came in September.

A family Fun day on Saturday 27 July 2019 has already been booked.

A Food and Drink Festival is being planned for Sunday 25 August 2019 by 'Food Gusto'.

System Carnival will be held again at the beginning of September with possibly a new Committee.

Panels:

Churchyard Panel

- A big tidy up of St Perter & St Paul's Churchyard and some tree work has now taken place.
- A new replacement brass plaque has been ordered for the Rose Garden to commemorate all our past service men and women.
- 'No dog fouling' notices have been ordered for Placing in the Churchyard.
- The wrought iron gates at the entrance are shortly going to be refurbished and painted.
- An area has been cleared close to the entrance to plant a wild flower bed in the Spring.

Events Panel

- Advanced notices for the Road Closure will be erected by Traffix two weeks prior to the Christmas Event.
- Recommendation by Highways is to place Notices of the Road Closure in Aldi, Tesco, Wilko and Poundstretcher.
- Letters have been sent out to retailers, residents, buses and emergency services.
- Some extra parking on the day has kindly been granted by 'Little Springers Gymnastics' providing 8– 10 spaces.
- Posters and leaflets have been ordered.
- There are currently about 10 stall spaces remaining.
- 10 shops have entered the Shop Window Competition which will be judged by the Scouts on Friday 30 November.
- Two Temporary Events Licences have been granted by CBC for the entertainment.
- Buildbase have kindly offered their lifting gear to help lift the Christmas tree into position on Park Square.

SENIOR ADMINISTRATOR – NOTES FOR TOWN MANAGER’S REPORT

The spring bedding which I ordered in July is due to be delivered week commencing 22 October ready for autumn planting.

The Union flag at the Community Centre had become worn and faded. The previous supplier no longer provided the type of flag required, so I sourced an alternative supplier. The new supplier produces flags for the MOD. The flag is now in place, it comes with anti-fray edging so should last for quite some time.

The hot water boiler in the Community Centre kitchen, which is used by groups hiring the Brookside Suite, had become worn out. After checking with an electrician it was found that it was not possible to safely repair the boiler, so I sourced the best possible price from an existing supplier. The new boiler is now in place and I’m told by the Young at Heart organisers that it’s much better than the old one for making instant custard!

The electrode pads in the defibrillator at the Community Centre were reaching their expiry date, new pads have now been supplied by Heartbeat Trust and fitted by the Premises Officer.

This is all noted on the weekly report I send online to Heartbeat Trust once the Premises Officer has checked both defibrillators.

With the Christmas Event fast approaching I have been helping with planning where the stalls will be situated, and also negotiating extra parking facilities for the stallholders.

Work continues with transferring data from several original Cemetery record books onto one spreadsheet for ease of use when searching for Cemetery information. The spreadsheet has already proved to be helpful when taking Cemetery bookings and researching and locating existing plot information.

After receiving details from the Allotment Society regarding plots that were not being kept to a satisfactory standard I issued warning letters to five allotment holders. After receiving two warning letters regarding the poor condition of their allotment plot, one plot holder decided to release their tenancy, the plot now has a new tenant. Two further plot holders began to improve their plot after receipt of their first warning letter. One of the plot holders was granted extra time due to personal circumstances and the fact that the plot in question borders the high hedge. In addition to this a plot holder that had rented their plot for quite some time had decided to give up, this plot also has a new tenant.

I have reconciled the accounts for the month of September and submitted the VAT declaration, the refund of which has now been received from HMRC.

