

Town Managers Report

Office Operations

See Item 12.

Melton Road Car Park and Public Toilets

Car park resurfaced during the last week of October. Toilets remained open and no issues reported.

Councillor Vacancies

There are four vacancies at the Council in wards:

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

Please continue to promote the Councillor vacancies to any of your Syston-based friends and family.

Syston and District Cemetery

- There is a problem with the broadband line for the CCTV; I am meeting with ADT on Wednesday 25 November to address this.
- The double sink and hot water is now installed at Millstone Lodge.
- The next cemetery meeting is arranged for Tuesday, 24 November at 10 am.
- £36K has being invested for Phase 2 development. £5K retained for contingency on Phase 1.

Cemetery rules in terms of attendance at funerals have remained unchanged during the second lock-down. Up to 30 people in attendance including funeral directors. Caretaker is stewarding toilet usage at Barkby Road Cemetery (one in the area at one time) and Cllr DP is stewarding the Syston & District Cemetery toilets.

Pavilion

Short listing took place on 11 November; Interviews were held on 16 November. A further meeting with the architect is planned for 24 November when a decision to appoint will be made. Remaining Timeline is:

Date	Activity
17 September 2020	Issue of Tender Invitation and TQQ
8 October 2020	Deadline for clarifications

Mid-day 30 October 2020	Tender and TQQ Return Date
W/C 9 November 2020	Evaluation of TQQ and Tenders completed
16-20 November 2020	Provider pre contract interviews
w/c 23 November 2020	Contract Award
February 2021	Start on site

Pitch surveys of all six pitches for the Football Foundation have been completed and submitted. Recommendations for improvements have been fed back and are being considered.

The funding bid to the FA will be completed once the contractor has been appointed "subject to funding".

Syston Allotments

Age UK are in the process of taking on a communal allotment plot for use by elderly residents in Syston. Charnwood member grants are proving some financial support in the supply of gardening equipment for Age UK. A grass verge outside the allotments that was dug up by road contractors and promised to be re-turfed has still not carried out. I am chasing this up for the third time.

Memorial Sunday, 8 November 2020 and Armistice Day, 11 November 2020

Reported through Development Committee.

Members of the Syston community were invited to stand on their own doorsteps to hold a two minutes silence and had been supplied with a poster (Syston Topic, STC website, Syston Town News) to display in their windows, similar to the NHS window poster scheme.

- The event for Remembrance Sunday was cancelled just before national lockdown was announced. A much reduced event took place where wreath layers turned up to lay their wreath and pay their respects.
- Syston Band played the last post.
- A small crowd had gathered but all were in their own social groups and suitably distanced from others.
- Official Attendees were:
 - Vice Lord Lieutenant, Colonel Murray Colman (and family)
 - Cllr Tom Barkley, Chairman of Syston Town Council (and his wife)
 - Catherine Voyce, Town Manager, Syston Town Council (and facilitator)

- Mr Ian Robinson and two sons – Merchant and Royal Navy
- Mr James Poland (LCC) & his wife
- Sergeant Ryan Rickman (Leicestershire Police)
- Mr Chris Bodycot (Scouts)
- Terry Measures (Conservative Club and Syston Working Men's Club)
- Members of the Syston Royal British Legion
- Mrs Fiona Henry Twinning Association
- Approximately £25 in donations were made at the event.
- Barkby Road Chapel had also been decorated to commemorate Remembrance Day with wreaths and poppies supplied by RBL. The Chapel was open to visitors and appropriate music was played. £6.50 in donations was left in the Chapel for Poppy Day.
- Lamppost poppies are in place throughout November.

A second pared down service was held on Armistice Day at the War Memorial and attended by the Royal British Legion, myself and a small crowd.

IT Support

New Siris backup software has been installed. Officer email signatures will soon be accompanied by direct links to our Facebook, Twitter and Linked-in pages and a head and shoulders photograph.

Syston Topic

November edition out. Please let me know if you have not seen one. December is currently being prepared. We would not normally do a monthly bulletin but the fluid situation of Covid-19 is making our news out of date quick enough to justify the need for a monthly one for now. Cllr Visavadia has provided an article for December issue. Any Councillor wishing to make an editorial contribution either about themselves and their work or a Syston related issue, please contact the office.

Friends of Barkby Road Cemetery – Barkby Road

A meeting was held on 10 November and some excellent progress has been made. A report will be presented to Amenities Committee in December.

CCTV Melton Road, by the Railway Station

Structural test results came in and were immediately submitted to LCC. They are currently working with ADT to finalise this.

Air Quality in Syston

I had a very interesting meeting with Peter Wetherill from Charnwood Borough Council who explained how the monitors worked, the locations in Syston, current concerns and the future of monitoring. I will present a report to the Development & GP Committee.

Litter and Litter Bin Panel Meeting

A one-off meeting was held to look in more detail at solutions to the continuing problem of cigarette related litter in the gutters as well as the provision of litter bins in the town.

I have a brief follow up meeting on Monday, 23 November and will report back to Development Committee.

Budgets 2021/22

Ongoing analysis of budgets and precept for 2021/22 has been taking place between Deputy Town Manager, Facilities Manager, Chairman and myself. Final budgets to be agreed in December 2020.

Monthly Councillor Surgery

These are still being held, the next one is Saturday, 5 December at 10 am via Zoom. Cllr Tom Barkley is in charge of arrangements for this.

Diary Dates

5 December 2020, Councillor Surgery by Zoom 10 – 11 am

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

Deputy Town Manager's

Draft Budgets for 2021-2022

I have been updating the Draft Budgets as they go through the relevant committees and recently had a meeting with the Town Manager and Chairman to discuss. Our aim is to try and get as close to a balanced Budget this year as possible. The Draft Budgets will be finalised next month ready for submission to CBC in January 2021.

Website

I have been updating the website with reviewed policies, Town Manager Reports, Payments, Traffic Regulation Notices, minutes, and reports.

Churchyard Panel

Slabs have been put in front of the newly installed bench
A pile of debris has been removed from behind the retaining wall
The rose garden has been weeded and tidied up
All epicormic growth has been removed from the trees
The wild flower area will be strimmed and raked shortly to tidy up this area in preparation for the Spring.

Quotations have been obtained for some minor tree work and renewal of a tarmac pathway which will be discussed at the next Panel meeting.

Tree Panel

There has not been enough tree work to call another meeting.

A full tree survey will begin on 14 December by Tindle's Tree Care.

Tindle's will remove a diseased Beech Tree on Central Park on 5 or 6 January 2021, weather dependant as they need to get their machinery across the park.

Swinton Ariel have been asked to remove a diseased cherry tree on Central park but no response from them to date.

Summer Bedding

Designs for the summer bedding have been finalised, quotations received, and an order has been placed with Boverton Nurseries in Wales, same supplier for the Spring Bedding next year. A pastel colour theme to compliment the hanging baskets.

Summer Hanging Baskets

128 hanging baskets have been ordered from Plantscape and this year far more local companies have sponsored them. A pastel colour theme for next year.

Christmas Lights

The Christmas lights have been put up in the town but lights in two trees on Brookside have failed due to storm damage. I have obtained quotations for replacing and installation of these lights which will be going to Full Council next week for discussion.

New Contract for Christmas Lights

It has been difficult to obtain quotations for a two -year contract to install and take down of the Christmas Lights as it is a very specialised job. Two quotations were received, and it has been awarded to Metric Services Ltd.

Christmas 2020

Although there will not be a Christmas Event this year we have put up the Christmas lights to create some festivity and I have ordered a Christmas tree for Park Square. We are still going to run the Shop Window Competition; a chance for retailers to dress their windows and win a cash prize.

Machinery Maintenance

The Machinery maintenance this year has been split on cost between two companies.

Training on Zoom

I have recently attended two LRALC training courses on:

Agendas and Minutes which proved to be very useful, keeping up to date with current Legislation and Best Practices.

Meeting Confidence: Presenting & Handling Challenges.

The above work is in addition to my normal work duties.

Senior Administrator

Allotments

I have offered the next person on the waiting list the plot that has recently become available due to termination of tenancy. Their response is awaited.

Cemetery

I have completed the transfer of a burial plot at Barkby Road Cemetery, which has been returned to STC ownership. I have sent out the forms for signature to a person that is transferring ownership of their grandfather's burial plot into their name. I am dealing with two further transfers which are ongoing.

Football

All the football teams have paid their invoices for the week before lockdown.

Telephone System

The new provider Berry Telecom are classed as essential workers, so the installation date of 11 December remains as before.

Photocopier Lease

The lease documents have been signed and returned to Sharp Business Systems; an installation date is awaited. I spent some time sorting out a problem with the current photocopier, there was a software issue which has now been resolved.

Working from Home

I am working from home more frequently as required due to lockdown, but still also attending the office once or twice a week.

Training

I have been completing training modules and passed Equality & Diversity, Health & Safety In The Office and will continue to complete more this month.

Assistant to the Town Manager Report

Syston Topic

The November Issue of Syston Topic is currently in progress and will be out before the end of the month. I will circulate to Councillors as soon as it is finished.

Tender Printing

I have been assisting with printing out the Tenders for the Pavilion Panel to look through and shortlist. These were all posted out to panel members.

Christmas Cards

Christmas cards have arrived, and I have been busy getting addresses together and on labels ready to send out in December.

Wreath Centre

I worked on a centre for the syston Town Council Remembrance Wreath which was laid at the War Memorial on Remembrance Day.

Guest Passwords

The guest Wifi Password at the Community Centre will now be changed every quarter. The passwords will be displayed in the community centre rooms for visitors who are using them.

Room Bookings

Room bookings are currently not going ahead due to the second lockdown. Support groups and Mental Health Groups can still go ahead. We have M.A.D.S who are a mental health group in every Wednesday morning at the moment and In, Out and About who are a Adult Social Care Group.

Home Working

Due to the second lockdown I am now back working part time in the office and part time at home.

Facilities Manager Report

Community Centre

- All relevant building safety checks completed such as fire alarm, emergency lighting, fire extinguisher and water flushing, everything in order.
- Legionella testing completed over 2 days by GES over the whole Estate – Awaiting the Risk Assessment and recommendations
- Amended the heating and timings for CC due to lockdown
- Report produced Re: Floor cleaning (2 x quotes obtained)
- Anti-Thrust plates fitted to Main Doors to Centre – Crime prevention
- Room sets ups for M.A.D.S and Inside out completed with enhanced cleaning sanitising after use. (Groups exempt from lockdown allowed to meet as support groups)
- Risk Assessment completed re: Vehicle use
- Repaired radiator in jubilee room
- Continued to sanitise all touch surfaces regularly
- Obtaining quote for the cost to monitor Community Centre alarms.

Training

- Have completed H&S training with cleaners in relation to PPE
- I have completed H&S training in relation to ladder safety / first aid / environmental awareness
- I have recently updated my online CPD for IOSH

Pavilion / Memorial Park / Football

- Have reviewed tenders for renovation works at Pavilion
- Have attended tender short list interviews and asked questions.
- Currently reviewing F.A assessment report on Memorial Park
- Covid-19 signage put up at Pavilion, sanitiser station set up. All soaps, paper towels and cleaning products restocked.
- All relevant building safety checks completed such as smoke detectors, emergency lighting, fire extinguisher and water flushing everything in order.
- Have shown several contractors around building with regards the tender
- Repositioned heras fencing around the container due to anti-social behaviour.
- Report completed as football cancelled for lockdown period.
- Extra signage re: Social distancing put up
- Football pitches are still being cut and lines remarked

Cemeteries

- **Barkby Road**

- Bonsar truck report completed, truck to be sold and space in garage will now be utilised for storage of the sit on mower.
 - Heather removal has started by estates team.
 - Smoke detectors have been serviced by Metric
 - Spring bedding planted by estates team
 - Signs put up regarding restrictions due to lockdown on chapel / Toilet
 - Have attended all funerals to ensure toilet facilities are accessible.
 - Obtaining 2 x quotes for fixed wired fire alarm for the chapel and adjoining estates building.
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- **Syston & District**
 - Spring bedding planted by estates team
 - 2 x benches fitted
 - Hedge cut and chipped
 - New sink unit / cupboard and work surface all fitted

Parks

- Memorial fence / Park entrance Melton roadside all painted
- Moss around memorial treated
- All spring bedding has been planted
- All weekly park checks completed
- ROSPA report recommendations now all completed
- New Zip wire seat now fitted at Deville Park
- New light controller fitted by Metric for Soldier at Park Square
- Epicormic growth removed from trees at Central park and in Church yard.
- Bench and slabs fitted at the Church yard
- All 3 x de-fibs in town checked weekly and all fine
- Brook cleaned / litter pick
- All brook side planters have spring bedding plants
- All new signage regarding sanitising and social distancing put up at all play parks.
- All poppies have been put up and now taken down for Remembrance Day.
- All Christmas lighting has now been put up by Metric