

Town Mangers Report

Office Operations

The office is currently being manned for four days a week but not full days.

We are planning to open up the office to the public from 1 July. The office will not be manned to full capacity at this stage but there will always be one person in the office from Monday to Friday during normal office hours.

The doors will remain locked and only one member of the pulic allowed at reception at any one time.

Hand santisers will/are already available and signs asking people to wash and sanitise their hands upon entry will be in place.

Return to Work Risk Assessment and Policy for Covid-19

Risk assessments passed to DTM for circulation to all staff.

Facilities Manager

Steve Eckett is currently providing a skeleton service covering the essential elements of the Premises Officer role; this is working well. The successful applicant, Jason Green, is starting with his employment with us from 29 June. I am expecting to meet with him w/c 22 June for an informal introduction to the Council. His original expected start date was 20 April.

Central Park Spring Bedding

I met with a contractor from IdeVerde to take advice on orders for the Spring 2021 bedding plants in Central Park and the two cemeteries, I wait feedback and a quotation.

Skate Park Flood Lighting until 8 pm

Delays on this due to the company, Sports Lighting now not being sure of a suitable source of power. It is and was expected that they connect to the CCTV post, John Hadfield from CBC has confirmed that this is suitable and is liasing with them. On a positive note, the S106 monies for the deposit of £2,375 which I applied for in March have now been paid by CBC. No further progress on this to date.

PDRs

Staff PDRs have started, all office staff complete, to be followed by externally based staff.

Councillor Vacancies

There are five vacancies at the Council in wards:

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

I have received interest from one person who is expected to attend the meeting today.

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

Syston and District Cemetery

- Rose bushes are now planted and being watered by Cllr David Pepper.
- The selective weed killer and grass seed has been applied.
- The height restrictor and hazard signs have been installed.
- The BT router has been installed – ADT have provided a connection date of 10 July for the CCTV, intruder alarm and fire alarm. I have asked for an earlier date and advised that we can react at short notice.

Hawthorn whips for the hedging have arrived, but currently the ground is too hard to plant them, also they would need a good deal of regular rain or watering until they were established. Therefore, Jack Tindle has kept them at his depot until the planting conditions are improved; the recent rainfalls should be helping to alleviate this problem.

There is a meeting of the Cemetery Panel planned for Tuesday, 23 June via Zoom.

Pavilion

The detailed specification has been approved by Council; I have had to re-register with the National Contractor Website, as our previous registration used for the Cemetery construction had expired, approval for our registration took three days. I am now working on the tender invitation. It is anticipated that the Football Foundation will be partially funding this project. I had applied for S106 monies for the architects' fees to be reimbursed but have been advised that only the actual build costs will be funded.

Syston Allotments

The allotments have remained open and people have applied common sense and social distancing when tending their plots.

The replacement water pump has been fitted during the Spring, now a solar powered pump. The Committee are unable to meet at present as many of them do not have internet access. Allotment enquires have significantly increased during lockdown and the current waiting list at last count was 45.

Tree Panel

A meeting will be arranged shortly in preparation for the end of the bird nesting season.

Playgrounds

The RoSPA inspection of the playgrounds has not found any serious problems. The report and action plan have been presented to the Amenities Committee and they have given approval for actions to be taken within agreed budget limits.

Syston Bowling Club

Sports such as lawn green bowling are allowed to take place with social distancing measures actioned. No more than three lanes are open at any one time, and only two people per lane

allowed. A booking system is in place, it is great to see members having a good time on the green again.

VJ Day

We will wait for Government guidance on this, due to take place in August.

VE Day Commemoration

The flower bed in Central Park has been planted and is an excellent tribute to this celebration, the recent rain is really helping the plants to bed-in and flourish.

Health & Safety – Annual Inspection

The inspection covered all buildings and a small number of issues have been highlighted. An action plan is in place and is being monitored through Resources Committee. Outstanding actions will be passed to the Facilities Manager at the end of June.

Internal Audit 2019/20

This has now been reported to Resources Committee and presented to full Council at this meeting.

Training

Time Management webinar hosted by SLCC on 9 June

Emotional Resilience webinar hosted by SLCC on 20 June

Syston Topic

Next edition due out imminently.

Friends of Barkby Road Cemetery – Barkby Road

A meeting to be set up via Zoom in June/July depending upon availability of members.

CCTV Melton Road, by the Railway Station

Ready for ADT to complete – to be taken to Development & GP Committee in July.

Spring Clean

It is hoped to be able to hold a delayed Spring clean in September (doubtful!)

East Midlands in Bloom 2020 - cancelled

I am working on the route for 2021 – taking in Syston heritage, as was planned for 2020.

Monthly Councillor Surgery

I attended this via Zoom – due to reduced opening times of the office and the need to ensure the public are able to speak to an Officer as well as Councillors.

Diary Dates

4 July 2020, Councillor Surgery by Zoom 10 – 11 am

Annual Town Meeting 22 September 2020 7 pm followed by Full Council at 7.30 pm

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

Deputy Town Manager's Report

Internal Audit

The internal Audit was carried out on 22 May 2020 by LRALC and all the accounts were clear. A few minor suggestions have been put into an action plan.

External Audit

The AGAR has been completed; the Annual Governance Statement and the Accounting Statements are ready for approval at the Annual Meeting of the Town Council. Once these are approved and signed the External Audit will be sent to PKF LittleJohn.

Employee Handbook and Policy Handbook

The Employee Handbook has been updated and a few policies taken out and put into the Policy Handbook. A new Coronavirus Policy has been added. A list showing the Policies and Procedures has been added to the Employee Handbook. This has now been sent off to Ellis Whittam for approval.

Councillor Attendance

This has been updated and presented to the Annual Town Meeting showing Councillor attendance over the past year.

Revised Budgets

£34K is the possible loss of revenue due to the Community Centre being closed and football revenue unknown; each Committee have been looking to see where they can save on expenditure this year with help from TM and DTM.

Compliance of Credit Card Terminal

I have completed a re-attest of our compliance with the Payment Card Industry Data Security Standard (PCI DSS).

Burial spreadsheets

A burial spreadsheet has been completed for the Syston & District Cemetery and the spreadsheet for Barkby Road burials is now complete with two sections of ash interments added.

Paperwork to Funeral Directors

Rules and Regulations, prices of leases and options of various ash interments at the Syston and District Cemetery will go out to all Funeral Directors.

Central Park Events

There have been several requests for events on Central Park, but Council have decided not to allow any events this summer due to Government Regulations regarding the pandemic. US to contact all enquiries with a response.

RoSPA

The RoSPA reports have been put into an action plan and US is to work through it; the main one being to source a new seat for the zip wire on Deville Park

PDR

My PDR was carried out last week by the Town Manager and actions produced.

Confidential Drive

I have worked through the shared drive on the computers and transferred all confidential items to a separate drive with limited access.

Tubs at Community Centre

As part of the Bloom for Syston Group I have sourced some bedding plants in a new colour scheme and planted up the stone tubs outside the Community Centre. This will provide a summer floral display as there will be no hanging baskets this year.

Senior Administrator

VE Day Bedding Display/Summer Bedding

I liaised with the supplier of the VE Day carpet bedding plants. The delivery company had some last-minute issues and were unable to meet the delivery date and time arranged. They could not fit our delivery in on the allotted day. After speaking to the park contractor, staff, and the supplier the issue was resolved, delivery was made the following day at 7am. The bedding was planted straight away, compliments have been received about the display.

Allotments

There is one vacant plot at the moment, I am arranging for the next person on the waiting list to sign up for it.

Cemetery

There have been several enquiries about ash and burial plots, at Barkby Road Cemetery, some have required in-depth research to establish ownership.

Amenities

The weed killer, topsoil, and grass seed ordered at the end of March has all been delivered now. I liaised with the supplier to arrange the delivery of the summer bedding, all of which has now been received.

Football

A new football team has enquired about hiring a pitch next season, I am in contact with them regarding information about this.

Photocopier Lease

The five-year photocopier lease expires in January 2021, a representative from a local company in Ashby-de-la Zouch visited the office in March and provided a quotation, I am contacting other suppliers for quotations.

Telephone System

The comparison is now complete and will be reported to Resources Committee.

Working from Home

I continue to work mostly from home, attending the office once a week.

Assistant to the Town Manager Report

Syston Topic

I have been working on the next issue of the Topic. As there is so much information out there and needing to keep Syston residents updated with what we are doing at the moment it is becoming more of a regular newsletter instead of every quarter.

Social Media

I have been working on our social media platforms, making sure that I am regularly posting updates and interacting with our residents. We have now built up quite a large following on both Facebook and Twitter as residents cannot come into the office at the moment to speak to us, they are able to reach out on Social media instead which has been a really useful tool during the lockdown.

Social Media During Covid 19 Training

I took part in an online training course with LRALC on how to use social media during the Covid 19 crisis which was extremely useful.

Timesheets

The groundstaff have been bringing in their weekly timesheets now that they are back to working full time and I have been logging these onto the spreadsheet.

Webcams & Microphones

I am currently trying to source webcams and microphones for the computers in the office as these would be useful for while the meetings are being held on Zoom.

Home working

I am still working from home, but going into the office one day a week.

Assistant to the Town Manager