



## QUEEN'S PARK COMMUNITY COUNCIL

To all Members of the **POLICY & RESOURCES COMMITTEE** (Cllrs Ahmed, Fernandes, Hogben, Morgan, Pond, Rustin & Singhate) with copies to all other Councillors for information.

You are hereby summoned to attend a **Meeting** of the **Policy & Resources Committee** to be held in the **Beethoven Centre, Third Avenue, London W10 4JL** on **Wednesday 14<sup>th</sup> December 2016** commencing at **6.30pm**.

Sam Shippen, Locum Director

7<sup>th</sup> December 2016

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### **AGENDA**

- P&R25-16/17 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- P&R26-16/17 Declarations of Interest** – to receive any declarations of interest as defined under the Localism Act 2011 and the Community Council Code of Conduct and consider any requests for dispensations as a result.
- P&R27-16/17 Minutes of the Previous Meeting**– to consider for approval the minutes of the Policy & Resources Committee held 21<sup>st</sup> September 2016 for confirmation and signing as a correct record to be forwarded to Council.
- P&R28-16/17 Public Session** – to receive any questions, representations or petitions from members of the Public. *(Members of the Public may speak for up to 3 minutes at the discretion of the Chairman.)*
- P&R29-16/17 Grants**
- 1. Monitoring & Review** - to consider an update from the Chairman.
  - 2. 2016/17 Round 2** - to approve the recommendation of the Grants Panel.
- P&R30-16/17 Finance Reports**
- 1. Receipts & Payments** - to receive a report from the Locum Director on 2016/17 receipts and payments to 7.12.16.
  - 2. Budget Report** – to consider the budget position at 7.12.16
  - 3. Bank Reconciliation** – to approve the reconciliation to 16.11.16
- P&R31-16/17 Policies & Procedures**
- 1. Risk Management Schedule** – to consider the draft schedule for approval.
  - 2. Publication Scheme Review** – to consider the draft scheme for adoption.
  - 3. Document Retention Policy** – to consider the draft policy for adoption.
- P&R32-16/17 CCLA Deposit Fund** – to consider investment.
- P&R33-16/17 Draft Budget 2017/18** – to consider the first draft of budget for 2017/18.
- P&R34-16/17 Internal Audit**
- 1. Confirmation of Appointment** – to confirm the re-appointment of Mulberry & Co.
  - 2. Interim Report 2016/17** – to consider the interim report for 2016/17.