



P&R 14.12.2016  
PR025-16/17- PR34-16/17

## QUEEN'S PARK COMMUNITY COUNCIL

**Minutes** of the Meeting of the Policy & Resources Committee held in the Beethoven Centre, Third Avenue, London W10 4JL on Wednesday 14<sup>th</sup> December 2016 commencing at 6.30pm.

**Present:** Councillors Susanna Rustin (Vice Chairman), Gill Fitzhugh, Joe Fernandes and Angela Singhate.

**Also Present:** Sam Shippen, Locum Director.

*In the absence of the Chairman, the Vice-Chairman took the chair.*

### **P&R25-16/17 Apologies for absence**

**RESOLVED** that apologies for absence be **RECEIVED** from Councillor Emma Morgan who was substituted by Councillor Gill Fitzhugh.

### **P&R26-16/17 Declarations of Interest**

There were no declarations of interest.

### **P&R27-16/17 Minutes of the Previous Meeting**

**RESOLVED:** that the minutes of the Council Meeting held 21<sup>st</sup> September 2016 be confirmed as a correct record and signed by the Chairman.

### **P&R28-16/17 Public Session**

There were no public present.

### **P&R29-16/17 Grants**

#### **1. Monitoring & Review**

**RESOLVED** that the update on the monitoring and review by the Grants Panel which took place on 9<sup>th</sup> November be **APPROVED**.

#### **2. 2016/17 Round 2**

**RESOLVED** that the next round of 2016/17 grants be **APPROVED** for immediate launch and closing date of 13/1/17.

### **P&R30-16/17 Finance Reports**

#### **1. Receipts & Payments**

**RESOLVED** that the receipts amounting to £172,374.17 and payments amounting to £106,898.15 at 7.12.16 be **APPROVED**.

#### **2. Budget Report**

**RESOLVED** to **APPROVE** the budget position at 7.12.16.

**3. Bank Reconciliation**

**RESOLVED** to **APPROVE** the reconciliation to 16.11.16.

**P&R31-16/17 Policies & Procedures**

**1. Risk Management Schedule**

**RESOLVED** to **APPROVE** the Risk Management schedule with a review in May 2018.

**2. Publication Scheme Review**

**RESOLVED** to **ADOPT** the draft scheme with an intention to review in May 2018.

**3. Document Retention Policy**

**RESOLVED** to **ADOPT** the draft policy.

*7.15pm Councillor A Singhate entered the meeting.*

**P&R32-16/17 CCLA Deposit Fund**

**RESOLVED** to defer this item to the next meeting.

**P&R33-16/17 Draft Budget 2017/18**

The Committee reviewed the first draft of budget for 2017/18.

**RESOLVED** that councillors would meet informally before the Council meeting in January to review the budget and provide feedback for review by full Council.

**P&R34-16/17 Internal Audit**

**1. Confirmation of Appointment**

**RESOLVED** to confirm the re-appointment of Mulberry & Co for 2016/17 and 2017/18.

**2. Interim Report 2016/17**

The Locum Director advised that the interim report for 2016/17 was not yet available.

*There being no other business, the meeting concluded at 8.10pm.*

**Councillor S Rustin**  
**Vice Chairman**