

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of a meeting of the **Queen's Park Community Council** held on **Wednesday 3rd September 2014 at 7.20pm** in the **Beethoven Centre, Third Avenue, London W10 4JL**

PRESENT Cllrs Musa Ahmed, Philip Andokou, Katie Cowan, Joe Fernandes, Gill Fitzhugh, Julius Hogben, Eartha Pond, Emma Morgan, Angela Singhate (Chairman) and Emma Sweeney

Also in attendance Linda Butcher – Director, QPCC
4 members of the public
Mark Chalmers and Kiran (7.45pm)

The Chairman welcomed everyone to the meeting.

APOLOGIES FOR ABSENCE

Cllr Ryan Dalton - work commitment

DECLARATIONS OF INTEREST

To deal with any disclosure by Members of any dis-closable pecuniary interests and interest other than pecuniary interests, as defined under Queen's Park Community Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

MINUTES

To resolve that the minutes of the Meeting of Queen's Park Community Council held on 9th July 2014 be taken as read, confirmed as a correct record and signed by the Chairman.

Cllr Joe Fernandes queried the use of the word 'accusations' on page 021 of the minutes and after discussion and advice from the Director it was

C.085 **RESOLVED** to change this to 'questions'.

C.086 **RESOLVED** that the minutes of the Meeting held on 9th July 2014, as amended, be taken as read, confirmed as a correct record and signed by the Chairman.

COMMITTEE MINUTES

To note the acts and proceedings of the following committee meetings:

Neighbourhood Planning – 2nd July 2014
Communications and Events – 16th July 2014
Environment and Open Spaces – 23rd July 2014

Policy and Resources – 30th July 2014
Neighbourhood Planning – 6th August 2014

C.087 **RESOLVED** to note the above committee meetings minutes

PUBLIC PARTICIPATION

To receive any questions, or brief representations, from members of the public in accordance with Standing Order No. 3 e, f, g and h.

Marie from 83 Ilbert Street felt the dog mess has got out of hand and wanted to know what the Council would do about it. She was advised that there is a Forum being held on 22nd October when all dog related matters would be considered.

Simon Walton said he had seen the advertisement for the Director and asked about the qualification needed for the post. The Director explained that CiLCA (Certificate in Local Council Administration) is the basic qualification and that this is specified in the Person Specification that is being sent out with the recruitment pack. The successful application must either hold that qualification now or agree to study and obtain it within six months of starting in the post.

There was then a discussion about the cost of advertising in the Guardian Jobs and Kilburn Times and it was informally AGREED that we would wait a month to see what response we get from either free or low cost advertising before proceeding down this route.

7.45pm the guest speakers arrived

GUEST SPEAKERS

Cllr Musa Ahmed advised the Council that he had requested that this item be put on the agenda and the Chairman then invited them to speak.

Mark Chalmers introduced himself and his colleague Kiran and speak to a presentation which he had handed out to all Councillors. He then answered questions and advised that the RAP training takes 1.5 hours and is free. He suggested that the first point of contact for anyone wishing to report concerns would be the Safeguarding Team. Prevent has been around since 2005 but is constantly changing and developing to keep pace with changing circumstances.

The Chairman thanked Mark and Kiran for attending the meeting and they then left.

COMMITTEE MEMBERSHIP

To consider the membership of committees agreed at the Annual Statutory Meeting

The Clerk had received notification from some Councillors regarding changes, one wishing to be included on a particular committee and another who felt they may have over-committed. The Clerk had

explained that she was not in a position to make these changes and that it had to be a Council decision, hence the item on the agenda.

Cllr Joe Fernandes said he wished to join the Policy and Resources Committee and Cllr Katie Cowan felt she may have over-committed but now realised that this was not the case so wished to continue.

C.088

RESOLVED to keep the committee membership as previously agreed until the next Annual Statutory Meeting.

APPOINTMENT OF INTERNAL AUDITOR

Officer's Report:

The purpose of this report is to advise Council of its obligations to appointment an independent internal auditor for the current financial year.

The appointment of internal auditor should be confirmed each year but it is not unusual for this to be extended for a few years before the need to change (unless the current one does not perform satisfactorily).

There are a number of independent internal auditors in the sector with the appropriate qualifications and based on locations, I approach one particular company on behalf of Queen's Park Community Council. Below is the response I have received:

"We offer an internal audit service in two parts; the first concentrates on the systems and procedures and the second on the more financial aspect, these are carried out in the Autumn and Spring respectively. As part of the process we will provide a written plan and other associated information so that the council can fulfil its obligations in respect of the effectiveness of the internal audit, competence and independence. At the end of the assignment we provide a management letter that can be discussed with council, either in hard copy or in PDF format.

Our fees are charged based on time spent and as members of SALC you will be entitled to a discount of 50% off our normal commercial rate. Currently we are charging council members £50 per hour + VAT. In addition to this, we charge for travel costs at £0.45p per mile but not for travel time. A half day would be £200 + VAT and travel costs, a full day £375 + VAT and travel costs.

We currently undertake circa 30-35 parish and town council audits every year ranging from very small parishes such as Ashurst to large town councils such as Lewes Town Council, these you will appreciate comprise a mixture of both receipts and payments and income and expenditure accounts.

We are VAT registered and our number is GB 899 7279 28 and we have been registered for 7 years."

Officer Recommendation: to appoint Mark Mulberry of Mulberry and Company based in East Molesey, Surrey as the Internal Auditor for the financial years 2014-15 and 2015-16. [The reason for covering two years is that the Council did not exist at the beginning of this council year so it would give Members an opportunity to gain experience from a valued organisation within our sector.]

C.089 **RESOLVED** to appoint Mark Mulberry of Mulberry and Company as the Internal Auditor for the financial years 2014-15 and 2015-16, the second year to be re-affirmed at the Annual Statutory meeting.

COMMUNICATIONS

Chairman's Report

The Chairman explained that this is an opportunity for her to advise other Councillors of communications she [and the Director] receive and events that have occurred since the last committee/Council meetings.

A letter of thanks has been received from The Right Worshipful The Lord Mayor of Westminster, Cllr Audrey Lewis, following her attendance at the Queen's Park Festival. This letter will be kept on file.

The Council received a letter from Queen's Park Bangladesh Association concerning use of the office at the Beethoven Centre and copies of this had been circulated to all Councillors at the time

Our MP Karen Buck met the Chairman and Director at the Queen's Park Festival and has asked us to arrange a meeting with her. The Director was asked to invite her to a future Council meeting.

The Chairman said that she was going to talk about the recruitment but this has been discussed earlier in the meeting. However, one item worthy of note was that the Director has negotiated with PDT for the provision of payroll services and this has been agreed at no charge to the Council. Thanks would be sent to PDT for this assistance.

The meeting was closed at 8.45pm