

**QUEEN'S PARK COMMUNITY COUNCIL**

Minutes of a meeting of the **POLICY and RESOURCES COMMITTEE** held on Wednesday 7<sup>th</sup> October 2015 at 6.30pm in Office 1, Beethoven Centre, Third Avenue, Queen's Park, London W10 4JL

**PRESENT:** Philip Andokou, Katie Cowan, Ryan Dalton, Joe Fernandes, Gill Fitzhugh, Julius Hogben, Emma Morgan, Susanna Rustin, Angela Singhate, Emma Sweeney

Also in attendance: Mike Simpson – Director

**APOLOGIES FOR ABSENCE**

There were none

**DISCLOSURE OF INTERESTS**

To deal with any disclosure by Members of any disclosable 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.

Cllr Philip Andokou declared a personal interest in A2 Dominion

**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.

There were none

**MINUTES**

Minutes of the Policy and Resources Committee meeting held on 22<sup>nd</sup> July 2015

**P&R.282** **RESOLVED** that the minutes of the Policy and Resources Committee meeting held on 22<sup>nd</sup> July 2015 be taken as read, confirmed as a correct record and signed by the Chairman.

**GRANTS APPLICATIONS**

To decide on which grant applications the Council should fund

**P&R. 283** **RESOLVED** that the Council should fund:

A2 Dominion's request for £685.25 to host a 'black history month' (Cllr Andokou abstained)

Healthier life 4 you request for £665 to host 'Crafting 4 Health' at Queens Park Library

Avenues Youth Project request for £3,859 for 'the Zone' activities project (Cllr Fernandes voted against)

The All Stars Boxing gym's request for £3,845 for boxing activities

The Friends of Queen's Park Gardens request for £250 to assist with 'running costs'

**P&R. 284**     **RESOLVED** that the council does not fund

The DJMC Academy's request for £5010 to run outreach projects in Queen's Park. (Cllr Dalton voted in favour)

WEPT's request for £10,000 to go towards new premises.

#### **COMMITTEE BUDGET AND EXPENDITURE**

To discuss the committee's budget and expenditure for next year and make any decisions

The Director advised that the Committee spent approximately £29,000 last financial year. However, this covered the central costs of the Council such as office rent and staff salary and not the £30,000 allocated for grants. The Director advised that the budget for next year should be approximately £60,000 to cover central costs and the grants allocation. However, it was suggested that any decisions about the committee budget should be postponed until the business plan has been adopted.

Some Cllrs mentioned that it is difficult to understand some of the finances and it was agreed that some expert help should be hired if needed.

#### **STAFFING COMMITTEE**

To appoint any Councillors to the staffing sub committee

**P&R.285**     **RESOLVED** that Cllr Katie Cowan is appointed to the staffing committee

#### **MEMBERS' ALLOWANCES**

Update on members' allowances and to set a rate if necessary

The Director advised that the London Council's remuneration panel will take a view on Queen's Park Councillor expenses (usually only reserved for London Borough Councils) and that it was up to the Council to decide on the rate.

**P&R.286** **RESOLVED** that the Council sets a rate of £200 per annum for each Councillor (Cllr Fernandes voted against)

### **RECRUITMENT OF STAFF**

#### To discuss the Council's policy on the recruitment of casual staff

There were concerns that the Council's policy on the recruitment of casual staff is not clear, such as who should be recruited as a volunteer and who should be paid. Currently, the Council pays individuals to carry out certain tasks, most notably for the production and delivery of Queen's Park Voice. Such an arrangement does not require the Council to enter into a contract which results in no extra cost/admin in paying wages, NI, holiday pay etc.

However, once a volunteer is paid for a service, they are no longer a volunteer

The Director advised that there are two ways forward regarding contracts for casual staff

**An Agreement for casual work** which would provide for casual 'employment' as and when a need arises and would keep legal responsibilities to a minimum or **Contract for Services** which is where the individual is effectively self employed. It is simply a Contract to provide a service at an agreed rate.

**P&R.287** **RESOLVED** that a working group is formed to consider a policy for casual staff consisting of Cllrs Dalton, Fitzhugh, Rustin, Singhate and Sweeney.

### **COUNCIL PAYMENTS**

#### To approve the Council payments since 1<sup>st</sup> June 2015

**P&R.288** **RESOLVED** that the council payments totalling £49,984.59 since 1<sup>st</sup> June are correct (Cllr Singhate abstained)

### **POLICIES**

#### To adopt a Councillor to Councillor code of conduct

It was decided that a code of conduct for councillors was important to adopt but that training was required first

#### To revise the Council's Scheme of Delegation

**P&R.289** **RESOLVED** that the following scheme of delegation is adopted

The Council does not generally operate a formal scheme of delegations to officers but there are certain matters which might be regarded as routine managerial issues by some people whilst others might regard them in a different way.

The following table, whilst not comprehensive, seeks to clarify responsibility in respect of at least some of these matters. The delegations are subject to them being implemented in accordance with the law, the Council's Standing Orders and Financial Regulations, within the accepted policy framework and where budgetary provision exists or is otherwise authorised in accordance with Financial Regulations.

<b>Service Area</b>	<b>Function</b>	<b>Officer</b>
<b>Audit</b>	To maintain a continuous internal audit	Director
<b>Communications</b>	To deal with all press and public relations on behalf of the Council	Director
<b>Documents</b>	To sign documents on behalf of the Council	Director
<b>Elections</b>	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections	Director
<b>Finance</b>	-To administer the Council's bank balances -To maintain adequate insurance cover for the Council's activities and property -To act as Responsible Financial Officer for the purposes of the Accounts and Audit Regulations 1996 -To authorise the payment of accounts	Director
<b>Freedom of Information</b>	To have overall responsibility for the Council's Freedom of Information Publication  Scheme	Director
<b>IT</b>	To be responsible for the provision and management of information and communication technology provided throughout the Council including the replacement of out-dated equipment or the purchase of new equipment within the approved Budget	Director
<b>Land and Property</b>	To purchase necessary goods and supplies  To maintain the Council's offices and property in accordance with Financial Regulations	Director
<b>Staffing</b>	To engage temporary or seasonal workers and determine their wages and conditions of service	Director

To review the Council's structure and make any decisions

Concerns were raised about the size of some of the committees, most notably Policy and Resources and Environment and Planning. Initial advice was to keep the committees quite small. Two committees, Neighbourhood & Planning and Environment and Spaces, were merged at the beginning. However, a decision on whether to segregate the committee will be made at the next meeting

**The meeting ended at 8.30pm**