

Minutes of a meeting of the **POLICY and RESOURCES COMMITTEE** held on Wednesday 15th October 2014 at 5.45pm in Office 1, Beethoven Centre, Third Avenue, Queen's Park, London W10 4JL

PRESENT: Cllrs Katie Cowan, Gill Fitzhugh, Susanna Rustin, Angela Singhate, Emma Sweeney

In attendance: Cllr Joe Fernandes
Linda Butcher, Director

APOLOGIES FOR ABSENCE

Cllr Emma Morgan – family commitment
Cllr Philip Andokou – work commitment
Cllr Julius Hogben – family commitment
Cllr Musa Ahmed – work commitment

DISCLOSURE OF INTERESTS

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.

Cllr Emma Sweeney declared a Personal Interest in PDT
Cllr Gill Fitzhugh declared a Personal Interest in PDT

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.

Cllr Joe Fernandes referred to item 5.1. To agree membership of Interview Panel and the Director explained that as the Policy and Resources committee had agreed all the relevant documents for this post it is usual practice for the Interview Panel to be made up of Councillors who are on this particular committee.

Cllr Joe Fernandes then referred to item 7 The Business Plan and express his concerns that the Council should have a relationship with everyone and not just PDT. Cllr Angela Singhate replied that the Visioning Exercise [item 7.2] would deal with this item and that item 7.3. Future relationship with PDT would be discussed later in the meeting. She invited Cllr Fernandes to stay and listen to the debate.

MINUTES

Minutes of the Policy and Resources Committee meeting held on 30th July 2014

To resolve that the minutes of the Policy and Resources Committee meeting held on 30th July 2014 be taken as read, confirmed as a correct record and signed by the Chairman.

P&R.093 RESOLVED to adopt the minutes of the Policy and Resources meeting held on 30th July 2014.

RECRUITMENT

The Director explained that although seven packs had been sent out only two had been completed and although these were quality applications the Committee may wish to consider re-advertising the post and spreading the net a little wider. After discussion it was

P &R.094 RESOLVED that the Director would contact the two candidates and advise that the Interview date had been revised but that they had been short-listed.

P&R.095 RESOLVED to advertise in the Guardian and also again ask Westminster City Council to advertise the post.

Cllr Susanna Rustin volunteered to re-word the advertisement to try and attract more interest.

P&R.096 RESOLVED that each candidate would undertake a ten minute 'presentation' but not using any Powerpoint.

P&R.097 RESOLVED that the Cllrs Angela Singhate, Emma Sweeney and Gill Fitzhugh will form the Interview Panel with assistance from Trevor Leggo, Director of SSALC and Linda Butcher.

Trevor and Linda would provide appropriate questions for the Members to ask.

BUDGET

Budget Reports to 30.09.2014

Copies of the budget reports were given to all Councillors present and the Director explained that she would shortly be doing a Bank Reconciliation too. In the meantime, Members suggested that it would be useful to provide a Claim Form for travel expenses for Councillors.

The committee felt there should be a heading for Hospitality and perhaps Chairman's Allowance. The Director explained that the Audit fee also needed to be added but that this is an on-going exercise in the first year anyway.

BUSINESS PLAN

Current situation

The Director explained that although she had started to re-write parts of the document, when she and Cllr Angela Singhate had attended the Chairman's Networking Day the question of Visioning had been mentioned so she had stopped further work on this Plan.

Visioning exercise

Cllr Singhate explained that she had attended the Chairman's Networking Day in Felbridge and she had been introduced to the idea of undertaking a Visioning Exercise for Queen's Park. It was AGREED Trevor Leggo would be approached to undertake this exercise and a suitable date would be sought. It was further AGREED that perhaps this could be held in The Avenues or St. Judes and Cllr Emma Sweeney offered to find out if this is possible when the date is confirmed. It was suggested the timing should be 6pm – 9pm and that refreshments would be provided. It was confirmed that the whole event would be only for Councillors and it is important that in the future there may be a need for fund-raising.

Future relationship with PDT

Cllr Angela Singhate explained that the current support from PDT formally ended on 30th September 2014, therefore it is vital that the Council now considers the way forward. She thought severing links with PDT would be nonsense but was open to discussion by the Committee.

P&R.098 RESOLVED to write and formally thank PDT for their previous help and assistance and stress that we wish to continue the relationship with them but that we cannot be precise about this until we have completed our Visioning Exercise. In the meantime, we are very grateful for their background assistance with the payroll and also the fireworks.

The meeting closed at 8.30pm