

**QUEEN'S PARK COMMUNITY COUNCIL**

Minutes of a meeting of the **POLICY and RESOURCES COMMITTEE** held on Wednesday 23<sup>rd</sup> March 2016 at 6.30pm in Office 1, Beethoven Centre, Third Avenue, Queen's Park, London W10 4JL

**PRESENT:** Councillors Angela Singhate (Chairman), Musa Ahmed, Ryan Dalton, Joe Fernandes, Gill Fitzhugh, Julius Hogben, Emma Morgan, Susanna Rustin and Emma Sweeney

Also in attendance: Sam Shippen – Locum Director and 2 members of the public.

**APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Philip Andokou

**DISCLOSURE OF INTERESTS**

There were no disclosures by Members of any interests.

**PUBLIC PARTICIPATION**

There were no representations from the members of the public present.

**MINUTES**

Minutes of the Policy and Resources Committee meeting held on 24<sup>th</sup> February 2016

**P&R.340** **RESOLVED** that the minutes of the Policy and Resources Committee meeting held on 24<sup>th</sup> February 2016 be taken as read, confirmed as a correct record and signed by the Chairman.

**STAFFING**

Locum Director

*The Locum Director advised that she would step out of the meeting should Members require.*

The Chairman advised that the services of the Locum Director, Sam Shippen Associates Ltd had been secured for the month of March and invited the Committee to review this position.

**P&R.341** **RESOLVED** that the services of Sam Shippen Associates Ltd be engaged for a further three months with a one month rolling review thereafter at a cost of £45 per hour plus travel costs on a 15 hour contract. The Locum Director shall report to the Management Team on a month to month basis who will review priorities and report as required to this Committee.

Proper Officer & Responsible Finance Officer

- P&R.342** **RESOLVED** to appoint the Locum Director as Proper Officer & Responsible Finance Officer pending endorsement by Council at the next meeting.

Working Group Membership

- P&R.343** **RESOLVED** pursuant to minute C332, to appoint Councillors M Ahmed, K Cowan, R Dalton, E Pond, S Rustin, A Singhate and E Sweeney as members of the Staffing Working Party formed to review the Director's job description, future staffing options and start searching for a permanent replacement.

*Councillor G Fitzhugh left the meeting at this juncture.*

**FINANCE**

Petty Cash

The Locum Director gave a verbal report on the petty cash account which she had created from receipts and other financial data. She advised the Committee that the Council was in breach of its Financial Regulations as cash received as income had been utilised, a balance greater than allowed was currently held and accounts had not been kept. She further advised that at the year end she would seek approval of an increase in balance at the review of Financial Regulations.

- P&R.344** **RESOLVED** that the report be **APPROVED** and the necessary steps taken to comply with the Council's agreed procedures.

Bank Signatory

- P&R.345** **RESOLVED** to approve the Locum Director as a signatory to the Council's bank accounts.

**POLICIES**

Office usage policy

- P&R.346** **RESOLVED** to **APPROVE** the policy on office usage as circulated.

Use of Council logo

- P&R.347** **RESOLVED** to **APPROVE** the policy on use of Council Logo as amended.

**BUSINESS PLAN LAUNCH**

- P&R.348** **RESOLVED** to agree the postponement of the business plan launch due to be held 13<sup>th</sup> April.

There being no other business, the meeting concluded at 7.56pm

**Councillor A Singhate**  
**Chairman**