

QUEEN'S PARK COMMUNITY COUNCIL

To all Members of the Policy and Resources Committee (Cllrs Musa Ahmed, Philip Andokou, Katie Cowan, Ryan Dalton, Joe Fernandes Gill Fitzhugh, Julius Hogben, Emma Morgan, Susanna Rustin, Angela Singhate (Chair) and Emma Sweeney) with copies to all other Councillors for information

You are summoned to attend an Additional meeting of the **POLICY and RESOURCES COMMITTEE** on **Wednesday 23rd March 2016 at 6.30pm** to be held in Office 1, Beethoven Centre, Third Avenue, Queen's Park, London W10 4JL

Sam Shippen - Locum Director
17.3.16

1. APOLOGIES FOR ABSENCE

2. 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.

3. PUBLIC PARTICIPATION

To receive any questions, or brief representations, from members of the public

4. MINUTES

Minutes of the Policy and Resources Committee meeting held on 24th February 2016

To resolve that the minutes of the Policy and Resources Committee meeting held on 24th February 2016 be taken as read, confirmed as a correct record and signed by the Chairman.

5. STAFFING

5.1 Locum Director – to consider the contract to Sam Shippen Associates Ltd for Locum Director services.

5.2 Proper Officer & Responsible Finance Officer – to appoint the Locum Director as Proper Officer & Responsible Finance Officer pending endorsement by Council.

5.3 Working Group Membership – Pursuant to minute C332, to appoint members to the Working Party formed to review the Director's job description and start searching for a permanent replacement.

6. FINANCE

6.1 Petty Cash – to receive a verbal report from the Locum Director on the petty cash account.

6.2 Bank Signatory – to approve the Locum Director as a signatory to the Council's bank accounts.

7. POLICIES

7.1 Office usage policy – to agree a policy on office usage.

7.2 Use of Council logo – to agree a policy on the use of Council logo by other organisations.

8. BUSINESS PLAN LAUNCH

To agree the postponement of the business plan launch due to be held 13th April.