

## QUEEN'S PARK COMMUNITY COUNCIL

Minutes of a meeting of the **POLICY and RESOURCES COMMITTEE** held on Wednesday 27<sup>th</sup> April 2016 at 6.30pm at Beethoven Centre, Third Avenue, Queen's Park, London W10 4JL

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

Also in attendance: Sam Shippen – Locum Director and 1 member of the public.

*As the Chairman Councillor A Singhate was running late, Vice Chairman Councillor P Andokou took the chair.*

### **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Emma Morgan

### **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**

**P&R.349** **RESOLVED** that the minutes of the Policy and Resources Committee meeting held on 23<sup>rd</sup> March 2016 be taken as read, confirmed as a correct record and signed by the Chairman for forwarding to Council.

*Councillor M Ahmed entered the meeting.*

### **STAFFING**

*The Locum Director was requested to step out of the meeting whilst Members debated the following item.*

*Councillor A Singhate entered the meeting and took the chair. Councillor R Dalton took the notes of this item.*

A report of the Staffing Working Group was tabled.

**P&R.350** **RESOLVED** that the services of Sam Shippen Associates Ltd be engaged for completion of troubleshooting within the following 4-6 weeks and then on a fixed term contract beyond this period for 6-12 months.

**P&R.351** **RESOLVED** that the Summer Festival is best coordinated by a temporary events coordinator who would be engaged by the Locum Director under her delegated authority to engage temporary staff.

## FINANCE

### 1. Receipts and Payments 2015/16

The Locum Director gave a verbal report on matters raised by the Internal Auditor in respect of Receipts and Payments. She advised the Committee that the Council was in breach of its Financial Regulations as reviews had not been undertaken throughout the year. She further advised that this report represented the year end total and she was seeking approval of all receipts and payments for the year.

**P&R.352** **RESOLVED** that receipts of £156,235.38 & payments of £163,041.54 in the current account and receipts of £726.40 & payments of £698.75 be **APPROVED** and the necessary steps taken to comply with the Council's agreed procedures in future.

### 2. Bank Reconciliation

The Locum Director gave a verbal report on matters raised by the Internal Auditor in respect of Bank Reconciliations. She advised the Committee that the Council was in breach of its Financial Regulations as reviews had not been undertaken throughout the year. She further advised that this report represented the year end situation for both the current account and petty cash and she was seeking approval for the year.

**P&R.353** **RESOLVED** to approve the bank reconciliation to 31.3.16 for current account of £78,472.24 and petty cash of £199.48.

### 3. Budget Monitoring Report

The Locum Director gave a verbal report on matters raised by the Internal Auditor in respect of budget monitoring. She advised the Committee that the Council was in breach of its Financial Regulations as reviews had not been undertaken throughout the year. She further advised that this report represented the year end situation although there was still some recoding between accounts to be undertaken this would not affect the bottom line and she was seeking approval for the year .

**P&R.354** **RESOLVED** to **APPROVE** the budget monitoring report and **AGREE** that the Locum Director make necessary adjustments to account coding to better reflect the accounts throughout the year.

## GRANTS

### 1. Grants Application Review

Following three rounds of grants in 2015/16, it was proposed that a review of the application process be undertaken.

**P&R.355** **RESOLVED** to **APPROVE** the establishment of a task and finish Working Group consisting of Councillors M Ahmed, P Andokou, E Sweeney and A Singhate with two local residents to review the application pack and guidelines, review the previous process and make necessary amendments to documentation. The meeting be **AGREED** as 11<sup>th</sup> May 2016.

## 2. Grants Application Rounds 2016/17

The Locum Director advised that the budget had a £30,000 allocation for grants in 2016/17. During the debate it was highlighted that a maximum grant of £10,000 may therefore be too high.

**P&R.356**      **RESOLVED** that the Locum Director be given delegated authority to implement changes to the application process prior to a summer grants round and further consideration be given at the next meeting when the review has completed.

### **INTERNAL AUDIT**

The Locum Director advised that the Internal Audit had been carried out on 21 April 2016 and didn't make pleasurable reading. She particularly highlighted the Action Plan on pages 7-8 of the report which had been circulated. Those items in red were items recommended in 2014/15 report most of which the Council had failed to address. She had already implemented some changes and indeed earlier in the meeting the Committee had approved some items which would address the shortcomings with other changes in hand.

**P&R.357**      **RESOLVED to AGREE** the action plan and ensure compliance in 2016/17.

### **BUSINESS CARDS**

Councillor G Fitzhugh requested that business cards with councillor contact details be made available to those who requested them.

**P&R.358**      **RESOLVED** that any councillor requesting QPCC business cards be supplied them for use in an official capacity only and that usage be reviewed from time to time.

There being no other business, the meeting concluded at 8.07pm

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