

Minutes of a meeting of the **POLICY and RESOURCES COMMITTEE** held on Wednesday 29th April 2015 at 6.30pm in Office 1, Beethoven Centre, Third Avenue, Queen's Park, London W10 4JL

PRESENT: Katie Cowan, Gill Fitzhugh, Julius Hogben, Emma Morgan, Susanna Rustin, Angela Singhate, Emma Sweeney

Also in attendance: Mike Simpson – Director

APOLOGIES FOR ABSENCE

Cllr Musa Ahmed

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. None

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.

MINUTES

Minutes of the Policy and Resources Committee meeting held on 25th February 2015

P&R.195 **RESOLVED** that the minutes of the Policy and Resources Committee meeting held on 25th February 2015 be taken as read, confirmed as a correct record and signed by the Chairman.

FINANCE

Payments made by QPCC for 2014-2015

P&R.196 **RESOLVED** that the payments totalling £61,549.09 made by the Council for 2014-2015 (see cash book 1) are correct.

Payments and receipts for 2014-2015

P&R.197 **RESOLVED** that the Councils payments totalling £61,549.09 and receipts totalling £151,033.22 for 2014-2015 (see receipts and payments summary) are correct

Bank reconciliation for 2014-2015

P&R. 198 **RESOLVED** that the bank reconciliation report for 2014-2015 (see bank reconciliation statement) is correct and was duly signed. Committee noted the balance was £89,484.13

Budget vs Actual Report 2014-2015

- P&R.199** **RESOLVED** that the budget vs actual report for 2014-2015 (see detailed receipts & payments by budget heading) is correct. Committee noted the variance between the two forecasts and were happy with the difference.

FINANCIAL REGULATIONS

To review and update the financial regulations for QPCC

- P&R.200** **RESOLVED** that the financial regulations for Queen's Park Council be updated to:

Amend clause 3.4 to: The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of extreme urgency that it must be done at once, whether or not there is a budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report the action to the Council as soon as practicable thereafter.

Insert clause 5.4: cheques can be issued before Council approves them as long as two Councillors have signed them

Insert clauses:

- If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.
- If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.
- If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained

by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by [two of] the Clerk [the RFO][a member]. A programme of regular checks of standing data with suppliers will be followed.
- Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of [£1,000] unless authorised by council or finance committee in writing before any order is placed.
- Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- The RFO shall maintain a petty cash float of [£100] for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

RISK ASSESSMENT STRATEGY

To adopt a risk assessment strategy for QPCC

P&R.201 **RESOVLED** that the risk assessment strategy (see appendix 5) for QPCC be adopted

STAFFING SUB COMMITTEE

To adopt a terms of reference for the staffing sub-committee

P&R.202 **RESOLVED** that the following terms of reference for the staffing sub committee be adopted

- To advise Council on issues of staff pay and conditions.
- To consider and recommend harmonisation of the terms and conditions of service and pension provision of employees.
- To review and appraise the performance of employees and to recommend adjustment of salary levels to Policy and Resources Committee
- Chairman of the Council to provide line-manager function for Clerk, including responsibility for day to day matters, such as authorisation of Clerk holiday, sick leave and absence from work.
- To ensure the Council complies with all legislative requirements relating to the employment of staff.
- To deal with any staff disciplinary matter in accordance with the Council's Disciplinary Procedure.
- To deal with any staff grievance in accordance with the Council's Grievance Procedure.
- To periodically review all employment policies and procedures.
- To oversee the appointment and recruitment process of Council employees.
- To recommend the appointment or termination of contract for the Clerk.
- To elect a staffing sub committee chair who is not the line manager/chairman of the Council

FUNDING CRITERIA FOR GRANTS PROCESS

To adopt a terms of reference for the funding criteria relating to QPCC grant money

The draft funding criteria for the QPCC community chest fund was discussed which consisted of two criterion: one application for larger grants (£40,000 pot £10,000 maximum grant) and smaller grants (£20,000 pot £1,000 maximum grant). The small grants will be given in one lump sum and the larger grants will be paid in two instalments. The Committee welcomed the work that had been done so far and was informed that the criteria will be finalised by the Working Party in the next couple of weeks. It was also raised that advertising for people to join the Working Party to review funding applications is very important and should be done as soon as possible. The first application deadline will be at the end of June

P&R.203 **RESOLVED** that the Committee approves the funding application process in principle and that the Working Group finalise the details as soon as possible.

Meeting ended at 7.45pm

