



## QUEEN'S PARK COMMUNITY COUNCIL

You are hereby summoned to attend the **Annual Meeting** of the **COMMUNITY COUNCIL** to be held in the **Beethoven Centre, Third Avenue, London W10 4JL** on **Wednesday 17<sup>th</sup> May 2017** commencing at **6.00pm**.

Sam Shippen, Locum Director

11<sup>th</sup> May 2017

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### **AGENDA**

- 001-17/18 Election of Chairman** – to elect a Chairman of the Community Council for the 2017/18 municipal year.
- 002-17/18 Chairman's Declaration of Acceptance of Office** – to receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.
- 003-17/18 Election of Vice-Chairman** – to elect a Vice-Chairman of the Community Council for the 2017/18 municipal year.
- 004-17/18 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 005-17/18 Declarations of Interest** – to receive any declarations of interest as defined under the Localism Act 2011 and the Community Council Code of Conduct and consider any requests for dispensations as a result.
- 006-17/18 Minutes of the Previous Meeting**– to consider for approval the minutes of the Council Meeting held 8<sup>th</sup> March 2017 for confirmation and signing as a correct record.
- 007-17/18 Public Session** – to receive any questions, representations or petitions from members of the Public.  
*(Members of the Public may speak for up to 3 minutes at the discretion of the Chairman.)*
- 008-17/18 Committee Minutes/Reports** – to consider for adoption the minutes of the following Committees:
- a) Communications & Events Committee** – 18/1/17 & 19/4/17;
  - b) Environment & Open Spaces Committee** – 22/2/17;
  - c) Neighbourhood Planning Committee** – 1/3/17, 5/4/17 & 3/5/17;
  - d) Policy & Resources Committee** – 14/12/16, 8/2/17 & 15/3/17.
- 009-17/18 Proposed New Meeting Structure** – to consider the proposal from Councillor Katie Cowan.
- 010-17/18 Review of Delegation arrangements** – in accordance with Standing Order 5i.v to review the delegation arrangements.
- 011-17/18 Committee Terms of Reference** – in accordance with Standing Order 5i.vi to review the terms of reference for committees.
- 012-17/18 Committees and Working Groups** – in accordance with Standing Orders 5i.vii and 4d to appoint members, substitute members, chairmen and vice-chairmen for the 2017/18 municipal year.
- 013-17/18 New Committees** – in accordance with Standing Orders 4 and 5i.viii to consider the establishment of any new committees; subject to approval to agree terms of reference and the appointment of members, substitute members, chairman and vice chairman for the 2017/18 municipal year.

- 014-17/18 Standing Orders** – in accordance with Standing Order 5i.ix to consider Standing Orders as adopted 1<sup>st</sup> June 2016 for review or further adoption.
- 015-17/18 Financial Regulations** – in accordance with Standing Order 5i.ix to consider Financial Regulations as adopted 30<sup>th</sup> November 2016 for review or further adoption.
- 016-17/18 Representatives to Outside Organisations** – in accordance with Standing Order 5i.xi to review representation and arrangements for reporting back and to appoint representatives to outside organisations for the 2017/18 municipal year.
- 017-17/18 Asset Register** – in accordance with Standing Order 5i.xiii to review the inventory of land and assets.
- 018-17/18 Insurance** – in accordance with Standing Order 5i.xiv to review arrangements for insurance cover.
- 019-17/18 Subscriptions** – in accordance with Standing Order 5i.xv to review subscriptions for 2017/18.
- 020-17/18 Complaints Procedure** - in accordance with Standing Order 5i.xvi to review the council's complaints procedure.
- 021-17/18 Freedom of Information/Data Protection** - in accordance with Standing Order 5i.xvii to review the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- 022-17/18 Press/Media Policy** - in accordance with Standing Order 5i.xviii to review the council's procedures for dealing with the press/media.
- 023-17/18 Diary of Meetings** – in accordance with Standing Order 5i.xix to agree meetings timetable for the 2017/18 municipal year.
- 024-17/18 Annual Governance Statement 2016/17** – to consider for approval, including a review of the effectiveness of internal controls.
- 025-17/18 Accounting Statements 2016/17** – to consider for approval.
- 026-17/18 Internal Audit Report 2016/17** – to consider for approval
- 027-17/18 Chief Officer**
1. To receive report of appointment;
  2. To agree date for transfer of Proper Officer and Responsible Finance Officer duties;
  3. To approve training and handover proposal;
  4. To approve addition as signatory to bank mandate for Barclays Bank.
- 028-17/18 Avenues Youth Project** – to consider report as requested at previous meeting.
- 029-17/18 Budget Allocation Community Led Events** – to agree the creation of a new budget by a virement of £200 from the Volunteer Support budget in Communications & Events.
- 030-17/18 Bulk Bins** – to consider response to a consultation from WCC Councillor P Dimoldenberg.
- 031-17/18 Office Use Policy** – to consider a review of the policy.