



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 16 May 2018** commencing at **6.00pm**.

Kevin Harris, Chief Officer

10 May 2018

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 Councillors' declarations of acceptance of office** – to receive the councillors' signed declarations of acceptance of office.
- 005-17/18 Apologies for absence** – to receive and approve any apologies for absence.
- 006-17/18 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.
- 007-17/18 Minutes of the previous meeting**– to consider for approval the minutes of the Council Meeting held 18 April 2018 for confirmation and signing as a correct record.
- 008-17/18 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.)*
- 009-17/18 Co-option** – Chief Officer to report on advice received regarding the vacancy that arose from the election process.
- 010-17/18 Review of delegation arrangements.**
- 011-17/18 Committee terms of reference** — to review the terms of reference for HR and Appeals committees.
- 012-17/18 Committee membership** – to appoint members, chairs and vice-chairs to the HR and Appeals committees.
- 013-17/18 New committees** – to consider the establishment of any new committees for the municipal year 2018-2019.
- 014-17/18 Standing orders** – to consider the council's Standing Orders for review or further adoption.

015-17/18 Representation on outside organisations – to review representation and arrangements for reporting back and to appoint representatives to outside organisations for the municipal year 2018-2019.

016-17/18 Asset register – to review the inventory of land and assets.

017-17/18 Subscriptions – to review subscriptions for 2017/18.

018-17/18 Complaints Procedure - to review the council's complaints procedure.

019-17/18 Office security policy - to review the council's proposed Office security policy, to replace the Office use policy.

Working groups

020-17/18 To receive a proposal to establish a working group for **Public and Community Art**.

021-17/18 To review terms of reference for the **Air Quality, Planning** and **Children and Youth Involvement** working groups.

022-17/18 To receive updates from the following working groups: **Environment and Open Spaces, Events, Forward Planning, Grants, Neighbourhood Planning, Planning Applications, The Voice**.

023-17/18 To agree membership and convenors for the following working groups: **Air Quality, Children & Youth Involvement, Environment and Open Spaces, Events, Forward Planning, Grants, Planning, The Voice**.

024-17/18 Officers' report.

025-17/18 Financial report.