



Council 17.05.2017 –  
001-17/18– 031-17/18

## QUEEN'S PARK COMMUNITY COUNCIL

**Minutes** of the Annual Meeting of Council held in the Beethoven Centre, Third Avenue, London W10 4JL on Wednesday 17<sup>th</sup> May 2016 commencing at 6.00pm.

**Present:** Councillors Susanna Rustin (Chairman), Philip Andokou, Katie Cowan, Ryan Dalton, Gill Fitzhugh, Julius Hogben, Emma Morgan, Eartha Pond, and Angela Singhate.

**Also Present:** Sam Shippen, Locum Director; Lindsey Brown, Community Development Officer; Kevin Harris, incoming Chief Officer; and three members of the public.

### **001-17/18 Election of Chairman**

**RESOLVED:** that Councillor Susanna Rustin be re-elected Chairman of the Community Council for the 2017/18 municipal year.

### **002-17/18 Chairman's Declaration of Acceptance of Office**

As Councillor S Rustin was re-elected a declaration of acceptance of office was not signed as none exists.

### **003-17/18 Election of Vice-Chairman**

**RESOLVED:** that Councillor Eartha Pond be re-elected Vice-Chairman of the Community Council for the 2017/18 municipal year.

### **004-17/18 Apologies for absence**

Apologies for absence were received from Councillor Emma Sweeney.

### **005-17/18 Declarations of Interest**

Councillor E Pond declared an interest in item 28 as a Trustee of The Avenues Youth Project.

### **006-17/18 Minutes of the Previous Meeting**

**RESOLVED:** that the minutes of the Council Meeting held 8<sup>th</sup> March 2017 be confirmed as a correct record and signed by the Chairman.

*6.10pm Councillors P Andokou and A Singhate entered the meeting.*

### **007-17/18 Public Session**

A resident questioned why QPCC has not tackled WCC over the lack of social and affordable housing at the Jubilee Sports Centre and commented that residents of Brent are paying less for services. She requested that the Council consider this further.

*6.19pm Councillor K Cowan entered the meeting.*

*The Chairman advised that she was swapping agenda items 8 and 9.*

#### **009-17/18 Proposed New Meeting Structure**

Council was briefed on the proposal from Councillor Katie Cowan.

**RESOLVED** that a new structure be **AGREED** whereby Council would meet monthly other than in August and December; committees other than HR and Appeals be abolished.

#### **008-17/18 Committee Minutes/Reports**

**RESOLVED:**

that the minutes of the following Committees be **ADOPTED:**

**Communications & Events Committee – 18/1/17; Neighbourhood Planning Committee – 1/3/17 & 5/4/17; Policy & Resources Committee – 14/12/16 & 8/2/17.**

That the minutes of the following Committees be **APPROVED & ADOPTED:**

**Communications & Events Committee 19/4/17; Environment & Open Spaces Committee 22/2/17; Neighbourhood Planning Committee 3/5/17; Policy & Resources Committee 15/3/17.**

#### **010-17/18 Review of Delegation arrangements**

**RESOLVED:** that the references to “Director” be altered to read “Chief Officer”; the delegation arrangements to Committees other than Appeals be deleted and the delegation to HR Committee in line with the Terms of Reference be included and the duly amended Scheme of Delegation be **ADOPTED.**

#### **011-17/18 Committee Terms of Reference**

**RESOLVED** that the terms of reference for Appeals and HR committees be **RE-ADOPTED.**

#### **012-17/18 Committees and Working Groups**

**012-17/18.1 RESOLVED:** that Councillors K Cowan, R Dalton, G Fitzhugh, S Rustin and E Sweeney be **ELECTED** to the HR Committee for the 2017/18 municipal year.

**012-17/18.2 RESOLVED:** that Councillor K Cowan be **ELECTED** Chairman of the HR Committee for the 2017/18 municipal year.

**012-17/18.3 RESOLVED:** that Councillor G Fitzhugh be **ELECTED** Vice Chairman of the HR Committee for the 2017/18 municipal year.

**012-17/18.4 RESOLVED:** that Councillors P Andokou, E Morgan and E Pond be **ELECTED** to the Appeals Committee for the 2017/18 municipal year; that the remaining two positions on the committee be considered at the next meeting of Council; with any three of the five members being able to hear an appeal. A Chairman being elected at each and any meeting of the Committee.

**012-17/18.5 RESOLVED:** that the existing Working Groups remain in place until the next meeting when consideration will be given to working groups and councillor champions; a proposal will be developed to support this item.

#### **013-17/18 New Committees**

**RESOLVED** that no new committees be **ESTABLISHED.**

**014-17/18 Standing Orders**

**RESOLVED** that other than the deletion of references to “Director” being replaced by “Chief Officer” Standing Orders be **RE-ADOPTED**.

**015-17/18 Financial Regulations**

**RESOLVED** that other than the deletion of references to “Director” being replaced by “Chief Officer” Financial Regulations be **RE-ADOPTED**.

**016-17/18 Representatives to Outside Organisations –**

**RESOLVED** that the following **APPOINTMENTS** of representatives to outside bodies be made for the 2017/18 municipal year:

- Our Place Projects (if continuing) - Councillor E Sweeney
- SSALC – Councillors S Rustin and E Morgan
- Westminster Safer Neighbourhoods Board - Councillor E Sweeney.

**017-17/18 Asset Register**

**RESOLVED:** that no inventory of land and assets was required at this time and the policy position of listing only assets with a value of above £1,000 be reconfirmed.

**018-17/18 Insurance**

The Locum Director advised that arrangements are to be made via Came & Co who will place insurance cover with Inspire on a three year agreement.

**RESOLVED:** that the arrangements for insurance cover be **ENDORSED**.

**019-17/18 Subscriptions**

**RESOLVED:** that subscriptions be **APPROVED** for 2017/18 to the Society of Local Council Clerks (SLCC) and Sussex and Surrey Association of Local Councils (SSALC), with a review of SSALC membership to take place before 1<sup>st</sup> October 2017.

**020-17/18 Complaints Procedure**

**RESOLVED:** that the council’s complaints procedure be **RE-ADOPTED**.

**021-17/18 Freedom of Information/Data Protection**

**RESOLVED:** that the council’s procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 be **RE-ADOPTED** and be kept under review in anticipation of legislative changes in May 2018.

**022-17/18 Press/Media Policy**

**RESOLVED** that this matter be **DEFERRED** to the next meeting where the inclusion of a Social Media aspect be considered.

**023-17/18 Diary of Meetings**

**RESOLVED** that the Council meets on the third Wednesday of the month except August and December. Dates would be 21 June, 19 July, 20 September, 18 October, 15 November 2017, 17 January, 21 February, 21 March, 18 April and 16 May 2018.

**024-17/18 Annual Governance Statement 2016/17**

**RESOLVED:** that the following responses be made in respect of the questions

1. Yes;
2. Yes;
3. Yes;
4. yes.
5. Yes;
6. yes;
7. Yes;
8. yes;
9. n/a.

Further, that the Annual Governance Statement be **AGREED** and signed by the Chairman & Locum Director.

**025-17/18 Accounting Statements 2016/17**

**RESOLVED** that the accounting statements for the year ended 31.3.17 be **APPROVED** and signed by the Chairman.

**026-17/18 Internal Audit Report 2016/17**

**RESOLVED** that the Internal Audit Annual Report be **APPROVED** and the action items be addressed by the Chief Officer.

**027-17/18 Chief Officer**

The Chairman reported on the appointment of Kevin Harris as Chief Officer commencing on 31st May 2017, Kevin was present at the meeting and would also attend the annual meeting of electors.

**RESOLVED** that the appointment of Kevin Harris be **ENDORSED**; that the transfer of Proper Officer and Responsible Finance Officer duties be **AGREED** as 22 June 2017; that Sam Shippen Associates Ltd undertake training and handover on 31 May, 21 & 28 June and thereafter provide 10 hours of telephone/email support with any additional requirement being agreed by HR Committee as required; that ILCA be worked towards in the first six months; that the Chief Officer be an approved addition as signatory to bank mandate for Barclays Bank.

**028-17/18 Avenues Youth Project**

**RESOLVED** that the report as requested at previous meeting be **APPROVED** and payment released.

**029-17/18 Budget Allocation Community Led Events**

A proposal to agree the creation of a new budget by a virement of £200 from the Volunteer Support budget in Communications & Events was not approved.

**030-17/18 Bulk Bins**

**RESOLVED** that a response to the consultation from WCC Councillor P Dimoldenberg be that QPCC is against the removal of any bins and seeks the increase of capacity and also a return to collection of bulky items.

**031-17/18 Office Use Policy**

**RESOLVED** that the review of the policy be **DEFERRED** to the next meeting.

*There being no other business, the meeting concluded at 8:04pm.*

**Councillor S Rustin**  
**Chairman**