

Council  
18.4.2018  
116-129, 17/18



## QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held at the Beethoven Centre, Third Avenue  
London W10 4JL on **Wednesday 18 April 2018** commencing at 18:00.

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Present: Councillors Susanna Rustin (Chair), Leslie Barson, Katie Cowan, Ryan Dalton, Gill Fitzhugh, Emma Morgan, Eartha Pond, and Angela Singhate.

Also present: Kevin Harris, Chief Officer; and two members of the public.

*The meeting commenced at 18:10.*

**116-17/18 Apologies for absence** were received from Councillors Philip Andokou and Emma Sweeney.

**117-17/18 Declarations of interest** – there were no declarations of interest.

**118-17/18 The minutes** of the Council Meeting held 21 March 2018 were confirmed as a correct record and signed by the chairman.

**119-17/18 Public session** – there were no questions or comments.

**120-17/18 Strategic plan 2018-2020** - the final draft of the plan was **adopted** and will be published.

**121-17/18 Working group terms of reference** – the general terms of reference for establishing working groups were **adopted** with minor amendments.

Draft terms for the *Events* and *Grants* groups will be provided by the Community Development Officer on return from absence due to sickness. The terms for the *Voice* group were **adopted as amended**. Members of the *Environment and Open Spaces* group will be asked if they wish to continue. Drafts for the *Neighbourhood Plan* and *Youth Involvement* groups will be submitted for the May meeting of council.

**Agreed** to establish an *Air Quality* working group. A proposal to establish a *Public Art* group was deferred. A suggestion for an *Economic and Business* working group is under discussion.

The completed terms and conditions will be published in due course on the website.

**122-17/18 Community grants** – the text of the revised guidelines was **approved** with minor amendments.

*Councillor Eartha Pond entered the meeting at 18:38.*

The deadline for applications will be set at 1 month before the council meeting at which approval of the Grants Panel's recommendations will be sought. There will be three rounds each year. The Grants Panel will set and publicise the dates. Thanks were expressed to the Community Development Officer for the work carried out on this updating.

**123-17/18 Councillor allowances** – it was agreed that the total for each councillor should amount to £200 for the 2017-2018 year, pro rata for those councillors who were co-opted mid-term. The Chief Officer will contact each councillor to agree and finalise their claim.

**124-17/18 Staff salaries**

*The Chief Officer left the room at 19:06, the public gallery was cleared. They returned at 19:15.*

The recommendations of the HR committee, that the officers' contracted hours be aligned at 22.5 hours per week each; and that an annual increment be awarded to the Chief Officer, were **approved**.

**125-17/18 GDPR** – councillors were reminded of the need to purge their computers and devices, where these have been used for council business, of any personal identifiable data for which consent has not been obtained. Councillors were updated on the preparation of the necessary policies, privacy notices and consent forms.

*Councillor Morgan left the meeting at 19:28.*

**126-17/18 Summer festival** – it was proposed that the date for the summer festival should be the second Saturday in August, so that the Community Development Officer could attend. It was argued that this contradicted a previous decision (077-16/17) to keep to the first Saturday of August, and it was suggested that a coordinator might be recruited to substitute for the Community Development Officer on the day with some overlap. The proposal was carried with one abstention, the Chairman using her casting vote. Councillor Singhate requested that her strong objection to the decision be minuted.

*Councillors Pond and Singhate left the meeting at 19:41.*

**127-17/18 Working groups**

**Environment and Open Spaces** – the community gardening and dog strategy contracts are being renewed. Final plans for the QPG hut are awaited from Willmott Dixon.

**Planning Applications** – the recommendations of the group were **accepted**.

**Neighbourhood Planning** – the completed plan will be submitted to Westminster City Council on 5 May after the election period.

**The Voice** – it was noted that the current 'Election Special' was not a standard issue.

**Events** – there was no report.

**Grants** - the Community Development Officer will be asked to try to align publication of the *Voice* with the deadline for the next Grants round, otherwise to set an earlier deadline and exploit other publicity channels.

**Forward Planning** – a meeting of the group was due the following week.

**128-17/18 Officers' report**

The Chief Officer reported on the elections process noting that one zone is contested. I was observed that this compares favourably with many parish councils around the country. An evaluative review will be prepared to document the whole process. It was noted that the advice service provided by the officers had been hugely demanding and thanks were recorded.

*Councillors Dalton and Fitzhugh left the meeting at 17:56.*

**129-17/18 Financial report** – there was no financial report due to time pressures.

*The meeting closed at 19:57.*