

Council
16.5.2018
001-025, 18/19



QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held at the Beethoven Centre, Third Avenue
London W10 4JL on **Wednesday 16 May 2018** commencing at 18:00.

Present: Councillors Susanna Rustin (Chair), Leslie Barson, Ryan Dalton, Gill Fitzhugh, Ray Lancashire, Orrel Lawrence, John McArdle, Brian Nicholas, Eartha Pond, Emma Sweeney and Stella Wilson.

Also present: Kevin Harris, Chief Officer; Lindsey Brown, Community Development Officer; and three members of the public.

The meeting commenced at 18:06.

- 001-18/19 Election of Chairman** – Cllr Gill Fitzhugh was elected as Chairman of the Community Council for the 2018-19 municipal year. Cllr Susanna Rustin thanked both councillors who had been nominated for the post and handed over the chair to Cllr Fitzhugh.
- 002-18/19 Chairman's declaration of acceptance of office** – Cllr Fitzhugh signed the declaration of acceptance of office.
- 003-18/19 Election of Vice-Chairman** – Cllr John McArdle was appointed as Vice-Chairman of the Community Council for the 2018-19 municipal year.
- 004-18/19 Councillors' declarations of acceptance of office** – all councillors' signed declarations of acceptance of office.
- 005-18/19 Apologies for absence** – all councillors were present, therefore there were no apologies for absence.
- 006-18/19 Declarations of interest** – there were no declarations of interest.
- 007-18/19 Minutes of the previous meeting** – the minutes of the Council Meeting held 18 April 2018 were approved and signed by the Chair.
- 008-18/19 Public session** – a member of the public asked the council to address the problem of littering and called for a 'Minister for Streets'. The officers were asked to respond.
- 009-18/19 Co-option – agreed** to advertise the vacancy for a councillor immediately, with applications to be received by 12 noon 29 May and a **special meeting of council** to be convened on 4 June with a view to making an appointment.
- 010-18/19 Review of delegation arrangements** – the existing arrangements were approved.
- 011-18/19 Committee terms of reference** — the terms of reference for HR and Appeals committees were **approved**.

012-18/19 Committee membership – the following committee membership was **agreed** for the 2018-2019 municipal year:

HR Committee: Cllrs S. Rustin (chair), L. Barson, G. Fitzhugh, B. Nicholas and E. Sweeney (vice chair).

Appeals Committee: Cllrs R. Dalton, R. Lancashire, O. Lawrence, J. McArdle, and S. Wilson, with any three of the five members being able to hear an appeal, a chair being elected at each and any meeting of the Committee.

013-18/19 New committees – no new committees were proposed.

014-18/19 Standing orders – the council's Standing Orders were re-adopted.

015-18/19 Representation on outside organisations – the distinction was noted between being a member of an organisation while being a councillor, and representing the council on that organisation. Councillors were asked to write to the chief Officer with suggestions for organisations with which the council should be working, and whether or not council should be represented on such organisations.

016-18/19 Asset register – the council lists only assets with a value over £1,000 and currently has no such assets, therefore no inventory of land and assets is required at this time.

017-18/19 Subscriptions – subscriptions to SSALC and the SLCC for 2018-19 were **approved**.

018-18/19 Complaints Procedure - the complaints procedure was re-adopted.

019-18/19 Office security policy – it was agreed to amend point 4 in the policy to cover 'all confidential documents and unwanted paper'. The amended policy was **adopted**.

Working groups

020-18/19 **Agreed** to establish a working group for Public and Community Arts.

021-18/19 The Chief Officer was asked to work with Cllr Lancashire to revise the terms of reference for the Air Quality group. The terms of reference for the Planning working group, subsuming the work of both the 'Planning Applications' and the 'Neighbourhood Plan' groups, were **approved**. Terms of reference for the Children and Youth Involvement working group will be brought back to Council at a future meeting. Proposals to establish an employment and enterprise group, and a working group on ongoing consultation, will be brought to a future meeting.

022-18/19 Updates were received from the working groups. The recommendation of the Planning Applications working group was **agreed**.

023-18/19 Councillors were asked to correspond with the officers regarding interests in serving on and convening working groups.

024-18/19 Officers' report. The next round of Community Grants has been postponed until September while the terms and conditions are finalised. The postponed website development is about to begin in earnest. The process of compliance with the Pensions Regulator has been completed. Following an amendment to the proposed GDPR legislation, parish councils have been exempted from the 'initial requirement' to appoint a Data Protection Officer.

The following dates were agreed for councillor induction and training: **27 June**, 6-8pm; **11 July**, 6-8pm, with an option for a third session in due course. Councillors requested that a visioning session be included in these events.

The ward panel funding application for the summer festival has been submitted, and some sponsorship has already been attracted for the 2018 Fireworks event. NALC has offered to contribute to the proposed evaluative review of the council's election process.

025-18/19 Financial report - agreed to defer discussion of the council's finances until the June meeting, following the visit of the internal auditor.

The meeting closed at 20:03.