

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held at the Beethoven Centre, Third Avenue
London W10 4JL on **Wednesday 15 May 2019** commencing at 18:00.

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

Also present: Kevin Harris, Chief Officer; Lindsey Brown, Community Development Officer; Jemma Callue, Octavia Foundation; and two members of the public.

The meeting commenced at 18:04.

001-18/19 Election of Chairman – Cllr Gill Fitzhugh was elected as Chair of the Community Council for the 2019-2020 municipal year.

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 2019-2020 municipal year.

004-19/20 Apologies for absence were received from Cllr Emma Sweeney.

005-19/20 Declarations of interest – there were none.

006-19/20 Minutes of the previous meeting – the minutes of the Council Meeting held 24 April 2019 were approved and signed by the Chair.

007-19/20 Public session – Council was asked what action it proposed to take regarding the maintenance of trees in the streets. The question will be referred to the Environment and Open Spaces working group.

008-19/20 Befriending Project – Jemma Callue introduced the work of the Octavia Foundation and outlined the proposed Befriending Project. The Council will encourage volunteers who will be trained and supported by Octavia. Octavia will manage project administration including interviews, matching and DBS checking. The Council will cover some specific costs. The project is limited to residents aged over-55. Council **approved** the project, which is expected to start in September.

Cllr Brian Nicholas left the room at 18:26 and returned at 18:27.

009-19/20 Review of delegation arrangements – the delegation scheme was **approved**.

010-19/20 Committee terms of reference – the terms of reference for HR and Appeals committees were **approved**.

011-19/20 Committee membership – the following committee membership was **agreed**:

HR – Cllrs Susanna Rustin (Chair), Leslie Barson, Gill Fitzhugh, Brian Nicholas and Emma Sweeney (Vice-Chair).

Appeals – Cllrs Ryan Dalton, Ray Lancashire, Orrel Lawrence, John McArdle and Stella 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.

- 012-19/20 New committees** – a new committee for finances was proposed. It was **agreed** to add financial management to the terms of reference for the Forward Planning Group and to monitor how this works.
- 013-19/20 Standing orders** – the Standing Orders were **approved**.
- 014-19/20 Financial regulations** - the Financial regulations were **approved** with minor typographical amendments.
- 015-19/20 Representation on outside organisations** – **agreed** that Simon Walton will represent the Council on Westminster Amenities Society.
- 016-19/20 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.
- 017-19/20 Subscriptions** – subscriptions to SSALC, the SLCC and NCVO for 2019-2020 were **approved**.
- 018-19/20 Insurance** – the new insurance schedule has changes that need to be checked before payment. The Chief Officer will report to Council at the next meeting.
- 019-19/20 Complaints Procedure** – the procedure was **approved**.
- 020-19/20 Member and officer protocol** - the protocol was **approved**.
- 021-19/20 Members' code of conduct** - the code of conduct was **approved**.
- 022-19/20 Disciplinary policy and procedure** - the disciplinary policy and procedure was **approved**.
- 023-19/20 Grievance procedure** - the grievance procedure was **approved**.
- 024-19/20 Document retention policy** - the document retention policy was **approved**.
- 025-19/20 Policy on personal data re enquirers** - the policy was deferred with a view to incorporating it in another GDPR-related policy.

Cllr Orrel Lawrence entered the room at 18:42.

- 026-19/20 Office security policy** - the Office security policy was **approved**.
- 027-19/20 Diary of Meetings** – the following dates for meetings and events for the 2019-2020 municipal year were **agreed**:

Council meetings: 19 June 2019, 17 July, 18 September, 16 October, 20 November, 15 January 2020, 26 February, 18 March, 22 April, 6 May (Annual Community Meeting), 20 May (Annual Council Meeting).

Events: Summer Festival Saturday 3 August 12-6pm; Fireworks Display 5 November 5-7pm; Winter Fair Saturday 14 December, 2-4pm; concurrent Over-50s Winter party to be held in St Jude's Hall 12-3pm in the same week (day yet to be decided).

- 028-19/20 Planning** – the responsibility of applicants to provide dimensions in drawings will be explored with the City planning department with a view to being able to work with scaled images. The recommendations of the Planning Working Group were **approved**.
Three builders' quotations have been received for the refurbishment of the proposed Dart Street office space: the work is likely to cost around £5,200. Agreed that in sub-

letting the space, short-term tenancies would be suitable and welcomed, bringing a community resource back into use.

029-19/20 Climate emergency – a draft declaration will be brought to a future meeting. Cllr Rustin invited views.

030-19/20 Working groups

The Voice – the content deadline for the next issue is 29 May, to be published at the end of June.

The **Social Inclusion** and **Community Engagement** groups will both meet on 22 May.

Public & Community Arts – the ideas developed during the walkabout will be converted into a plan. Several arts project ideas are being discussed with Revd David Ackerman.

Events – HLEP have been appointed to organise the three 2019 events. The group will meet on 23 May.

Environment & Open Spaces – Axis will provide voluntary labour and some finance towards the development of the hut in Queen's Park Gardens. The location of the proposed serving hatch has not yet been decided. Wilberforce School has been carrying out a great deal of environmental sustainability work and the Chair will invite them to present to a future Council meeting.

C4A – The MyWestminster Fund has provided funding towards the cost of meetings in Lydford Hall. A meeting and domino session had been held with about 30 participants with further sessions planned.

Air Quality – a new study will be carried out in June. Anti-idling sessions are being organised with Westminster City Council, in the Harrow Road. The trees around the ward have been trimmed by volunteers.

HR – the advertisement for the new Chief Officer has been published. The post has been increased to 30 hours. Training for ILCA will be included in the 6-month probation period. The interview panel will be recruited by the Chair with a view to reflecting the diversity of the Council.

Children & Young People – a meeting is planned for June.

The meeting closed at 19:35.