



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 15 May 2019** commencing at **6.00pm**.

Kevin Harris, Chief Officer

9 May 2019

AGENDA

- 001-19/20 Election of Chair** – to elect a Chair of the Community Council for the 2019-2020 municipal year.
- 002-19/20 Chair's declaration of acceptance of office** – to receive the Chair's declaration of acceptance of office.
- 003-19/20 Election of Vice-Chair** – to elect a Vice-Chair of the Community Council for the 2019-2020 municipal year.
- 004-19/20 Apologies for absence** – to receive and approve any apologies for absence.
- 005-19/20 Declarations of interest**
- 006-19/20 Minutes of the previous meeting** – to consider for approval the minutes of the Council Meeting held 24 April 2019 for confirmation and signing as a correct record.
- 007-19/20 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).*
- 008-19/20 Befriending Project** – to receive a presentation about the proposed partnership with Octavia Foundation; and to approve the project.
- 009-19/20 Review of delegation arrangements.**
- 010-19/20 Committee terms of reference** — to review the terms of reference for HR and Appeals committees.
- 011-19/20 Committee membership** – to appoint members, chairs and vice-chairs to the HR and Appeals committees.
- 012-19/20 New committees** – to consider the establishment of any new committees for the municipal year 2019-2020.
- 013-19/20 Standing orders** – to review the council's Standing Orders for re-adoption.
- 014-19/20 Financial regulations** - to review the council's Financial regulations for re-adoption.
- 015-19/20 Representation on outside organisations** – to review representation and arrangements for reporting back and to appoint representatives to outside organisations for the municipal year 2019-2020.
- 016-19/20 Asset register** – to review the inventory of land and assets.

- 017-19/20 Subscriptions** – to review subscriptions for 2019-2020.
- 018-19/20 Insurance** – to review insurance cover for the 2019-2020 municipal year.
- 019-19/20 Complaints Procedure** - to review the council’s complaints procedure for re-adoption.
- 020-19/20 Member and officer protocol** - to review the council’s protocol for re-adoption.
- 021-19/20 Members’ code of conduct** - to review the council’s code of conduct for re-adoption.
- 022-19/20 Disciplinary policy and procedure** - to review the council’s disciplinary policy and procedure for re-adoption.
- 023-19/20 Grievance procedure** - to review the council’s grievance procedure for re-adoption.
- 024-19/20 Document retention policy** - to review the council’s document retention policy for re-adoption.
- 025-19/20 Policy on personal data re enquirers** - to review the council’s Policy on personal data re enquirers for re-adoption.
- 026-19/20 Office security policy** - to review the council’s Office security policy for re-adoption.
- 027-19/20 Diary of Meetings** – to agree dates of meetings for the 2019-2020 municipal year.
- 028-19/20 Planning applications** – to approve the recommendations of the Planning Working Group.
- 029-19/20 Climate emergency** – to receive a motion to declare a climate emergency.
- 030-19/20 Working groups** - to receive updates from the following working groups: The Voice, Social Inclusion, Public & Community Arts, Forward Planning, Events, Environment & Open Spaces, Community Engagement, Children & Young People, Air Quality.