

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held at the Beethoven Centre, Third Avenue
London W10 4JL on **Monday 16 December 2019** commencing at 18:00.

Present: Councillors Gill Fitzhugh (Chair), Alfrena Barbe, Ray Lancashire, Orrel Lawrence, John McArdle, Brian Nicholas, Eartha Pond, Susanna Rustin, and Emma Sweeney.

Also present: Sam Shippen – Locum Assistant, Justin Griggs - NALC

The Chairman introduced and welcomed Sam Shippen as a Locum Assistant (and former Locum Director) and thanked Sam for coming to assist the Council at the meeting.

101-19/20 Apologies for absence –

RESOLVED that apologies for absence were received from Councillors Leslie Barson and Ryan Dalton.

102-19/20 Declarations of interest – no declarations were made.

103-19/20 Minutes of the meeting held 20 November 2019 – The Chair advised that the minutes of the Council Meeting held 20 November 2019 were not available in the absence of the Director and would be submitted at a later date for approval.

104-19/20 Public session – no public were present.

105 -19/20 Staffing Committee – The Chair updated the Council on the situation regarding the absence of the Director and circulated a proposed purpose and responsibilities for the Staffing Committee. Councillors were given time to read the proposed terms of reference.

RESOLVED that a Task & Finish Staffing Committee be established to deal with all matters relating to the expected long term absence of the Director due to sickness; to be responsible for all human resources including volunteers and financial issues. A list of responsibilities was agreed as circulated. That Councillors G Fitzhugh, E Pond, S Rustin and E Sweeney be appointed to the Staffing Committee.

The Locum Assistant advised that the Council should appoint a Proper Officer and Responsible Finance Officer (RFO) on an interim basis and this should not be in a closed session.

RESOLVED that Councillor John McCardle be appointed as Proper Officer and Responsible Finance Officer (RFO).

106-19/20 Contract with HR Services Partnership Ltd – The Chair advised that following advice from SSALC, she had obtained advice on an urgent basis from HR Services Partnership Ltd. Details of a contract were discussed which was expected to be a limited number of hours.

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RESOLVED that required advice be sourced from HR Services Partnership Ltd at a rate of £80 per hour with costs being met from reserves. A review will be undertaken in January when more details may be available regarding the expected level of support required.

107-19/20 Exclusion of Press and Public -

RESOLVED that owing to the nature of the business to be discussed, that under the terms of the Public Bodies [Admission to Meetings] Act 1960, the press and public be required to leave the meeting.

108-19/20 Administrative arrangements -

Councillors J McCardle and B Nicholas left the meeting.

RESOLVED that the appointment of interim Proper Officer and RFO be on an interim basis in the absence of the Director or until such time as the Council makes other arrangements.

Councillor J McCardle re-entered the meeting.

The Chair advised that The Community Development Officer had also submitted her resignation.

The meeting closed at 6.25pm.

Ann M. Fitzhugh

Jan 15 2020