

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held remotely using Zoom
on **Wednesday 15 July 2020** commencing at 18:00.

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

Also present: Lucie Prior, Community Development Officer and Acting Proper Officer, Liz Thorpe-Tracey, Communications and Events Co-ordinate, and one member of the public.

001- 20/21 Election of Chair

RESOLVED THAT, Councillor John McArdle be elected Chair of Queen's Park Community Council for the Municipal Year 2020/21.

002-120/21 Chair's declaration of acceptance of office

Councillor McArdle made a declaration of acceptance of office, to be signed at a later date when circumstances permit.

RESOLVED THAT, the Chair's declaration of office be accepted.

003- 20/21 Election of Vice-chair

RESOLVED THAT, Councillor Eartha Pond be elected Vice-chair of Queen's Park Community Council for the Municipal Year 2020/21.

004-20/21 Apologies for absence – Councillor Lawrence tried repeatedly to join the meeting but was unable to connect so his apologies were noted.

005-20/21 Declarations of interest – Councillor McArdle declared an interest as Responsible Finance Officer. Many of the councillors have close connections with other community groups, and any interest would be declared as part of the discussion on relevant items.

006-20/21 Minutes of the meeting held 17 June 2020

RESOLVED THAT, the minutes were approved as a correct record to be signed by the Chair at the next physical meeting.

007-20/21 Public session

A member of the public raised two issues:

The first was to comment that the flower beds in Queen's Park Gardens were currently looking as good as they had ever been. The Chair noted this comment on behalf of the Council, confirmed that a number of positive comments had been received from residents who had found the garden invaluable during the lockdown, and commended the work of both Hammersmith Community Gardens Association and the friends of Queen's Park Gardens.

The second was to report an incident in the Gardens when a maintenance operative undertaking the sanitising of hard surfaces had come into conflict with park users. It was agreed to write to the City Council asking it to post notices setting out the nature and frequency of such works and to give guidance to the contractor on interacting with the public.

008 -20/21 Committee Terms of Reference

The Acting Proper Officer circulated a report containing draft Terms of Reference previously agreed by the Council for the new People and Place Committees and the existing Terms of Reference for the HR and Appeals Committees. The report recommended that the number of members of and quorum for each Committee be set and that arrangements be made for meetings of all the Committees.

RESOLVED THAT, the number of members of the People Committee be 9 (nine) and of the Place Committee be 8 (eight).

RESOLVED THAT, the draft Terms of Reference for the People and Place Committees attached to the report be APPROVED and that the Chair of each Committee, when appointed, be directed to bring a final version back to the Council for approval at its October meeting.

RESOLVED THAT, the Terms of Reference for the HR and Appeals Committees be APPROVED subject to the changes to the number of members in 009 20/21 below.

RESOLVED THAT, the Staffing Committee be wound up and its activities taken over by the HR Committee including the recruitment of a replacement director when appropriate.

009 -20/21 Committee membership

The Acting Proper Officer circulated a report setting out the positions to be filled on the various Committees and the existing working groups that the Council may wish to continue or wind up. Following discussion all positions except Vice-chair of the HR Committee were filled.

009.1 RESOLVED THAT, Councillors Barson, Dalton, Fitzhugh, Lawrence, Lancashire, McArdle, Nicholas, Pond, and Wilson be ELECTED to the People Committee for the 2020/21 Municipal Year.

009.2 RESOLVED THAT, Councillor Nicholas be ELECTED as Chair of the People Committee for the 2020/21 Municipal Year.

009.3 RESOLVED THAT, Councillor Dalton be ELECTED as Vice-chair of the People Committee for the 2020/21 Municipal Year.

009.4 RESOLVED THAT, Councillors Barson, Dalton, Fitzhugh, Lawrence, Lancashire, McArdle, Rustin, and Sweeney and be ELECTED to the Place Committee for the 2020/21 Municipal Year.

009.5 RESOLVED THAT, Councillor Rustin be ELECTED as Chair of the Place Committee for the 2020/21 Municipal Year.

009.6 RESOLVED THAT, Councillor Lancashire be ELECTED as Vice-chair of the Place Committee for the 2020/21 Municipal Year.

- 009.7 RESOLVED** THAT, Councillors Dalton, Lawrence, McArdle, Nicholas, Rustin, and Sweeney, and be ELECTED to the HR Committee for the 2020/21 Municipal Year. This increase from 5 (five) to 6 (six) members reflecting enthusiasm for this Committee.
- 009.8 RESOLVED** THAT, Councillor Sweeney be ELECTED as Chair of the HR Committee for the 2020/21 Municipal Year.
- 009.9 RESOLVED** THAT, Councillors Fitzhugh, Lancashire, McArdle, and Wilson be ELECTED to the Appeals Committee for the 2020/21 Municipal Year. This reduction from 5 (five) to 4 (four) members was considered appropriate as the Committee rarely meets and only three members are needed at such times.
- 009.10 RESOLVED** THAT, Councillor Lancashire be ELECTED as Chair of the Appeals Committee for the 2020/21 Municipal Year.
- 009.11 RESOLVED** THAT, Councillor Wilson be ELECTED as Vice-chair of the Appeals Committee for the 2020/21 Municipal Year.
- 009.12 RESOLVED** THAT, The Voice Working Group be continued and that the Community Development Officer be APPOINTED as Coordinator for the 2020/21 Municipal Year.
- 009.13 RESOLVED** THAT, the Forward Planning Working Group be continued and that it comprises the Chair and Vice-chair of the Council together with the Chairs of the People, Place, and HR Committees with the Chair of the Council APPOINTED as Coordinator for the 2020/21 Municipal Year.
- 009.14 RESOLVED** THAT, the Events Working Group be continued and that the Project and Events Coordinator be APPOINTED as Coordinator for the 2020/21 Municipal Year.
- 009.15 RESOLVED** THAT, The Community Engagement Working Group be continued and that the Community Development Officer be APPOINTED as Coordinator for the 2020/21 Municipal Year.
- 009.16 RESOLVED** THAT, any decision on the Children and Young People Working Group be deferred until the next meeting and that Councillor Pond take a report to the first meeting of the People Committee setting out the options for discussion.

010 -20/21 Review of delegation arrangements

The Acting Proper Officer circulated a report recommending that the Scheme of Delegation be amended to reflect the fact that two new Committees of People and Place have been created. A draft copy of the revised version was attached.

RESOLVED THAT, the revised Scheme of Delegation be APPROVED.

011 -20/21 Diary of meetings

The Acting Proper Officer circulated a report recommending a diary of meetings for the remainder of the Municipal Year 2020/21. Dates have been set for full Council in October 2020 then January and March 2021 and the Acting Proper Officer will consult with the Chairs of the People and Place Committees to set dates for those Committees in September 2020.

RESOLVED THAT, the proposed diary of meetings be APPROVED.

012 -20/21 Standing Orders

The Acting Proper Officer circulated a report recommending that the Standing Orders be amended to reflect the fact that remote meetings have now been authorised and are being held. A draft copy of the revised version was attached.

RESOLVED THAT, the revised Standing Orders be APPROVED.

013 -20/21 Financial Regulations

The Acting Proper Officer circulated a report recommending that the Financial Regulations be amended to reflect the fact that the roles of Proper Officer and Responsible Financial Officer have been separated. A draft copy of the revised version was attached.

RESOLVED THAT, the revised Financial Regulations be APPROVED.

014 -20/21 Readoption of Policies

The Acting Proper Officer circulated a report recommending that the readoption of a number of Policies and circulated a link to these on the Council's website.

RESOLVED THAT, the Policies be APPROVED.

015 -20/21 Safeguarding Policy

The Acting Proper Officer circulated a report recommending that the Council adopt a Safeguarding Policy, and that it be applied to both the Council's own activities and those funded by it. It was agreed that such a policy was necessary, and to adopt the draft circulated then monitor whether changes required when it is actually in use.

RESOLVED THAT, the Safeguarding Policy be APPROVED and that it be kept under review.

016 -20/21 Community Engagement / Young People

The Acting Proper Officer circulated a report prepared in consultation with individual councillors setting out the impact of the easing of lockdown in particular as it affected young people. This was followed by a discussion on what the Council could do to help.

RESOLVED THAT, the Council give such support as it can to community groups working in this field and that its own events programme be targeted as far as possible on young people, particularly through the school summer holidays.

017 -20/21 Financial Report

The RFO circulated a report on the current financial position

RESOLVED THAT, the report on the current financial position be AGREED

RESOLVED THAT, payments to the value of £2,204.75 contained in Table 2 be APPROVED.

018-20/21 Planning Applications

The Coordinator of the Planning Working Group circulated a report on recent planning applications and on proposed changes to the Terms of Reference of the Group to make it more responsive.

RESOLVED that the recommendations of the Planning Applications Working Group be APPROVED.

RESOLVED that the Terms of Reference of the Planning Applications Working Group be altered to allow it to directly submit responses to planning applications in a timely manner then report them to the Council, and that these Terms include a mechanism for reviewing planning policies.

019-20/21 Working Group reports

This item was deferred to the next meeting.

020-20/21 Officers' Report

A report jointly prepared by officers had been circulated setting out proposals for the distribution of The Voice, promoting the Community Grants Scheme and organising socially distanced Events in August.

RESOLVED that the report be APPROVED.