

## **QUEEN'S PARK COMMUNITY COUNCIL**

Minutes of the Meeting of Council held remotely using Zoom  
on **Wednesday 20 January 2021** commencing at 18:00.

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**Present:** Councillors John McArdle (Chair), Leslie Barson, Ryan Dalton, Gill Fitzhugh, Ray Lancashire, Orrel Lawrence, 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 three members of the public.

**037 - 20/21 Apologies for absence** – None.

**038-20/21 Declarations of interest** – Councillor McArdle declared an interest as Responsible Financial Officer. Many of the councillors have formal or informal connections with other community groups and any interest will be declared as part of the discussion on relevant items.

**039-20/21 Minutes of the meeting held 21 October 2020**

**RESOLVED THAT**, subject to the correction of a mistype of “Match” for “March” in item 026 - 20/21, the minutes were approved as a correct record to be signed by the Chair at the next physical meeting.

**040-20/21 Minutes of HR Committee meeting held on 2 October 2020**

**RESOLVED THAT**, the minutes be adopted.

**041-20/21 Minutes of People Committee meeting held on 9 September and 14 October 2020**

**RESOLVED THAT**, the minutes be adopted.

**042-20/21 Minutes of Place Committee meeting held on 16 September 2020**

**RESOLVED THAT**, the minutes be adopted.

**043-20/21 Public session**

A member of the public raised three issues:

The first was to say that that the Friends of Queen’s Park Gardens would be holding its AGM on 25 January and everyone is welcome.

The second was to report that there were some out of date laminated notices around Queen’s Park Gardens, and to ask whether anything could be done with them. Liz Thorpe-Tracey, Communications and Events Co-ordinator, responded that while ordinarily these would be cut up for use in craft projects such activity was not currently allowed so they should be taken down and disposed of as waste.

The third was to ask about progress with the report on what had happened in Queen's Park during the lockdown for circulation to the City Council and the local MP. Acting Proper Officer Lucie Prior responded that individual reports had been collected and that these are now being collated.

The Chair thanked the member of the public for his contribution.

#### **044 -20/21 People Committee Report**

Chair of the Committee, Cllr Nicholas, gave a verbal update on the work of the Committee and highlighted three main areas of work:

- Caring Queen's Park, research was progressing well and being prepared as a reference resource
- The "Welcome Home" service for people returning, for example, from a hospital stay continued although take up was low due to the pandemic
- A pilot version of the Community Engagement Survey has been circulated to councillors so that they could try it before the final version is issued to the public

He then invited councillors and the public to attend the next meeting of the Committee on 10 February.

The Chair congratulated the Committee on its work.

**RESOLVED THAT, the Report be NOTED.**

#### **045 -20/21 Place Committee Report**

The Chair of the Committee, Cllr Rustin, gave a verbal update on the work of the Committee highlighting that a Climate Change Working Group has been established, and the Council's carbon footprint was being measured.

She also reported that she had attended the Hammersmith and Fulham Community Gardens AGM, and was pleased to note that their occupation of premises was now on a more stable footing.

Cllr Lancashire reported that the air quality measuring tubes had been collected in and that a report on the findings would follow in due course.

The Chair thanked them both for their work.

**RESOLVED THAT, the Report be NOTED.**

#### **046 -20/21 HR Committee Report**

The Chair of the Committee, Cllr Sweeney, had circulated a Report proposing that the Council move to two full time staff from 2021/22, initially drawing on reserves but including fundraising in the Job Descriptions for both.

**RESOLVED THAT, the report be NOTED**

**RESOLVED THAT, the staffing establishment shall be increased to two full time posts by the recruitment of full time Community Development Officer.**

**RESOLVED** THAT, a Recruitment Panel comprising of Councillor Sweeney (Chair of HR), Councillor Rustin (Vice-chair of HR), Councillor McArdle (Chair of the Council and RFO), and Acting Proper Officer Lucie Prior will undertake the first stages of the recruitment process

**RESOLVED** THAT, the current Job Descriptions of the Proper Officer and CDO will be reviewed to ensure a balance between the roles and 'fundraising' will be added to both

**RESOLVED** THAT, the salary for the CDO position will be set within the range SCP13 to SCP23 (£22,627 to £27,741 plus London Weighting).

**RESOLVED** THAT, Councillor McArdle will continue to act as RFO through 2021/22 with this being reviewed towards the end of the year.

#### **047 -20/21 2018 – 2022 Strategic Plan**

The Acting Proper Officer circulated a Report recommending the approval of an updated Strategic Plan to reflect the new Committee structure, progress in some areas, and changes in the wider environment. This revised Plan will take the Council through to the elections in 2022.

**RESOLVED** THAT, the 2018 – 2022 Strategic Plan be APPROVED

#### **048-20/21 Finance Report**

Cllr McArdle, as Responsible Financial Officer, had circulated a detailed report on the current financial position, seeking approval for payments made since the previous meeting. The report also contained proposals for the commissioning of a short film depicting life in the area and for a grant of £3,500 to QPG Hub be approved so that hot meals could continue to be provided.

The report also proposed that a date be set to discuss how to distribute the neighbourhood portion of the Community Infrastructure levy (CIL).

**RESOLVED** THAT, the contents be NOTED

**RESOLVED** THAT, payments to the value of £39,257.27 set out in Appendix 2 be APPROVED

**RESOLVED** THAT, the Public Arts Working Group be AUTHORISED to spend up to £2,600 on commissioning a film

**RESOLVED** THAT, a grant of £3,500 to QPG Hub be APPROVED

**RESOLVED** THAT, proposals for the allocation of CIL be brought to the March 2021 meeting of the Council

#### **049-20/21 Internal Audit Report**

Cllr McArdle, as Responsible Financial Officer, had circulated a report containing three recommendations from the internal auditor together with the Council's response to each.

**RESOLVED** THAT, the contents be NOTED

#### **Budget and Precept for 2021/22**

The Responsible Financial Officer circulated a report containing detailed proposals for 2021/22 which are broadly similar to 2020/21 other than to propose that a fundraising target of £20,000 be set, that additional funds be set aside to increase staffing levels, and that a slight increase of 2% be applied to the precept. These matters were then discussed by the Council.

**RESOLVED** THAT, the proposal to set the precept at £47.31 for 2021/22 and to advise the City of Westminster of this be APPROVED

**RESOLVED** THAT, the detailed budgets for income and expenditure for 2021/22 set out in the Appendix to the report and summarised in Table 1 be APPROVED

**Table 1: Budget 2021/22**

	<b>Budget 2021/22</b>
Total Income	£199,269
Total Expenditure	£247,825
Income less Expenditure	<b>£48,556</b>
Precept	£166,259

#### **051-20/21 Extension of Service Contracts**

The Acting Proper Officer circulated a report setting out details of the three main service contracts operated by the Council and recommending that each be extended for a further year.

**RESOLVED** THAT, a proposal that, in consultation with the Chair of the Place Committee the Acting Proper Officer agree a contract with Hammersmith Community Gardens Association, for the maintenance and management of Queen's Park Gardens and other open spaces until 31 March 2022 be APPROVED

**RESOLVED** THAT, a proposal that, in consultation with the Chair of the Place Committee the Acting Proper Officer agree a contract with Canine Culture for the provision of dog related services until 31 March 2022 be APPROVED

**RESOLVED** THAT, a proposal that, in consultation with the Chair of the Council, the Acting Proper Officer agree a contract with Happy Lizzy Event Planning for the delivery of a programme of events throughout 2021/22 be APPROVED

#### **052-20/21 Working Group Reports**

The Acting Proper Officer circulated a report on the Working Groups which report to the Council rather than to Committees. There was then a discussion on the operation of the Grants Panel, roles within it, and the need to encourage applications by residents rather than large organisations. This was followed by a discussion on economic development and the challenges being faced by local retailers.

**RESOLVED** THAT, the timeline the next grants round, together with a proposal to review the process, be NOTED

**RESOLVED** THAT, the proposal to form an Economic Development Working Group to report to the Place Committee be APPROVED

**RESOLVED** THAT, the timeline of the next issue of Queen's Park Voice be NOTED

### **053-20/21 Chair's Report**

A report by the Chair highlighting the key themes for local councils identified by Sue Baxter, Chairman of NALC, had been circulated. These are "Rethink Relations", "Rethinking Ambitions", and "Rethinking Engagement" and he felt that Queen's Park Community Council was well placed in this respect although there was no room for complacency.

**RESOLVED** THAT, the Report be NOTED.

### **054-20/21 Officers' Report**

The Acting Proper Officer circulated a report on activities undertaken since the last meeting and those planned before the next. She highlighted

- Plans to hold a by election or co-opt someone to fill the Casual Vacancy
- COVID 19 secure events held over December
- Work on the Climate Emergency response and environmental audit
- Work with Eugene Minogue from the City Council on activities for young people

The Chair thanked Lucie for preparing such a comprehensive set of papers, and all for their attendance and contributions.

**RESOLVED** THAT, the Report be NOTED.