



To all Members of the People Committee (Cllrs. Samantha Alleyne (Chair), Ryan Dalton (Vice-chair), Sandra Bynoe, David Fakhr,, Brian. Nicholas, Eartha Pond, and Stella Wilson) with copies to all other Councillors for information).

You are hereby summoned to attend a **Meeting** of the **People Committee**
to be held in the Beethoven Centre at 6pm
on Wednesday 15 June 2022

Shuwanna Aaron, Acting Director

10 June 2022

AGENDA

- PP 01-22/23** **Apologies for absence** – to receive and approve any apologies for absence from councillors.
- PP 02-22/23** **Minute's Silence** – to pause and mark the fifth anniversary of the tragedy at Grenfell Tower.
- PP 03-22/23** **Declarations of interest** – to note any Declarations of Interest or Dispensations granted in respect of any item on the Agenda.
- PP 04-22/23** **Minutes of the previous meetings** - to consider for approval the minutes of the Committee meeting held in February 2021.
- PP 05-22/23** **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 Chair).*
- PP 06-22/23** **Financial Report** - to receive a report of current financial position.
- PP 07-22/23** **Special Grant** - to decide on the allocation of the Special Grant for 2022/23.
- PP 08-22/23** **Working Groups** - to receive verbal reports from Children & Young People, Community Engagement, Events, and Social Inclusion / Care in Queen's Park Working Groups.
- PP 09-22/23** **Officers' Report** - to receive a verbal update from officers on activities not covered elsewhere.

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the People Committee Meeting held in the Beethoven Centre
on **Wednesday 9 February 2022** commencing at 18:00.

Present: Councillors Eartha Pond (Chair), Leslie Barson, Gill Fitzhugh, Ray Lancashire, and Stella Wilson.

Also present: Lucie Prior, Director; Shuwanna Aaron, Community Development Officer.

PP28-21/22 Apologies for absence – Councillors Orrel Lawrence and John McArdle, Millie Kent, Project Officer, and Liz Thorpe-Tracey, Events Coordinator.

PP29-21/22 Declarations of interest and dispensations – none

PP30-21/22 Minutes of the previous meeting held on 10 November 2021

RESOLVED THAT, the minutes were APPROVED as a correct record and signed by Cllr. Pond.

PP31 23-20/21 Public Session - No questions had been received.

PP32-20/21 Financial Report

The Responsible Financial Officer circulated a report on the current financial position of the budget lines that are monitored by the Committee. The report was introduced by the director in his absence. Cllr Lancashire asked why Code 4127 was still 'Office maintenance / relocation' when the relocation had been abandoned. She explained it had been left with that label to preserve year on year continuity but that she would undertake a review for the new financial year.

RESOLVED THAT, the report be NOTED.

PP33 21/22 Community Engagement Survey

The Director laid round a report and delivered a presentation on the results of the Community Edgemont Survey which was discussed by those present. Residents who responded were generally proud to be Queen's Park residents, but were hesitant about becoming more involved. One reason for this may be a worry over the time commitment, so it was agreed to look for opportunities to 'help out' on an ad hoc basis.

PP34 21/22 Children and Young People Survey

The Director provided an update on the ongoing survey, and how the results would be used to inform the activities of the Working Group in the coming year.

The PP35 21/22 Working Groups

The Director drew attention to the fact that C&YP had been covered earlier on the agenda, and that an Events update was contained within the Officers’ report. The Community Development Officer reported that the Welcome Home project was continuing, and that collaboration with Age UK was taking place to increase its effectiveness.

RESOLVED THAT, the reports be NOTED.

PP36 20/21 Chair’s Report

Cllr. Pond spoke of the importance of the legacy of the Community Council, and the good work that has been undertaken over the past eight years. She also thanks all those involved in the Winter fair, and the C&YP Survey recently undertaken. She ended with a call for councillors to spread the word through there other networks to involve more people in QPCC activities.

RESOLVED THAT, the report be NOTED.

PP37 21/22 Officers’ Report

The Director had circulated a report on work undertaken by officers not reported elsewhere, and planned activities for the coming period. She highlighted events, including rebranding the Winter Fair as a Winter Festival, and updated on proposals for the forthcoming half term holiday.

RESOLVED THAT, the report be NOTED.

The meeting closed at 19:42

Following the meeting Cllr Lancashire updated those present with the most recent statistics on ASB across the area.

<p>Minute Ref: PP04 – 22/23</p> <p>Signed by.....</p> <p>Date.....</p> <p>Cllr. Samantha Alleyne (Chair, People Committee)</p>

Report To:	Queen's Park Community Council		
Title:	Finance Report for May 2022		
Purpose:	For Information		
Author:	Cllr John McArdle, Responsible Financial Officer		
Date of Meeting	People 15 June 2022 Place 23 June 2022	Agenda Item	PP06 – 22/23 PL006 – 22/23

1 Summary

This report summarises the current financial position at the end of May 2022, together with proposals for future reporting.'

2 Recommendations

That the contents be noted.

3 Background

3.1 This report has been prepared by Councillor John McArdle as Responsible Financial Officer with the support and assistance of Acting Director Shuwanna Aaron.

3.3 As there is no meeting of the Council in June, only Committee meetings, there are no decisions to be made and the report is for information only. As the same paper is to be presented to both the People and Place Committees it will be circulated in advance to all councillors in addition to forming part of the pack for each meeting.

3.4 Separately, the People Committee is being asked to discuss and decide on Special Grants in response to a delegation by the Council in May 2022. (019 – 22/23) This is the subject of a report by the Acting Director at that meeting.

3.5 The next report to Council will be in October 2022 and will be the report for the first half of 2022/23.

4 Current Financial Position

4.1 Under the Council's Financial Regulations the RFO is required to report from time to time on material differences between the budget and the actual financial performance with material being determined as a difference of £100 or 15%.

- 4.2 A detailed analysis has been undertaken of income and expenditure on each Cost Centre for 2022/23 and these are shown in Appendix 1 with a comment on each relevant line. At this early stage in the year it is anticipated that each line will come in close to budget. There is a small overspend on preparing printed copies of the Neighbourhood Plan for which no budget provision had been made but the overall impact of this is negligible.
- 4.3 The Council Detail Report at Appendix 2 provides details of the figures held on the Rialtas accounting system. These have been reconciled to the bank account as required.

5 Future Reporting

- 5.1 Although there is no Council meeting till October, and no Committee meeting until September, the underlying analysis contained in this report is undertaken every month.
- 5.2 It is proposed that a Financial report be prepared each month and circulated to members of the Forward Planning Working Group (FPWG). This report will be available to any councillor on request.
- 5.3 Although all transactions on the Council's bank account have been reconciled to the Rialtas accounting system, as reported at 4.3 above, there is a requirement in the Financial Regulations that this be checked and signed by a councillor at least once in each quarter. As this does not fall in line with the meeting cycle of the Council, the FPWG will be asked to devise a process for this.

Appendix: Budget Monitoring 2022/23

May-22

100	Income	Target	YTD	Variance	%	Notes
1010	Project Income	35,000	3,100	- 3,258	109%	Budget to be met
1076	Precept	168,183	-	1,665	99%	Budget to be met
Total Income		203,183	3,100	- 1,593	101%	

101	Staff Costs	Target	YTD	Variance	%	Notes
4100	Staff costs	93,559	15,438	11,591	88%	Budget to be met
4105	Training	1,500	-	-	100%	Budget to be met
Total Staff costs		95,059	15,438	11,591	88%	

102	Adminisrtation	Target	YTD	Variance	%	Notes
4101	Councillor allowances	3,000	-	-	100%	Budget to be met
4105	Training	1,000	53	- 53	105%	Budget to be met
4120	Insurance	1,500	1,588	- 88	106%	Budget to be met
4125	Office Rent	10,000	-	-	100%	Budget to be met
4126	Room Bookings	1,200	-	75	94%	Budget to be met
4127	Office Maintenance	500	-	50	90%	Budget to be met
4128	Catering	200	-	20	110%	Budget to be met
4130	IT Costs	6,000	442	58	99%	Budget to be met
4132	Stationery & Materials	700	278	- 83	112%	Budget to be met
4133	Chair's Allowance	75	-	-	100%	Budget to be met
4135	Tel & post	1,500	199	16	99%	Budget to be met
4137	Subscriptions	3,000	35	15	100%	Budget to be met
4139	Travel expenses	300	-	-	100%	Budget to be met
4140	Professional fees	500	78	22	96%	Budget to be met
4142	Audit fees	1,500	187	13	99%	Budget to be met
4144	Bank charges	102	17	6	94%	Budget to be met
4150	Elections costs	2,000	2,684	- 3,684	284%	EMR to be added
Total Administration		33,077	5,561	- 3,673	111%	

201	Communications	Target	YTD	Variance	%	Notes
4110	Website	2,500	-	-	100%	Budget to be met
4200	Queens Park Voice	4,500	-	- 10	100%	Budget to be met
4236	Marketing	500	-	-	100%	Budget to be met
Total Communications		7,500	-	- 10	100%	

301	Place Committee	Target	YTD	Variance	%	Notes
4300	Community Gardening	17,500	50	- 10	100%	Budget to be met
4301	Dog Strategy	4,500	1,385	145	97%	Budget to be met
4305	Park Development	500	-	-	100%	Budget to be met
4400	Neighbourhood Plan	-	56	- 56	N/A	Small unbudgetted spend
4405	Retailers' Support	500	-	-	100%	Budget to be met
4410	Air Quality	500	-	- 4	101%	Budget to be met
4420	Public & Community Arts	2,000	780	20	99%	Budget to be met
4999	Climate Emergency	1,000	-	-	100%	Budget to be met
Total Place Committee		26,500	2,271	95	100%	

401	Events	Target	YTD	Variance	%	Notes
1410	Income Summer Festival	10,000	-	-	100%	Budget to be met
1411	Income Fireworks	7,500	-	-	100%	Budget to be met
1412	Income Winter Fair	1,500	-	-	100%	Budget to be met
4201	Events Administration	9,300	-	-	100%	Budget to be met
4205	Winter Fair	3,200	-	-	100%	Budget to be met
4206	Winter Social	100	-	-	100%	Budget to be met
4210	Summer Festival	17,000	300	-	100%	Budget to be met
4220	Fireworks	10,000	-	-	100%	Budget to be met
Events Income		19,000	-	-	100%	
Events Expenditure		39,600	300	-	100%	

501	People Committee	Target	YTD	Variance	%	Notes
4107	Community engagement	2,000	402	48	98%	Budget to be met
4129	Volunteer Development	1,600	-	- 50	103%	Budget to be met
4425	Social Inclusion	400	-	-	100%	Budget to be met
4430	Children & Young People	6,000	1,000	-	100%	Budget to be met
Total People Committee		10,000	1,402	- 2	100%	

601	Grants	Target	YTD	Variance	%	Notes
4134	Community Grants	31,900	6,900	-	100%	Budget to be met
4136	Pop Up Fund	2,000	-	-	100%	Budget to be met
4138	Special Grants	25,000	-	-	100%	Budget to be met
Total Grants		58,900	6,900	-	100%	

		YTD	Variance	%
Grand Total Income	222,183	4,827	- 1,593	101%
Grand Total Expenditure	270,636	32,164	8,001	97%

* Find this file in Citrix under Finance/BUDGET

Detailed Receipts & Payments by Budget Heading 01/06/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1010 Project Income	3,100	35,000	31,900			8.9%	
1076 Precept	0	168,183	168,183			0.0%	
<u>101 Staff costs</u>							
4100 Staff costs	(15,438)	(93,559)	78,121		78,121	16.5%	
4105 Training	0	(1,500)	1,500		1,500	0.0%	
<u>102 Administration</u>							
4101 Councillor allowances	0	(3,000)	3,000		3,000	0.0%	
4105 Training	(53)	(1,000)	947		947	5.3%	
4120 Insurance	(1,588)	(1,500)	(88)		(88)	105.9%	
4125 Office Rent	0	(10,000)	10,000		10,000	0.0%	
4126 Room Bookings	0	(1,200)	1,200		1,200	0.0%	
4127 Office maintenance/relocation	0	(500)	500		500	0.0%	
4128 Catering	0	(200)	200		200	0.0%	
4130 IT - hosting, computers, email	(442)	(6,000)	5,558		5,558	7.4%	
4132 Stationery & Materials	(278)	(700)	422		422	39.7%	
4133 Chair's Allowance	0	(75)	75		75	0.0%	
4135 Tel & post	(199)	(1,500)	1,301		1,301	13.3%	
4137 Subscriptions	(35)	(3,000)	2,965		2,965	1.2%	
4139 Travel expenses	0	(300)	300		300	0.0%	
4140 Professional fees	(78)	(500)	422		422	15.6%	
4142 Audit fees	(187)	(1,500)	1,313		1,313	12.5%	
4144 Bank charges	(17)	(102)	85		85	16.7%	
4150 Elections costs	(2,684)	(7,278)	4,594		4,594	36.9%	
<u>201 Communications</u>							
4110 Website	0	(2,500)	2,500		2,500	0.0%	
4200 Queens Park Voice	0	(4,500)	4,500		4,500	0.0%	
4236 Marketing	0	(500)	500		500	0.0%	
<u>301 Place</u>							
4300 Community Gardening	(50)	(17,500)	17,450		17,450	0.3%	
4301 Dog Strategy	(1,385)	(4,500)	3,115		3,115	30.8%	
4305 Park Development	0	(500)	500		500	0.0%	
4400 Neighbourhood Plan	(56)	0	(56)		(56)	0.0%	
4405 Retailers' Support	0	(500)	500		500	0.0%	
4410 Air Quality	0	(500)	500		500	0.0%	
4420 Public & Community Arts	(780)	(2,000)	1,220		1,220	39.0%	
4999 Climate Emergency	0	(1,000)	1,000		1,000	0.0%	
<u>401 Events</u>							
1410 Income Summer Festival	0	10,000	10,000			0.0%	

Detailed Receipts & Payments by Budget Heading 01/06/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1411 Income Fireworks	0	7,500	7,500			0.0%	
1412 Income Winter Fair	0	1,500	1,500			0.0%	
4201 Events Administration	0	(9,300)	9,300		9,300	0.0%	
4205 Winter Fair	0	(3,200)	3,200		3,200	0.0%	
4206 Winter Social	0	(100)	100		100	0.0%	
4210 Summer Festival	(300)	(17,000)	16,700		16,700	1.8%	
4220 Fireworks	0	(10,000)	10,000		10,000	0.0%	
<u>501 People</u>							
4107 Community engagement	(402)	(2,000)	1,599		1,599	20.1%	
4129 Volunteer Development	0	(1,600)	1,600		1,600	0.0%	
4425 Social Inclusion	0	(400)	400		400	0.0%	
4430 Children & Young People	(1,000)	(10,568)	9,568		9,568	9.5%	
<u>601 Grants</u>							
4134 Community Grants	(6,900)	(45,806)	38,906		38,906	15.1%	6,900
4136 Pop Up Fund	0	(2,000)	2,000		2,000	0.0%	
4138 Special Grants	0	(25,000)	25,000		25,000	0.0%	
<u>999 VAT data</u>							
115 VAT refund	1,727	0	(1,727)			0.0%	
515 VAT on Payment	(292)	0	(292)		(292)	0.0%	
Grand Totals:- Receipts	4,827	222,183	217,356			2.2%	
Payments	32,164	294,388	262,225	0	262,225	10.9%	
Net Receipts over Payments	(27,336)	(72,205)	(44,869)				
plus Transfer From EMR	6,900						
Movement to/(from) Gen Reserve	(20,436)						

Report To:	Queen's Park Community Council – People Committee		
Title:	Special Grants 2022/23		
Purpose:	For decision		
Author:	Shuwanna Aaron, Acting Director		
Date of Meeting	15 June 2022	Agenda Item	PP 07 – 22/23

1 Summary

This report sets out the position around a delegation from the Council of £5,000 in Special Grants and recommends discussion on how this be allocated.

2 Recommendations

It is recommended that the Committee discusses the options and decides how to allocate the funds available.

3 Background

- 3.1 In January 2022 the Council set a budget of £25,000 for Special Grants in 2022/23 with £20,000 of this being allocated to The Avenues Youth Project (AYP) as part of a longer-term arrangement.
- 3.2 In May 2022 the Council approve the payment of the £20,000 to AYP and resolved that the remaining £5,000 be delegated to the People Committee to distribute. (019 – 22/23) The purpose of this report is to discharge that delegation.
- 3.3 As background, in previous years this grant has been used to support projects involving young people and in particular the provision of meals to those participating in organised holiday activities. Previous beneficiaries have been AYP and QPG Hub.
- 3.4 It may be that holiday hunger is not be such an issue in 2022, given that the both the government and the City Council have recognised the issue and have made funds available in connection with this. The Committee is invited to discuss this.
- 3.5 If this is the case, there will be an opportunity to use the Special Grant to support other organisations working in the area, perhaps on a different kind of service. The Acting Director has reached out to some of these within our network and will circulate her findings before the meeting.
- 3.6 In the longer term, it is proposed that the review currently being undertaken by the Grants Panel be extended to include both Special Grants and the Pop-up Grant to ensure a comprehensive and consistent approach.