

QUEENS PARK COMMUNITY COUNCIL

To the Members of Queens Park Community Council

You are summoned to attend the **First Annual Statutory Meeting** of **QUEENS PARK COMMUNITY COUNCIL** to be held in the **Main Hall, Beethoven Centre, Third Avenue, London W10 4JL** on **Thursday 5th June 2014** at **6.30pm** when it is proposed to transact the following business:-

Charlie Parker, Chief Executive
Westminster Council
27th May 2014

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS

1. ELECTION OF CHAIRMAN FOR 2014/2015

2. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

3. ELECTION OF VICE CHAIRMAN

4. APOLOGIES FOR ABSENCE

5. DECLARATIONS OF INTEREST

6. MINUTES

6.1. To **RESOLVE** that the minutes of meeting of Queen's Park Temporary Council held on 15th May 2014 be taken as read, confirmed as a correct record and signed by the Chairman.

7. POWERS, DUTIES and RESPONSIBILITIES

7.1. To endorse the procedures and essential documents as discussed during the meetings of the Temporary Queen's Park Community Council held after 1st April 2014:

Members' Code of Conduct – Minute C.007

Standing Orders – Minute C.005

Financial Regulations – Minute C.011

Register of Members' Interests – Minute C.016

Operations Manual and Business Plan including Council/Committee Structure and committee responsibilities and draft Budget- Minute C.003 and C.006

Calendar of Meetings and Events – Minute C.019

Press/Media Policy – Minute C.022

Right to Speak leaflet – Minute C.023

Complaints Code of Practice and Procedure – Minute C.024

Other policies to be agreed at future meetings include:

Freedom of Information Publication Scheme, Data Protection, Training, Appointment of Internal Auditor, Member and Employee Protocol, Disciplinary and Grievance Procedures.

7.2. To formally endorse that Queen's Park Community Council has made arrangements with Came and Company for insurance purposes – Minute C.012 02.04.2014

7.3. To formally advise Westminster Council that Queens Park Community Council wishes to be consulted on all planning applications affecting its area and authorises the Director to submit comments following decisions at Planning meetings.

7.4. General Power of Competence

Under Section 1 of the Localism Act 2011, Queen's Park Community Council has met the criteria for using this Power. All Councillors have stood for election and the Locum Director is qualified. Council will be asked to RESOLVE to adopt the General Power of Competence.

8. MEMBERSHIP OF STANDING COMMITTEES

8.1. Policy and Resources

8.2. Environment and Open Spaces

8.3. Communications and Events

8.4. Neighbourhood Planning

8.5. Audit

8.6. [Public Services and Social and Economic Development – although included in the Operations Manual and Business Plan it has yet to be discussed by Council].

9. STAFF MATTERS

Appointment of Clerk/RFO/ to the Community Council

9.1. To confirm the appointment of Linda Butcher as the Director/Proper Officer/RFO to Queens Park Community Council on the terms previously agreed with Paddington Development Trust.

Minutes of a meeting of the **Queen's Park Temporary Community Council** held on
**Wednesday 14th May 2014 at 6.30pm at Office 1, Beethoven Centre, Third
Avenue, London W10 4JL**

PRESENT Cllrs. Gill FitzHugh, Joe Gordon, Julius Hogben (6.25pm), Susanna Rustin, Angela Singhate (Chairman) and Emma Sweeney.

Also in attendance Linda Butcher – Locum Director
3 members of the public (one of whom will be a Councillor after
22nd May 2014)

APOLOGIES FOR ABSENCE

Cllr Kimberley Durrance
Cllr Joseph Fernandez

Katie Cowan (returned unopposed, effective from 22nd May)

MINUTES

Minutes of the Temporary Community Council – 16th April 2014

C.018 **RESOLVED** that the minutes of the Temporary Community Council Meeting of the 16th April 2014 be taken as read, confirmed as a correct record and signed by the Chairman.

Matters Outstanding

C.016 re. Members' Allowances The Locum Director advised that she had received information from Westminster City Council advising that the Chairman of the Independent Panel had questioned whether or not the Queen's Park Community Council actually wishes to pay these allowances or whether the Council is seeking information as a point of principle.

The Director was instructed to pursue this matter to ascertain the likely level in order for the Council to make an informed decision. The priority is to ensure that finance does not preclude elected councillors from attending meetings and taking part in the democratic process.

Update on committee meetings – it was noted that there had been no committee meetings since the last Council meeting.

DISCLOSURE OF INTERESTS

To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under Queen's Park Community Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

There were no interests to be declared by Members.

PUBLIC PARTICIPATION

To receive any questions, or brief representations, from members of the public in accordance with Standing Order No.3 e, f, g and h.

There were no questions from members of the public.

REVISED CALENDAR OF MEETINGS and EVENTS – sent to all Councillors

The Director explained that having sent out the revised calendar she realised she would not be available for the Council meeting in September so it was AGREED to amend this date to the 3rd September, following the Planning meeting.

The Director also pointed out that there is a Planning meeting scheduled for 5th November and she was unsure whether or not this would be appropriate. It was AGREED to have this meeting prior to the Council meeting on 12th November.

C.019

All other dates were confirmed and it was **RESOLVED** to adopt this calendar of meetings acknowledging that if there are no planning applications then Planning meetings would be cancelled and it is acceptable to hold additional meetings at any time with the appropriate timescale.

An adopted list of meeting dates is attached to these minutes.

REGISTER OF MEMBERS' INTERESTS

Register of Members' Interests form

C.020

The Director had previously sent to all Members the revised form including the Queen's Park Community Council title which was adopted.

FINANCIAL MATTERS UPDATE

C.009 re. bank account. The Locum Director advised that all personal forms had been received and the pack has been presented to the bank for processing.

The Locum Director advised that NALC has forwarded to the Paddington Development Trust the grant of £24,900 for the Locum Clerk and PDT Coordination between April and September 2014 as per the Service Level Agreement with PDT.

C.021

RESOLVED to formally endorse the Service Level Agreement and acknowledge that PDT will manage this grant on behalf of the Queen's Park Community Council.

REGISTRATION OF COMMUNITY ASSETS

Details sent to the Chairman had been submitted to all Councillors and it was AGREED to put this item on the agenda for the Planning meeting scheduled for 2nd July when the matter can be thoroughly discussed.

POLICY DOCUMENTS FOR CONSIDERATION

Press/Media

The Locum Director had submitted a draft for consideration.

C.022 **RESOLVED** to adopt the draft as presented.

Right to Speak at Council meetings

The Locum Director had submitted a draft for consideration. She explained that this is just the wording suggested but it is usual for it to be designed in such a way to make it a 'user-friendly' guide for the public. It would be available on the Council's website and on the seats on the hall when a meeting takes place.

C.023 **RESOLVED** to adopt the wording and transform it into a leaflet.

Complaints Policy and Procedure

The Locum Director had submitted a draft for consideration and suggested that it is better to have this policy in place before there is a complaint.

C.024 **RESOLVED** to adopt the Complaints Policy and Procedure as presented.

TRAINING and TEAM BUILDING

The Locum Director had submitted a report which included an invitation from the Community Protection Officer for Harrow Road and Queen's Park Wards offering to come to one of the Team Building evenings.

Following discussion it was felt that there was no need to have two Team Buildings meetings in June so there would now be just one, on the 11th June with the 18th June being cancelled.

C.025 Following further discussion it was **RESOLVED** to invite Klaudija Green to the Full Council meeting scheduled for 9th July and the Locum Director was asked to issue the invitation.

The meeting closed at 7.20pm

QUEENS PARK COMMUNITY COUNCIL

To the Members of Queens Park Community Council

You are summoned to attend an **ADDITIONAL Meeting** of **QUEENS PARK COMMUNITY COUNCIL** to be held in the **Beethoven Centre, Third Avenue, London W10 4JL** on **Wednesday 11th June 2014** at **6.30pm** when it is proposed to transact the following business:-

Linda A Butcher
Director
2nd June 2014

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

3. MINUTES

- 3.1. To **RESOLVE** that the minutes of the Annual Statutory Meeting of Queen's Park Community Council held on 5th June 2014 be taken as read, confirmed as a correct record and signed by the Chairman.

4. DISCLOSURE OF INTERESTS

To deal with any disclosure by Members of any dis-closable pecuniary interests and interest other than pecuniary interests, as defined under Queen's Park Community Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

5. PUBLIC PARTICIPATION

To receive any questions, or brief representations, from members of the public in accordance with Standing Order No. 3 e, f, g and h.

6. QUEEN'S PARK FESTIVAL

- 6.1. To confirm the previous decision to take responsibility for the Queen's Park Festival in 2014 (see report).
6.2. To agree the formation and membership of a Festival Committee to organise and run the Festival (see report).
6.3. To consider the budget for the Queen's Park Festival and to authorise the Festival Committee to incur the necessary expenditure (see report)

7. QUEEN'S PARK VOICE

- 7.1. To consider continuing to support, both in terms of input and expenditure, the Queen's Park Voice (see report).

8. ADMINISTRATION MATTERS

- 8.1. To authorise the expenditure necessary to provide the office space for the Queen's Park Community Council (see report).
8.2. To authorise the expenditure necessary to provide the equipment necessary for the Council office (see report).
8.3. To respond to the Audit Commission re. Auditors (see report)

Minutes of the first **Annual Statutory** meeting of the **Queen's Park Community Council** held on **Thursday 5th June 2014 at 6.30pm** in the **Main Hall, Beethoven Centre, Third Avenue, London W10 4JL**

PRESENT Cllrs. Musa Ahmed, Philip Andokou, Ryan Dalton, Joe Fernandes, Gill Fitzhugh, Julius Hogben, Emma Morgan, Susanna Rustin, Angela Singhate and Emma Sweeney.

Also in attendance Charlie Parker, Chief Executive, Westminster City Council
Mick Steward, Head of Legal & Governance Services, W.C.C.
Barry Panto, Senior Assistant Solicitor, W.C.C.
Andy Palmer, Senior Committee and Governance Officer, W.C.C.
Linda Butcher - Locum Director
34 members of the public plus Ken Browse, Chairman of the National Association of Local Councils and other officers from NALC; Cllr Barrie Taylor, Ward Member, Westminster City Council; Neil Johnston and Fabian Sharp from the Paddington Development Trust.

ELECTION OF CHAIRMAN

Mr Charlie Parker opened the meeting and welcomed everyone present to the first meeting of the Queen's Park Community Council. He congratulated all the Community Councillors on being elected.

Before calling for nominations for Chairman he suggested that each of the Community Councillors should introduce themselves. When this had been completed Mr Parker asked for nominations for the position of Chairman of the Community Council.

Cllrs Angela Singhate and Joseph Fernandes were both proposed and seconded and there was then a show of hands. Cllr Singhate received 7 votes and Cllr Fernandes received 3 votes.

C.026 RESOLVED that Cllr Singhate be elected Chairman of Queen's Park Community Council for the year 2014-2015.

Mr Parker advised the Council that in order to fulfil its statutory duties throughout the meeting it was essential that item 9. Staff Matters be brought forward, particularly as he had to leave the meeting before the close of business.

STAFF MATTERS

Appointment of Clerk/RFO to the Community Council

C.027 RESOLVED to confirm the appointment of Linda Butcher as Clerk/Proper Officer/RFO to Queen's Park Community Council on the terms previously agreed with Paddington Development Trust.

DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

“I, Cllr Angela Singhate, having been elected to the office of Chairman of Queen’s Park Community Council declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.”

Cllr Singhate then signed the Declaration form in the presence of Mr Charlie Parker and Linda Butcher as Proper Officer of Queen’s Park Community council.

Cllr Singhate thanked everyone for their support, not just for electing her Chairman but also all the public throughout the community’s campaign for its own council.

Mr Charlie Parker then left the meeting and handed over to Linda Butcher.

ELECTION OF VICE CHAIRMAN

The Chairman called for nominations for the position of Vice Chairman. Cllr Emma Sweeney was proposed and seconded and there being no other nominations it was

- C.028** **RESOLVED** to elect Cllr Emma Sweeney as Vice Chairman for the year 2014-2015.

Cllr Sweeney thanked everyone for their continued support.

APOLOGIES

Cllr Eartha Pond – family commitment
Cllr Katie Cowan – family commitment

- C.029** **RESOLVED** to authorise their Declarations of Acceptance of Office to be reported to a future meeting.

DECLARATIONS OF INTEREST

There were none.

MINUTES

Minutes of the Temporary Community Council meeting – 14th May 2014.

- C.030** **RESOLVED** that the minutes of the Temporary Community Council Meeting held on 14th May 2014 be taken as read, confirmed as a correct record and signed by the Chairman.

POWERS, DUTIES and RESPONSIBILITIES

To endorse the procedures and essential documents as discussed during the meetings of the Temporary Queen's Park Community Council held after 1st April 2014.

Members' Code of Conduct – Minute C.007

Standing Orders – Minute C.005

Financial Regulations – Minute C.011

Register of Members' Interests – Minute C.016

Operations Manual and Business Plan including Council/Committee Structure and Committee Responsibilities and draft Budget – Minute C.003 and C.006

Calendar of Meetings and Events – Minute C.019

Press/Media Policy – Minute C.022

Right to Speak leaflet – Minute – C.023

Complaints Code of Practice and Procedure – Minute C.024

Cllr Fernandes had several queries about the Operations Manual and Business Plan. The Director explained that this is a working document and will evolve as the Council progresses. However, after further comments, Council **AGREED** to defer this document to the July Council meeting when it can be discussed more fully. In the meantime, Cllr Fernandes would supply his queries to the Director so they could be investigated.

C.031 RESOLVED to adopt all other documents as listed above.

To formally endorse that Queen's Park Community Council has made arrangements with Came and Company for insurance purposes – Minute C.012 02.04.2014.

C.032 RESOLVED to endorse this action for insurance cover.

To formally advise Westminster Council that Queen's Park Community Council wishes to be consulted on all planning applications affecting its area and authorises the Director to submit comments following decisions at Planning meetings.

C.033 RESOLVED to endorse this decision.

General Power of Competence

Under Section 1 of the Localism Act 2011, Queen's Park community Council has met the criteria for using this Power. All Councillors have stood for election and the Director is qualified.

C.034 RESOLVED to adopt the General Power of Competence.

MEMBERSHIP OF STANDING COMMITTEES

C.035 RESOLVED that the Standing Committees will be made up of the following Members:

Policy and Resources (9) Musa Ahmed Philip Andokou Katie Cowan Gill Fitzhugh Julius Hogben Emma Morgan Susanna Rustin Angela Singhate Emma Sweeney	Environment and Open Spaces (7) Katie Cowan Ryan Dalton Joe Fernandes Emma Morgan Eartha Pond Susanna Rustin Emma Sweeney
Communications and Events(6) Philip Andokou Ryan Dalton Joe Fernandes Eartha Pond Susanna Rustin Angela Singhate	Neighbourhood Planning (8) Musa Ahmed Philip Andokou Katie Cowan Ryan Dalton Joe Fernandes Gill Fitzhugh Julius Hogben Eartha Pond
Audit Julius Hogben Musa Ahmed	

There being no further business the meeting was formally closed at 7.20pm but the Chairman then invited members of the public to address the Council explaining that in future this item would be part of the main meeting.

Mr Ken Browse, Chairman of the National Association of Local Councils congratulated the Council on being the first 'parish' council ever with London and wished it well for the future. He said people would be watching Queen's Park with interest.

Cllr Barrie Taylor, Ward Member with Westminster City Council also congratulated Queen's Park Councillors and said he looked forward to much co-operation between the two Councils.

QUEENS PARK COMMUNITY COUNCIL

To the Members of Queens Park Community Council

You are summoned to attend a **Meeting** of **QUEENS PARK COMMUNITY COUNCIL** to be held in the **Beethoven Centre, Third Avenue, London W10 4JL** on **Wednesday 9th July 2014** at **6.30pm** when it is proposed to transact the following business:-

Linda A Butcher
Director
2nd July 2014

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTES**
 - 3.1. To **RESOLVE** that the minutes of the Additional Meeting of Queen's Park Community Council held on 11th June 2014 be taken as read, confirmed as a correct record and signed by the Chairman.
- 4. DISCLOSURE OF INTERESTS**

To deal with any disclosure by Members of any dis-closable pecuniary interests and interest other than pecuniary interests, as defined under Queen's Park Community Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.
- 5. PUBLIC PARTICIPATION**

To receive any questions, or brief representations, from members of the public in accordance with Standing Order No. 3 e, f, g and h.
- 6. OPERATIONS MANUAL and BUSINESS PLAN**
 - 6.1. Item referred back from the Annual Statutory Meeting held on 05.06.2014 (report attached)
- 7. GUEST SPEAKER**
 - 7.1. Klaudia Green , Community Protection Officer
- 8. RESOLUTIONS MOVED ON NOTICE**
 - 7.1. Cllr Julius Hogben will propose and Cllr Joe Fernandez will second "Queen's Park Community Council opposes the planned demolition of our Jubilee sports centre which 5,500 residents have petitioned against, and the plans for housing on this site which are not intended for local people. We call upon Westminster City Council to respect the wishes and needs of the community we have been elected to represent."
- 9. COMMUNICATIONS**
 - 9.1. To agree Working Party membership to liaise with Westminster City Ward Councillors.
 - 9.2. To agree Protocol for working arrangements between Members and Officers (draft policy attached for consideration)
 - 9.3. The Director has received a request from the Japan Local Government Centre in London for a delegation of 3 researchers to visit Queen's Park sometime between Monday 8th and Wednesday 10th September to speak to one or two people involved with the creation of the Community Council.
- 10. NEIGHBOURHOOD PLAN** (report to follow)
 - 10.1. To endorse the actions taken by the Neighbourhood Plan sub-committee of Queen's Park Temporary Community Council and to acknowledge receipt of the £7,000 Locality Grant.
- 11. QUEEN'S PARK GARDENS PLAYGROUND - UPDATE**

Minutes of an Additional meeting of the **Queen's Park Community Council** held on **Wednesday 11th June 2014 at 6.30pm** in the **Beethoven Centre, Third Avenue, London W10 4JL**

PRESENT Cllrs. Philip Andokou, Katie Cowan, Ryan Dalton, Joe Fernandes, Gill Fitzhugh, Emma Morgan, Eartha Pond, Susanna Rustin (6.40pm), Angela Singhate (Chairman) and Emma Sweeney.

Also in attendance Linda Butcher - Director
2 members of the public

APOLOGIES

Cllr Musa Ahmed – family commitment
Cllr Julius Hogben – family commitment

DECLARATIONS OF INTEREST

To deal with any disclosure by Members of any dis-closable pecuniary interests and interests other than pecuniary interests, as defined under Queen's Park Community Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

Cllr Emma Sweeney declared a Personal Interest in item 8.1 To authorise expenditure necessary to provide office space for the Queen's Park Community Council as the Temporary Council had resolved to use part of the accommodation within the Paddington Development Trust office space and Cllr Sweeney is employed by that organisation.

MINUTES

Minutes of the Annual Statutory Community Council meeting – 5th June 2014.

C.036 **RESOLVED** that the minutes of the First Annual Statutory Community Council Meeting held on 5th June 2014 be taken as read, confirmed as a correct record and signed by the Chairman.

PUBLIC PARTICIPATION

To receive any questions, or brief representations, from members of the public in accordance with Standing Order No. 3 e, f, g and h.

The Chairman asked the two members of the public present if they wished to address the meeting but they declined.

QUEEN'S PARK FESTIVAL

To confirm the previous decision to take responsibility for the Queen's Park Festival in 2014 (report previously sent to all Councillors)

C.037 **RESOLVED** to confirm responsibility for the Queen's Park Festival for 2014.

To agree the formation and membership of a Festival Committee to organise and run the Festival (report previously sent to all Councillors)

- C.038 RESOLVED** the formation of a Festival Committee to organise and run the festival. Membership would comprise Cllrs Philip Andokou, Ryan Dalton, Angela Singhate, Emms Sweeney plus non-councillors to be co-opted by the Festival Committee.

To consider the budget for the Queen's Park Festival and to authorise the Festival Committee to incur the necessary expenditure (report previously sent to all Councillors)

- C.039 RESOLVED** to provide a budget of £6,000 [as match funding] for the Queen's Park Festival and to authorise the Festival Committee to incur the necessary expenditure from this budget.

QUEEN'S PARK VOICE

To consider continuing to support, both in terms of input and expenditure, the Queen's Park Voice (report previously sent to all Councillors)

- C.040 RESOLVED** to continue to support, both in terms of input and expenditure, the Queen's Park Voice.

- C.041 RESOLVED** to commit a budget of £1,700 for the next issue and instruct the Communications and Events committee to agree the budget for the remainder of this financial year. In the meantime, Cllrs Ryan Dalton, Joe Fernandes and Susanna Rustin are delegated to produce the next issue because of the urgency of its production.

ADMINISTRATION MATTERS

To authorise the expenditure necessary to provide the office space for the Queen's Park Community Council (report previously sent to all Councillors)

There was a further discussion about how appropriate it might seem for the Community Council to locate its office within the leasehold premises of the Paddington Development Trust but it reflection it was felt the best option. However, in order to alley concerns of some Members, Cllr Gill Fitzhugh AGREED to investigate other locations including The Avenues Youth Centre, St.Judes and Dart Street. She AGREED to notify Councillors and the Director the following day and in the meantime it was

- C.042 RESOLVED** to authorise up to £5,000 for the formation of the Queen's Park Community Council office within the Beethoven Centre.

To authorise the expenditure necessary to provide the equipment necessary for the Council office (report previously sent to all Councillors)

- C.043 RESOLVED** to authorise expenditure for the provision of the necessary IT equipment.

To respond to the Audit Commission re. Auditors (report previously sent to all Councillors)

- C.044** **RESOLVED** to authorise the Director to advise the Audit Commission that it had no objection to PKF Littlejohn LLP being the Community Council's external auditor.

The meeting closed at 7.20pm.

QUEENS PARK COMMUNITY COUNCIL

To the Members of Queens Park Community Council

You are summoned to attend a **Meeting** of **QUEENS PARK COMMUNITY COUNCIL** to be held in the **Beethoven Centre, Third Avenue, London W10 4JL** on **Wednesday 3rd September 2014** at **7.00pm** when it is proposed to transact the following business:-

Linda A Butcher
Director
3rd September 014

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

to deal with any disclosure by Members of any dis-closable pecuniary interests and interest other than pecuniary interests, as defined under Queen's Park Community Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

3. MINUTES

3.1. To **RESOLVE** that the minutes of the Additional Meeting of Queen's Park Community Council held on 9th July 2014 be taken as read, confirmed as a correct record and signed by the Chairman.

4. COMMITTEE MINUTES

To note the acts and proceedings of the following committee meetings:

- 4.1. Neighbourhood Planning – 2nd July 2014
- 4.2. Communications and Events – 16th July 2014
- 4.3. Environment and Open Spaces – 23rd July 2014
- 4.4. Policy and Resources – 30th July 2014
- 4.5. Neighbourhood Planning – 6th August 2014

5. PUBLIC PARTICIPATION

To receive any questions, or brief representations, from members of the public in accordance with Standing Order No. 3 e, f, g and h.

6. GUEST SPEAKERS

6.1. Speakers from Prevent – Kiran and Mark from the Prevent programme at Westminster Council

7. COMMITTEE MEMBERSHIP

7.1. To reconsider the membership of committees agreed at the Annual Statutory Meeting

8. APPOINTMENT OF INTERNAL AUDITOR – report to follow

9. COMMUNICATIONS

9.1. Chairman's Report

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of a meeting of the **Queen's Park Community Council** held on
Wednesday 9th July 2014 at 6.30pm in the **Beethoven Centre, Third Avenue,**
London W10 4JL

PRESENT Cllrs Musa Ahmed, Philip Andokou, Katie Cowan, Ryan Dalton, Joe Fernandes, Gill Fitzhugh, Julius Hogben, Eartha Pond, Susanna Rustin, Angela Singhate (Chairman) and Emma Sweeney

Also in attendance Klaudia Green, Community Protection Officer
Terry Abbott, Westminster C.C. Children's Services
Neil Johnston, PDT
Linda Butcher – Director, QPCC
3 members of the public

The Chairman welcomed everyone to the meeting.

APOLOGIES FOR ABSENCE

Cllr Emma Morgan – work commitment

DECLARATIONS OF INTEREST

To deal with any disclosure by Members of any dis-closable pecuniary interests and interest other than pecuniary interests, as defined under Queen's Park Community Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

Cllr Emma Sweeney declared a personal interest in the item concerning the Operations Manual and Business Plan in view of PDT's involvement as she is an employee of PDT

Cllr Gill Fitzhugh declared a personal interest in the item concerning the Operations Manual and Business Plan in view of PDT's involvement as she is a Trustee of PDT

MINUTES

To resolve that the minutes of the Additional Meeting of Queen's Park Community Council held on 11th June 2014 be taken as read, confirmed as a correct record and signed by the Chairman.

C.048 **RESOLVED** that the minutes of the Additional Meeting held on 11th June 2014 be taken as read, confirmed as a correct record and signed by the Chairman.

PUBLIC PARTICIPATION

To receive any questions, or brief representations, from members of the public in accordance with Standing Order No. 3 e, f, g and h.

Leslie Barson from the London Community Neighbourhood Co-operation issued an invitation to all Councillors to the LCNC's day of fun, food and celebration on Sunday 20th July, 1-5pm at Lydford Community Hall, 74 Fernhead Road, W9 3EW. She then handed out written invitations to everyone present at the meeting.

The Chairman thanked her for her kind invitation and hoped Councillors would be able to support this event.

The Chairman then advised Council that in view of the guest speakers present she intended to change the order of the agenda and to invite Klaudia and Terry to speak next.

GUEST SPEAKERS

Klaudia Green, Westminster C.C. Community Protection Officer
Terry Abbott, Westminster C.C. Children's Services

Klaudia gave a brief outline of the services provided in her particular field and spoke about the regular meetings that she chairs, at the same time inviting Councillors to attend these meetings. She then gave examples of what the team has achieved since she came into post.

Terry explained that he was a young people's practitioner based in Stow Centre, Harrow Road covering the North West area and that he works closely with the police and other agencies.

Councillors then asked questions and upon completion, the Chairman thanked them for their attendance and they left the meeting.

OPERATIONS MANUAL and BUSINESS PLAN

Item referred back from the Annual Statutory Meeting held on 05.06.2014 (a report had been sent to all Councillors with the agenda)

The Chairman invited Cllr Joe Fernandez to speak. In referring to his report he felt all references to PDT should be removed from the Council's Operations Manual and Business Plan and he felt the Council had not carried out due diligence, e.g. Early Years. He believed we should have contracts with all organisations so that the Council could carry out continuous reviews. He said he hoped the Policy and Resources committee when reviewing the document would be more open and less specific. He hoped other Councillors would send in comments about the document.

Other Councillors said they had worked with Neil Johnston from PDT for 10-15 years and that the wording in the Operations Manual reflects the past relationship and identifies where we are today.

Cllr Fernandez then directed several accusations about the work of PDT and Neil Johnstone in particular with reference to grant

applications. Other Councillors spoke passionately in support of PDT and truly believed the Council would not exist without the work undertaken by PDT in support the group of local people who had strived for its own parish council.

The Director confirmed that the Operations Manual and Business Plan is a draft document that will be reviewed by the Policy and Resources committee in detail before coming back to Council for approval, and even after Council approval it will be constantly reviewed and updated as the Council moves forward.

In view of the level of debate the Chairman adjourned the meeting and declared a five minute break but not before apologising on behalf of the Council for the behaviour witnessed during the last few minutes.

The Chairman re-opened the meeting at 7.45pm

- C.049** **RESOLVED** to ensure the future of the Business Plan and Operations Manual is reviewed at the Policy and Resources Committee.

RESOLUTIONS MOVED ON NOTICE

Cllr Julius Hogben will propose and Cllr Joe Fernandez will second “Queen’s Park Community Council opposes the planned demolition of our Jubilee sports centre which 5,500 residents have petitioned against, and the plans for housing on this site which are not intended for local people. We call upon Westminster City Council to respect the wishes and needs of the community we have been elected to represent.”

Before taking the vote on this motion, the Director was asked to explain the Resolutions Moved on Notice format.

- C.050** **RESOLVED** to approve the above motion without alteration and the Director was instructed to write to Westminster City Council accordingly.

COMMUNICATIONS

To agree Working Party membership to liaise with Westminster City Ward Councillors.

- C.051** **RESOLVED** that Councillors to meet with WCC Ward Members would be Cllrs Eartha Pond, Musa Ahmed, Joe Fernandez and Angela Singhate plus the Director and that this group would report back to Council following any meetings.

To agree Protocol for working arrangements between Members and Officers (draft policy attached for consideration)

C.052 **RESOLVED** to adopt the draft Policy as presented.

The Communications and Events Committee were tasked with writing a suitable policy for working relationships/communications between Councillors.

The Director has received a request from the Japan Local Government Centre in London for a delegation of 3 researchers to visit Queen's Park sometime between Monday 8th and Wednesday 10th September to speak to one or two people involved with the creation of the Community Council.

C.053 **RESOLVED** that Cllrs Emma Sweeney, Susanna Rustin, Angela Singhate and Julius Hogben would meet with the delegation and that the Monday lunch time would be the best opportunity. The Director would convey this to the Japan Local Government Centre.

NEIGHBOURHOOD PLAN (report previously sent to all Councillors)

To endorse the actions taken by the Neighbourhood Plan sub-committee of Queen's Park Temporary Community Council and to acknowledge receipt of the £7,000 Locality Grant.

C.054 **RESOLVED** to endorse the work already carried out by the Neighbourhood Planning Group/sub-committee and to authorise this Group/sub-committee to continue with this work.

C.055 **RESOLVED** to delegate use of the Locality funding, and any other funds for the purpose of producing a Neighbourhood Plan, to the Neighbourhood Groups/sub-committee.

QUEEN'S PARK GARDENS PLAYGROUND – UPDATE

Cllr Susanna Rustin reported on the current situation and apologised that the official opening had had to be postponed due to a child injuring themselves when falling off a piece of equipment. The report was noted by Council.

The meeting was closed at 8.20pm

QUEENS PARK COMMUNITY COUNCIL

To All Members of Queens Park Community Council

You are summoned to attend a **Meeting** of **QUEENS PARK COMMUNITY COUNCIL** to be held in the **Beethoven Centre, Third Avenue, London W10 4JL** on **Wednesday 12th November 2014** at **6.45pm** when it is proposed to transact the following business:-

Linda A Butcher
Director
6th November 2014

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

to deal with any disclosure by Members of any dis-closable pecuniary interests and interest other than pecuniary interests, as defined under Queen's Park Community Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

3. MINUTES

- 3.1. To **RESOLVE** that the minutes of the Meeting of Queen's Park Community Council held on 3rd September 2014 be taken as read, confirmed as a correct record and signed by the Chairman.

4. GUEST SPEAKERS

- 4.1. Karen Buck, Labour MP for Westminster North
4.2. Terry Simpson – will explain how his council encouraged young people to get involved with the council

There will be an opportunity for Councillors to ask questions of both speakers

5. PUBLIC PARTICIPATION

To receive any questions, or brief representations, from members of the public in accordance with Standing Order No. 3 e, f, g and h.

6. COMMITTEE MINUTES

To note the acts and proceedings of the following committee meetings:

- 6.1. Neighbourhood Planning – 3rd September 2014
6.2. Neighbourhood Planning – 15th October 2014
6.3. Policy and Resources – 15th October 2014
6.4. Environment and Open Spaces – 22nd October 2014
6.5. Communications and Events – 22nd October 2014
6.6. Policy and Resources – 29th October 2014

7. COMMUNICATIONS

- 7.1. Chairman's Report

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of a meeting of the **Queen's Park Community Council** held on
Wednesday 3rd September 2014 at 7.20pm in the **Beethoven Centre, Third
Avenue, London W10 4JL**

PRESENT Cllrs Musa Ahmed, Philip Andokou, Katie Cowan, Joe Fernandes, Gill Fitzhugh, Julius Hogben, Eartha Pond, Emma Morgan, Angela Singhate (Chairman) and Emma Sweeney

Also in attendance Linda Butcher – Director, QPCC
4 members of the public
Mark Chalmers and Kiran (7.45pm0

The Chairman welcomed everyone to the meeting.

APOLOGIES FOR ABSENCE

Cllr Ryan Dalton - work commitment

DECLARATIONS OF INTEREST

To deal with any disclosure by Members of any dis-closable pecuniary interests and interest other than pecuniary interests, as defined under Queen's Park Community Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

MINUTES

To resolve that the minutes of the Meeting of Queen's Park Community Council held on 9th July 2014 be taken as read, confirmed as a correct record and signed by the Chairman.

Cllr Joe Fernandes queried the use of the word 'accusations' on page 021 of the minutes and after discussion and advice from the Director it was

C.085 **RESOLVED** to change this to 'questions'.

C.086 **RESOLVED** that the minutes of the Meeting held on 9th July 2014, as amended, be taken as read, confirmed as a correct record and signed by the Chairman.

COMMITTEE MINUTES

To note the acts and proceedings of the following committee meetings:

Neighbourhood Planning – 2nd July 2014
Communications and Events – 16th July 2014
Environment and Open Spaces – 23rd July 2014

Policy and Resources – 30th July 2014
Neighbourhood Planning – 6th August 2014

C.087 **RESOLVED** to note the above committee meetings minutes

PUBLIC PARTICIPATION

To receive any questions, or brief representations, from members of the public in accordance with Standing Order No. 3 e, f, g and h.

Marie from 83 Ilbert Street felt the dog mess has got out of hand and wanted to know what the Council would do about it. She was advised that there is a Forum being held on 22nd October when all dog related matters would be considered.

Simon Walton said he had seen the advertisement for the Director and asked about the qualification needed for the post. The Director explained that CiLCA (Certificate in Local Council Administration) is the basic qualification and that this is specified in the Person Specification that is being sent out with the recruitment pack. The successful application must either hold that qualification now or agree to study and obtain it within six months of starting in the post.

There was then a discussion about the cost of advertising in the Guardian Jobs and Kilburn Times and it was informally AGREED that we would wait a month to see what response we get from either free or low cost advertising before proceeding down this route.

7.45pm the guest speakers arrived

GUEST SPEAKERS

Cllr Musa Ahmed advised the Council that he had requested that this item be put on the agenda and the Chairman then invited them to speak.

Mark Chalmers introduced himself and his colleague Kiran and speak to a presentation which he had handed out to all Councillors. He then answered questions and advised that the RAP training takes 1.5 hours and is free. He suggested that the first point of contact for anyone wishing to report concerns would be the Safeguarding Team. Prevent has been around since 2005 but is constantly changing and developing to keep pace with changing circumstances.

The Chairman thanked Mark and Kiran for attending the meeting and they then left.

COMMITTEE MEMBERSHIP

To consider the membership of committees agreed at the Annual Statutory Meeting

The Clerk had received notification from some Councillors regarding changes, one wishing to be included on a particular committee and another who felt they may have over-committed. The Clerk had

explained that she was not in a position to make these changes and that it had to be a Council decision, hence the item on the agenda.

Cllr Joe Fernandes said he wished to join the Policy and Resources Committee and Cllr Katie Cowan felt she may have over-committed but now realised that this was not the case so wished to continue.

C.088 **RESOLVED** to keep the committee membership as previously agreed until the next Annual Statutory Meeting.

APPOINTMENT OF INTERNAL AUDITOR

Officer's Report:

The purpose of this report is to advise Council of its obligations to appointment an independent internal auditor for the current financial year.

The appointment of internal auditor should be confirmed each year but it is not unusual for this to be extended for a few years before the need to change (unless the current one does not perform satisfactorily).

There are a number of independent internal auditors in the sector with the appropriate qualifications and based on locations, I approach one particular company on behalf of Queen's Park Community Council. Below is the response I have received:

"We offer an internal audit service in two parts; the first concentrates on the systems and procedures and the second on the more financial aspect, these are carried out in the Autumn and Spring respectively. As part of the process we will provide a written plan and other associated information so that the council can fulfil its obligations in respect of the effectiveness of the internal audit, competence and independence. At the end of the assignment we provide a management letter that can be discussed with council, either in hard copy or in PDF format.

Our fees are charged based on time spent and as members of SALC you will be entitled to a discount of 50% off our normal commercial rate. Currently we are charging council members £50 per hour + VAT. In addition to this, we charge for travel costs at £0.45p per mile but not for travel time. A half day would be £200 + VAT and travel costs, a full day £375 + VAT and travel costs.

We currently undertake circa 30-35 parish and town council audits every year ranging from very small parishes such as Ashurst to large town councils such as Lewes Town Council, these you will appreciate comprise a mixture of both receipts and payments and income and expenditure accounts.

We are VAT registered and our number is GB 899 7279 28 and we have been registered for 7 years."

Officer Recommendation: to appoint Mark Mulberry of Mulberry and Company based in East Molesey, Surrey as the Internal Auditor for the financial years 2014-15 and 2015-16. [The reason for covering two years is that the Council did not exist at the beginning of this council year so it would give Members an opportunity to gain experience from a valued organisation within our sector.]

C.089 **RESOLVED** to appoint Mark Mulberry of Mulberry and Company as the Internal Auditor for the financial years 2014-15 and 2015-16, the second year to be re-affirmed at the Annual Statutory meeting.

COMMUNICATIONS

Chairman's Report

The Chairman explained that this is an opportunity for her to advise other Councillors of communications she [and the Director] receive and events that have occurred since the last committee/Council meetings.

A letter of thanks has been received from The Right Worshipful The Lord Mayor of Westminster, Cllr Audrey Lewis, following her attendance at the Queen's Park Festival. This letter will be kept on file.

The Council received a letter from Queen's Park Bangladesh Association concerning use of the office at the Beethoven Centre and copies of this had been circulated to all Councillors at the time

Our MP Karen Buck met the Chairman and Director at the Queen's Park Festival and has asked us to arrange a meeting with her. The Director was asked to invite her to a future Council meeting.

The Chairman said that she was going to talk about the recruitment but this has been discussed earlier in the meeting. However, one item worthy of note was that the Director has negotiated with PDT for the provision of payroll services and this has been agreed at no charge to the Council. Thanks would be sent to PDT for this assistance.

The meeting was closed at 8.45pm

QUEENS PARK COMMUNITY COUNCIL

To All Members of Queens Park Community Council

You are summoned to attend a **Meeting** of **QUEENS PARK COMMUNITY COUNCIL** to be held in the **Beethoven Centre, Third Avenue, London W10 4JL** on **Wednesday 14th January 2015** at **6.30pm** when it is proposed to transact the following business:-

Linda A Butcher
Director
8th January 2015

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS

ALTHOUGH THE FORMAL MEETING WILL START AT 6.30pm YOU ARE INVITED TO ARRIVE AT THE OFFICE BY 6.15pm IN ORDER TO MEET MIKE SIMPSON WHO HAS BEEN APPOINTED DIRECTOR

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

o deal with any disclosure by Members of any dis-closable pecuniary interests and interest other than pecuniary interests, as defined under Queen's Park Community Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

3. MINUTES

3.1. To **RESOLVE** that the minutes of the Meeting of Queen's Park Community Council held on 12th November 2014 be taken as read, confirmed as a correct record and signed by the Chairman.

4. GUEST SPEAKER

4.1. Jamie Knightley – will give an overview of his role and the Community Shop : the following items have been requested by Cllr Emma Morgan:-

5. ITEMS SUBMITTED BY CLLR EMMA MORGAN

5.1. Project proposal received from Robinsonwilson solititors for Council's consideration in regard to the extension of an advice project for those currently excluded from day time provision. [see separate document]

5.2. To formalise the Working Groups for the above project [Cllrs Gill Fitzhugh, Philip Andokou, Angela Singhate, Emma Morgan and the Director]

5.3. To consider the formation of a Socio/Economic committee [see separate officer report 5.3]]

6. PUBLIC PARTICIPATION

To receive any questions, or brief representations, from members of the public in accordance with Standing Order No. 3 e, f, g and h.

7. COMMITTEE MINUTES

To note the acts and proceedings of the following committee meetings:

- 7.1. Neighbourhood Planning – 12th November 2014
- 7.2. Communications and Events – 3rd December 2014
- 7.3. Environment and Open Spaces – 10th December 2014
- 7.4. Policy and Resources – 17th December 2014
- 7.4. Planning – 7th January 2015

8. COMMUNICATIONS

- 8.1. Chairman's Report
 - 8.1.1. To formalise the appointment of Mike Simpson as Director
- 8.2. Visioning Report and Next Steps

Minutes of a meeting of the **Queen's Park Community Council** held on **Wednesday 12th November 2014 at 6.45pm** in the **Beethoven Centre, Third Avenue, London W10 4JL**

PRESENT: Cllrs Musa Ahmed, Philip Andokou, Katie Cowan, Ryan Dalton, Joe Fernandes, Gill Fitzhugh, Emma Morgan, Eartha Pond, Susanna Rustin, Angela Singhate (7pm), Emma Sweeney

Also in attendance Karen Buck Labour MP for Westminster North
Terry Simpson
Linda Butcher – Director
2 members of the public

In the absence of the Chairman, the Vice Chairman, Cllr Emma Sweeney welcomed everyone to the meeting and explained that the Chairman, Cllr Angela Singhate would arrive shortly.

APOLOGIES FOR ABSENCE

Cllr Julius Hogben – family commitment

DECLARATIONS OF INTEREST

To deal with any disclosure by Members of any dis-closable pecuniary interests and interest other than pecuniary interests, as defined under Queen's Park Community Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda. **None**

MINUTES

To resolve that the minutes of the Meeting of Queen's Park Community Council held on 3rd September 2014 be taken as read, confirmed as a correct record and signed by the Chairman.

C.123 RESOLVED that the minutes of the meeting held on 3rd September 2014 be taken as read, confirmed as a correct record and signed by the Chairman.

GUEST SPEAKERS

Karen Buck, Labour MP for Westminster North

Karen explained that she had three messages that she wished to put to Councillors at this opportunity.

Firstly, that Queen's Park Community Council needs to put itself into the public eye at every opportunity and she encouraged the use of social media. She emphasised the importance of being seen.

Secondly, she encouraged Councillors as individuals to pursue their core issues and interests and bring these to the council.

Thirdly, she explained the importance of replying to people as nobody likes to be ignored. This could be either directly or via the Council's office/director.

During Karen's discussion Cllr Angela Singhate arrived and took over the chair.

Councillors asked several questions particularly about the HS2 route and Premier Corner and Karen spoke about the petition. She also encouraged the Council in its events and Queen's Park Voice which binds people together creating a sense of place. She said that some older people think the pace of life has left them behind and they need to be encouraged; Queen's Park Community Council can become a champion.

The Chairman thanked Karen for attending the Council meeting and then introduced Terry Simpson.

Terry Simpson – will explain how his council encouraged young people to get involved with the council

Terry explained that when he was Town Clerk at Ringwood in Hampshire he had suggested that instead of a Youth Council which takes a large amount of officer time to administer, the Council consider having Student Advisers appointed who would sit alongside Councillors. A total of eight Advisers were appointed and this method was chosen to ensure they are covered by insurance. The Advisers take part in all meetings including the confidential business and have to comply with the same rules as the Councillors. Terry left papers with the Director to explain further detail.

Councillors then asked various questions and it was AGREED to form a Youth Working Group to work further on this project. It was suggested the Working Group approach the Youth club as there is no secondary school within the parish.

The Chairman thanked Terry for attending the meeting.

PUBLIC PARTICIPATION

To receive any questions, or brief representations, from members of the public in accordance with Standing Order No. 3 e, f, g and h.

COMMITTEE MINUTES

To note the acts and proceedings of the following committee meetings:

Neighbourhood Planning – 3rd September 2014

Neighbourhood Planning – 15th October 2014

Policy and Resources – 15th October 2014

Environment and Open Spaces – 22nd October 2014

Communications and Events – 22nd October 2014

Policy and Resources – 29th October 2014

C.124 RESOLVED to note the acts and proceedings of the committees as listed above.

COMMUNICATIONS

Chairman's Report was circulated to all Members and noted.

The meeting closed at 8.45pm

QUEENS PARK COMMUNITY COUNCIL

To All Members of Queens Park Community Council

You are summoned to attend a **Meeting** of **QUEENS PARK COMMUNITY COUNCIL** to be held in the **Beethoven Centre, Third Avenue, London W10 4JL** on **Wednesday 11th March 2015** at **6.30pm** when it is proposed to transact the following business:-

Mike Simpson
Director

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

To deal with any disclosure by Members of any dis-closable pecuniary interests and interest other than pecuniary interests, as defined under Queen's Park Community Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

3. PUBLIC PARTICIPATION

To receive any questions, or brief representations, from members of the public in accordance with Standing Order No. 3 e, f, g and h.

4. MINUTES

- 4.1. To **RESOLVE** that the minutes of the Meeting of Queen's Park Community Council held on 14th January 2015 be taken as read, confirmed as a correct record and signed by the Chairman.

5. GUEST SPEAKER

- 5.1. David Carden – will present his visioning report for Queen's Park Community Council.

6. NEIGHBOURHOOD SPORTS CLUB PROGRAMME

- 6.1 Representatives from Westminster City Council to talk about sports delivery in Queen's Park and Westminster
- 6.2 Update on plans for a Queen's Park Neighbourhood Sports Club
- 6.3 To discuss options for the best way to set up and deliver the programme

7. COMMITTEE MINUTES

To note the acts and proceedings of the following committee meetings:

- 7.1. Communications and Events – 21st January 2015
- 7.2. Planning – 4th February 2015
- 7.3. Environment and Open Spaces – 18th February 2015
- 7.4. Policy and Resources – 25th February 2015
- 7.5. Planning – 4th March 2015

8. COMMUNICATION AND EVENTS

- 8.1 To discuss the date of Queen's Park Summer Festival
- 8.2 Brief update on QPCC logo consultation and e-newsletter
- 8.3 To confirm the purchase of a laptop for QPCC
- 8.4 To consider paying Joe Gordon an additional £100 for delivery of the Queen's Park Voice

9. PLANNING

9.1 To discuss a motion (Cllr Susanna Rustin) requesting that Westminster City Council issues an Article 4 direction preventing the Prince of Wales pub on Harrow Road from becoming a betting shop

10. PROJECT FUNDING & PROCESS

10.1 To consider a request from Policy and Resources Committee for a budget of £30,000 for community projects.

11. SUB COMMITTEE FOR QUEEN'S PARK GARDENS

12.1 To consider the formation of an Environment and Open Spaces sub committee to manage Queen's Park Gardens

12. COMMUNICATIONS

13.1 Chairman's Report

Minutes of a meeting of the **QUEEN'S PARK COMMUNITY COUNCIL** held on **Wednesday 14th January 2015** at **6.30pm** in the **Beethoven Centre, Third Avenue, London W10 4JL**

PRESENT: Cllrs Musa Ahmed, Katie Cowan, Ryan Dalton, Joe Fernandes, Gill Fitzhugh, Julius Hogben, Emma Morgan, Susanna Rustin, Angela Singhate (Chairman), Emma Sweeney (Vice-Chairman)

Also in attendance Jamie Keightley – Community Shop Project
Linda Butcher – Director
Mike Simpson –
3 members of the public

APOLOGIES FOR ABSENCE

Cllr Philip Andokou – unwell
Cllr Eartha Pond - unwell

All Councillors had been informed earlier in the day that the meeting was being videoed and the Chairman brought this to the attention of the public present. Cllr Morgan asked Cllr Fernandes where it would be available and if everyone could have a copy and he responded in the affirmative.

DECLARATIONS OF INTEREST

To deal with any disclosure by Members of any dis-closable pecuniary interests and interest other than pecuniary interests, as defined under Queen's Park Community Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

Cllr Emma Morgan declared a Personal Interest in the item concerning the Foodbank as she is a founder member and trustee.

Cllr Morgan declared a Personal Interest in the Advice Project as she has previously worked with the solicitor who had sent in a proposal.

MINUTES

C.145 **RESOLVED** that the minutes of the Meeting of Queen's Park Community Council held on 12th November 2014 be taken as read, confirmed as a correct record and signed by the Chairman.

GUEST SPEAKER

The Chairman welcomed Jamie Keightley to the meeting and spoke about the proposal to extend the Community Shop project to somewhere within the Queen's Park area if possible. He handed out leaflets which explained the background to the scheme and issues an invitation to Members to visit the Lambeth Community Shop (the first in London). He then answered questions from Councillors.

C.146 **RESOLVED** that Cllr Emma Morgan would work with Jamie Keightley to arrange a visit to the Lambeth Community Shop.

This then led onto the topic of the North Paddington Foodbank and Cllr Morgan informed Councillors about the need in the area and that there is a shortage of people to assist with collections and maintaining the essential paperwork. She wondered if it might be possible for the Council to support an additional person.

Following discussions it was

C.147 **RESOLVED** to form a Working Group to look at this further.

Working Group volunteers are Cllrs Gill Fitzhugh, Katie Cowan, Ryan Dalton, Musa Ahmed, Angela Singhate, Emma Sweeney and Emma Morgan.

ITEMS SUBMITTED BY CLLR EMMA MORGAN

Project proposal received from Robinsonwilson solititors for Council's consideration in regard to the extension of an advice project for those currently excluded from day time provision. [see separate document]

Following discussion on these papers it was AGREED to explore other avenues including pro bono work that is often undertaken by solicitors. However, the Council wished to thank Cllr Emma Morgan for bringing this to the attention of Council.

To formalise the Working Groups for the above project [Cllrs Gill Fitzhugh, Philip Andokou, Angela Singhate, Emma Morgan and the Director]

C.148 **RESOLVED** that the Working Group would be the same people as for the Foodbank Project plus Cllr Joe Fernandes and that the Working Group would be called 'Food and Advice'

To consider the formation of a Socio/Economic committee

C.149 **RESOLVED** that the Food and Advice Working Group would report to the Policy and Resources committee for the time-being but that this would be reviewed at the Annual Statutory Meeting in May to ascertain if it is necessary to form a Socio/Economic main committee.

PUBLIC PARTICIPATION

To receive any questions, or brief representations, from members of the public in accordance with Standing Order No. 3 e, f, g and h.

Simon Walton offered the name of another solicitor who could be approached but also felt the CAB and the Prince of Wales' charities might be able to offer some funding.

COMMITTEE MINUTES

To note the acts and proceedings of the following committee meetings:

Neighbourhood Planning – 12th November 2014
Communications and Events – 3rd December 2014
Environment and Open Spaces – 10th December 2014

Policy and Resources – 17th December 2014
Planning – 7th January 2015

Cllr Joe Fernandes challenged the wording of the final paragraph on page 70 stating that he had not said he was unhappy with the way Cllr Gill Fitzhugh was working with Publica. He did confirm that he had asked to see a copy of the agreement with Publica showing what they were going to do and details of the costs and that he had still not received a copy. He said that until he had received this he wanted the decision over-turned.

Cllr Gill Fitzhugh said that the Council did have an absolute agreement that is itemised and it is completely clear how much this will cost. She said she will let everyone have a copy of this agreement.

In answer to the wording of the Neighbourhood Planning minutes the Director advised that it is only the committee that can decide on the accuracy of the minutes, the Council is just 'noting the acts and proceedings' of the committees.

C.150 **RESOLVED** to note the acts and proceedings of the committees as listed above.

The Director then referred the Council to minute 141 of the Policy and Resources Committee whereby there was a recommendation to Council about the Precept, which must be determined by Council.

C.151 **RESOLVED** to endorse the recommendation of Policy and Resources that the precept for 2015-2016 would be the same as for 2014-2015, i.e. £44.40 per Band D property giving a total precept of £140,143.27 taking into account the increased council tax base [3156.38].

7.45pm Jamie Keightley left the meeting

COMMUNICATIONS

Chairman's Report

The purpose of this report is to advise the Council of communications and events that have occurred since the last committee/Council meetings.

1. On Monday 15th December 2014 Cllrs Singhate, Fernandes & Pond met with the three local ward councillors Barrie Taylor, Patricia MacAllister and Paul Dimoldenberg. This was an informal meeting aimed at establishing working links with the local councillors. We have begun to identify where we can work together and we plan to set some dates for quarterly meetings. This group is open to all interested cllrs.

2. Before the holidays, I received an email from Gez Kellaghan, Strategic Partnerships Officer (Housing) WCC about a service that the City Council is re-commissioning and to ask if QP Council might wish to be involved through the consultation phase. The current contract covers the management of 5 facilities for WCC in the Church St ward, 3 of which are CityWest halls. WCC are seeking to expand the number of facilities included in the new contract, some of which are likely to be in QP. Residents from Church St and Lisson Green have been actively engaged

in letting the previous contract and in ongoing management through a Steering Group. Gez would like to meet asap.

QPCC.14.01.2015 – 76

3. Guy Battie, Chief Executive of The Social Value Portal would like to meet with me/others to talk about creating 'The Queens Park CC Social Value Charter'. The Public Services (Social Value) Act 2012 requires Public Sector bodies to 'consider' social value in their pre-commissioning and procurement processes. Key benefits for Communities would be: Opportunity for Community needs to be recognised and heard by the Local authority who would be bound to include them in their Social Value Policy, Opportunity for Communities to form Social Partnerships with Business to deliver their needs, Opportunity for Communities to meet, engage and prioritise key issues that need addressing within their locale, Opportunity to influence up to 25% of CIL payments (assuming the Community Charter is integrated into the Neighbourhood Plan).

C.152 **RESOLVED** that Cllr Angela Singhate will process a meeting involving Cllrs Ryan Dalton, Musa Ahmed, Gill Fitzhugh, Joe Fernandes and the new Director (Mike Simpson).

4. Briefing Note re: Complaints (see separate sheet emailed to all Councillors after the meeting)

There was then an exchange of views about item 4 and it was

C.153 **RESOLVED** to arrange the Briefing and Awareness evening with Ian Davison and Trevor Leggo on Wednesday 28th January 2015 from 6pm – 9pm in the Beethoven Centre.

To formalise the appointment of Mike Simpson as Director

The Chairman advised the Council that on 19th December 2014 the Recruitment Panel had interviewed three candidates for the position of Director and had offered the post to Mike Simpson who had attended tonight in order to meet as many Councillors as possible.

C.154 **RESOLVED** to confirm the appointment of Mike Simpson as Director of Queen's Park Community Council with effect from 9th February 2015.

Visioning Report and Next Steps

The Director advised that she had received a draft report from David Carden following the Visioning evening on 15th December 2014. David had asked if Council would like him too undertake a further workshop evening or present his report at a future Council meeting.

C.155 **RESOLVED** to ask David to come to the next Council meeting in March to present his report and advise on the next steps.

The meeting closed at 8.16pm

Supplementary paper for agenda item 10

Due to a misunderstanding, the recommendation tonight to release funds to the Policy and Resources Committee for distribution for projects was not undertaken correctly. The terms of reference of the Policy and Resources Committee currently does not include this responsibility.

It is therefore RECOMMENDED that the terms of reference for the Committee be amended to include the following:

‘That the Committee be authorised to hold £30,000 for distribution of grants. No grant shall exceed £5,000 without express consent by the Council.’

QUEEN'S PARK COMMUNITY COUNCIL

To: Council

AGENDA ITEM

Date: 11th March 2015

Contact for this report: Chairman

Subject: COMMUNICATIONS – Chairman's Report

The purpose of this report is to advise the Council of communications and events that have occurred since the last committee/Council meetings.

1. On Monday 16th February Cllrs AS, JH, GF & RD met with Guy Battle to find out more about the Social Value Act. A briefing paper has been prepared & circulated and I would like to propose that the next step is: a small group of interested cllrs to meet with Guy to explore the finer detail of drawing up a charter. A recommendation can then be made at the next FC meeting to determine if this will be a functional/useful asset to QPCC.
2. Further to events at the last Ward Panel meeting, the council has received an email from the Acting Chair of the panel who has suggested that it will be stated at every ward panel meeting that any Cllrs from QPCC in attendance are in fact there as residents and not as representatives of the council. I have asked Mike to respond and to find out if a way forward would be to have a named representative from the council attend ward meetings.
3. I would like to request that councillors identify any organisations that they believe would be good to form links with by the end of this March. Once this is done, Mike will contact the organisations to find out if QPCC representation at events/key meetings etc is something they think would be of mutual benefit. Once we have a list of organisations who are interested in forming links, we will have to adopt a process for formally appointing named cllrs. (Knowing our priorities & key themes would help).
4. Following an initial meeting with the local Ward Cllrs towards the end of last year, it was agreed that we would meet quarterly. I have confirmed the following dates for the meetings this year:

-Thursday 14th May

- Friday 18th Sept

- Thursday 19th November

6.30 - 7.30pm @ Council offices/Beethoven