



QUEEN'S PARK COMMUNITY COUNCIL

You are hereby summoned to attend the **Annual Meeting** of the **COMMUNITY COUNCIL** to be held in the **Beethoven Centre, Third Avenue, London W10 4JL** on **Wednesday 18th May 2016** commencing at **6.00pm**.

Sam Shippen, Locum Director

12th May 2016

AGENDA

- 001-16/17 Election of Chairman** – to elect a Chairman of the Community Council for the 2016/17 municipal year.
- 002-16/17 Chairman's Declaration of Acceptance of Office** – to receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.
- 003-16/17 Election of Vice-Chairman** – to elect a Vice-Chairman of the Community Council for the 2016/17 municipal year.
- 004-16/17 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 005-16/17 Minutes of the Previous Meeting**– to consider for approval the minutes of the Council Meeting held 20th April 2016 for confirmation and signing as a correct record.
- 006-16/17 Committee Minutes/Reports** – to consider for adoption the minutes approved by the following Committees:
- a) **Communications & Events Committee** – 20th July 2015, 6th January 2016;
 - b) **Environment & Open Spaces Committee** – 27th February 2016;
 - c) **Neighbourhood Planning Committee** – 9th December 2015, 13th January, 16th March and 6th April 2016;
 - d) **Policy & Resources Committee** – 2nd December 2015, 24th February and 23rd March 2016.
- 007-16/17 Review of Delegation arrangements** – in accordance with Standing Order 5i.v to review the delegation arrangements to Committees and the Director.
- 008-16/17 Committee Terms of Reference** – in accordance with Standing Order 5i.vi to review the terms of reference for committees.
- 009-16/17 Committees and Working Groups** – in accordance with Standing Orders 5i.vii and 4d to appoint members, substitute members, chairmen and vice-chairmen of the Communications and Events, Environment & Open Spaces, Neighbourhood Planning and Policy & Resources Committees and Management Team Working Group for the 2016/17 municipal year.
- 010-16/17 New Committees** – in accordance with Standing Orders 4 and 5i.viii to consider the establishment of an Appeals Committee and any other new committees; subject to approval to agree terms of reference and the appointment of members, substitute members, chairman and vice chairman for the 2016/17 municipal year.
- 011-16/17 Standing Orders** – in accordance with Standing Order 5i.ix to consider Standing Orders as adopted 5th June 2014 for review or further adoption.
- 012-16/17 Financial Regulations** – in accordance with Standing Order 5i.ix to consider Financial Regulations as adopted by Policy & Resources Committee on 29th April 2015 for review or further adoption.

- 013-16/17 Representatives to Outside Organisations** – in accordance with Standing Order 5i.xi to review representation and arrangements for reporting back and to appoint representatives to outside organisations for the 2016/17 municipal year.
- 014-16/17 Asset Register** – in accordance with Standing Order 5i.xiii to review the inventory of land and assets.
- 015-16/17 Insurance** – in accordance with Standing Order 5i.xiv to review arrangements for insurance cover.
- 016-16/17 Subscriptions** – in accordance with Standing Order 5i.xv to review subscriptions for 2016/17.
- 017-16/17 Complaints Procedure** - in accordance with Standing Order 5i.xvi to review the council’s complaints procedure.
- 018-16/17 Freedom of Information/Data Protection** - in accordance with Standing Order 5i.xvii to review the council’s procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- 019-16/17 Press/Media Policy** - in accordance with Standing Order 5i.xviii to review the council’s procedures for dealing with the press/media.
- 020-16/17 Diary of Meetings** – in accordance with Standing Order 5i.xix to agree meetings timetable for the 2016/17 municipal year.
- 021-16/17 Declarations of Interest** – to receive any declarations of interest as defined under the Localism Act 2011 and the Community Council Code of Conduct and consider any requests for dispensations as a result.
- 022-16/17 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 Chairman.)

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of a meeting of the **QUEEN'S PARK COMMUNITY COUNCIL** held on **20th April 2016 at 6.00pm at the Beethoven Centre, Third Avenue, W10 4JL**

PRESENT: Councillors Angela Singhate (Chairman), Musa Ahmed, Katie Cowan, Ryan Dalton, Joe Fernandes, Julius Hogben, Emma Morgan, Eartha Pond, Susanna Rustin, Emma Sweeney

Also present: Sam Shippen – Locum Director, Fabian Sharp, Carol Archibald and Jenny Marshall – The Avenues Youth Project and four members of the public

APOLOGIES FOR ABSENCE

Apologies were received from Councillors Philip Andokou and Gill Fitzhugh.

DECLARATIONS OF INTEREST

No declarations were made by Members of any 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.

PUBLIC PARTICIPATION

There were no questions from the public.

MINUTES

C.334 RESOLVED that the minutes of the meeting of Queen's Park Community Council held on 17th February 2016 be taken as read and confirmed as a correct record and signed by the Chairman.

THE AVENUES YOUTH PROJECT

A presentation on current activities at The Avenues was given by Jenny Marshall, Chair of Trustees, Fabian Sharp, Interim Director and Carol Archibald, Youth Programmes Manager. Thanks were given to the Council for funding which had enabled recent projects such as the Zone. The support of councillors was recognised in working together in a multi-agency approach following recent incidents of knife crime in the area. Planned funding cuts from Westminster City Council were highlighted in that there had been a reduction in funding this year and support will be cut from September 2016. A suggestion was made that QPCC match fund 50:50 a funding campaign launched to raise £40,000 to keep the project going this year. A decision of the Council was requested to be made by the end of June as redundancies would be required if funding was not forthcoming.

6:17pm Councillor Musa Ahmed entered the meeting.

A discussion took place in which councillors asked questions of the representatives and made statements regarding the contribution of The Avenues Youth Project in the local area.

6:30pm Councillor Katie Cowan entered the meeting.

Councillors raised a question to the Locum Director regarding the ability to fund the Project. She advised that the Council has the General Power of Competence and so has the capacity to fund, but that a decision could not be made at this meeting as that wasn't

the stated intention of the item placed on the agenda. She advised that Council may wish to seek the views of the local community.

- C.335 RESOLVED** that a formal proposal be prepared by The Avenues for presentation to a future meeting of the Council. The Avenues Youth Project be thanked for their presentation.

APPOINTMENT OF PROPER OFFICER & RFO

- C.336 RESOLVED** to confirm the appointment of Mrs Sam Shippen as Proper Officer & RFO pursuant to the recommendation of Policy & Resources Committee held 23/3/16.

BUSINESS PLAN

The Chairman advised that the launch of the business plan had been postponed at the agreement of the Policy & Resources Committee. A further draft had been circulated for comment.

- C.337 RESOLVED** that
1. a Business Plan Working Group of Councillors M Ahmed, R Dalton, E Morgan, E Pond and A Singhate be established on a task and finish basis to oversee the finalised Business Plan including an action plan and budget;
 2. a date of late June be a target for launch;
 3. **delegation of authority** be given to the Locum Director in consultation with the Business Plan Working Group to agree the finalised plan after circulation for comment to all councillors, and
 4. **delegation of authority** be given to the Locum Director in consultation with the Business Plan Working Group to make arrangements for the launch event.

QUEEN'S PARK SUMMER FESTIVAL

- C.338 RESOLVED** that
1. the Summer Festival take place the first Saturday in August from 2016 onwards unless a resolution by Council to the contrary is made;
 2. a Summer Festival Working Group of Councillors R Dalton, E Morgan, E Pond, S Rustin, A Singhate and E Sweeney be established to work with the Locum Director to organise the Summer Festival within the Council's agreed budget and in line with previous practice.

AUDIT OF ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2016

The Locum Director advised of the schedule of dates and process of the external audit. She advised that a Council meeting would be scheduled after the Annual Meeting to agree the year end accounts and Annual Governance Statement.

- C.339 RESOLVED** that the exercise of electors rights be advertised from 6th June until 15th July 2016.

SOCIAL & ECONOMIC COMMITTEE

Councillors discussed their concerns that issues of a socio-economic nature were currently being missed as they didn't naturally feature in the work schedule of existing committees and suggested the formation of a new committee. The Locum Director advised that a clear set of responsibilities which would form terms of reference should be developed.

- C.340 RESOLVED** that the matter be deferred subject to a more detailed proposal being prepared. Councillors R Dalton, J Fernandes, E Morgan, E Pond and A Singhate volunteered to investigate the issue further and bring a proposal at a later date.

UPDATE FROM CHAIRS OF COMMITTEES

As time was progressing, this item was left in abeyance.

UPDATE FROM COUNCILLORS

As time was progressing, this item was left in abeyance.

CHAIRMAN'S REPORT

As time was progressing, this item was left in abeyance.

The meeting ended at 8.14pm

Councillor A Singhate
Chairman



QUEEN'S PARK COMMUNITY COUNCIL

SCHEME OF DELEGATION

LEGISLATIVE FRAMEWORK

Local councils may only do what legislation requires or permits them to do. With some particular exceptions, the Council may delegate functions to committees, sub committees, officers, or other authorities.

The power to delegate functions by local councils is set out in the Local Government Act 1972 S.101 as follows:

Local Government Act 1972 S. 101

Arrangements for discharge of function by local authorities

(1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions:

- (a) by a Committee, a sub-Committee or an officer of the authority, or
- (b) by any other local authority

(2) Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee may arrange for the discharge of any of those functions by a sub-committee of the authority, then unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority.

(4) Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, sub-committee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions.

(5) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities.

(6) A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority.

AIM

The aim of this document is to clarify the manner in which Queen's Park Community Council has delegated its powers and the authority to spend.

Council

Certain functions cannot be delegated and are therefore reserved to the Council, although an appropriate committee may make recommendations thereon for the Council's consideration:

- Setting the precept and approval of the Council's budget
- Approval of the Annual Accounts
- Completion of the Annual Return including the Governance Statement
- Consideration of an Auditor's report made in the public interest (within one month of receipt).
- The making, amendment or revocation of Standing Orders, Financial Regulations and this Scheme of Delegation
- Adoption or revision of the Council's Code of Conduct.
- Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence
- Appointment of standing and other committees under Standing Order 4d

Other functions which have been retained by Council are:

- Determination and review of the Bank Mandate
- Matters of principle or policy not delegated to a standing committee with executive powers
- Nomination or appointment of representatives of the Council to outside bodies (except approval of attendance at conferences or meetings)
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specifically delegated to a committee
- The making, amendment or revocation of bye-laws
- Agreement to write off bad debts
- Authorisation as to terms and purpose for any application for Borrowing Approval and subsequent arrangements for the loan.
- Approval of any financial arrangement which does not require formal borrowing approval from the Secretary of State (eg hire purchase or leasing of tangible assets)
- Approval of purchase, acquisition by other means, lease, sale or disposal of real property (interests in land).
- Approval of the virement of unspent and available amounts to other budget headings or reserves
- Approval of changes in earmarked reserves as part of the budgetary process

Proper Officer

The Director shall be the Proper Officer and carry out the functions of the Proper Officer and Responsible Finance Officer as provided by the Local Government Act 1972 and other Acts and statutory instruments as set out in the job description for the post. In the absence of the Clerk, the Council must make suitable arrangements to undertake functions delegated to the Proper Officer.

Delegated actions of the Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time.

The Clerk is specifically authorised to:

- Receive declarations of acceptance of office.
- Receive and publish Members' Registers of Interest in consultation with the District Council's Monitoring Officer
- Receive and grant dispensations under the Code of Conduct after consulting with the District Council's Monitoring Officer; details of all dispensations received and granted to be reported to the Council at the next available meeting.
- Sign and serve on councillors a summons with an agenda to attend Council and committee meetings
- Convene a meeting of the Council if a casual vacancy occurs in the office of the Chairman
- Sign notices or other documents on behalf of the Council
- Receive and hold copies of byelaws made by a principal local authority which affect the Council's area
- Receive and retain plans, notices and documents
- Certify copies of byelaws made by the Council

In addition, the Clerk is authorised to undertake the day to day administration of the Council, to include but not exclusively restricted to:

- Calling extra meetings of the Council or any committee or sub-committee as necessary, having consulted with the appropriate chairman, except those called by the Chairman or members in accordance with Standing Order 6.
- Issuing press releases and statements to the press on the Council's known policies, subject to the provisions of the Council's Press and Media Policy.
- Updating and managing the content on the Council's website
- Making arrangements for the maintenance of the office IT system.
- Disposal of Council records according to legal restrictions and an agreed retention and disposal policy
- Handling requests for information under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- in the first instance, acknowledging and handling all complaints regarding the council (except where the complaint relates to the clerk);
- Making arrangements for the routine maintenance of the Council Office and any other land or premises
- Purchasing basic office equipment and supplies
- Arranging emergency repairs to the Council Office or other Council premises (subject to the council's standing orders and financial regulations.)
- Taking appropriate action arising from other emergencies (in consultation with the Chairman/Vice Chairman of Council or committee chairman as appropriate to the circumstances)
- To engage temporary or seasonal workers and determine their wages and conditions of service
- Managing all employees (not including any variation of employment contracts and not any matters relating to grievances lodged against him/her) of the council and has the authority to take disciplinary action, excluding termination of employment, under agreed procedures;
- Making arrangements to pay salaries/wages and expenses to all employees of the Council (subject to the Council's financial regulations);

- Dealing with day to day matters in relation to the allotments function, in accordance with any policies and decisions of the Environment & Open Spaces Committee or full Council to include issuing Allotment Tenancy Agreements and making arrangements for collecting the deposits.
- Authorising routine recurring expenditure within the agreed budget
- Emergency expenditure up to £1,000 whether or not there is budgetary provision for the expenditure (Fin Regs 3.4)

When the Council delegates a specific task or function to the Proper Officer, the action taken must be reported to the next Council meeting.

Responsible Financial Officer (RFO)

The Responsible Financial Officer (RFO) to the Council is responsible for the Parish Council's accounting procedures and financial records and is accountable for the proper administration of its finances, in line with the current Account and Audit Regulations and the Council's adopted Financial Regulations. The functions and duties of the RFO are set out in the job description for the post of Parish Clerk.

Committees

The Council has appointed and given executive powers to the following committees

- Appeals *
- Communications & Events
- Environment & Open Spaces
- Neighbourhood Planning
Policy & Resources

Delegation arrangements are in accordance with the Terms of Reference which are reviewed on an annual basis by Council.

All Committees are authorised to:

- Approve the Minutes of the last meeting of the Committee for forwarding to Council
- Spend money from budget headings under that Committee's remit up to the limit of the budget and/or named reserve
- Make recommendations on the budget requirement for the Committee for the coming Financial Year.
- Delegate any of their functions to a Sub Committee or officer of the Council.
- Refer any matter back to Council for consideration.

Prepared by
Mrs S J Shippen FCIS, Fellow ILCM, CMC
Locum Director
May 2016

Adopted:
Minute Reference:
Review:



Communications and Events Committee Terms of Reference

1. Purpose

Responsible for the Council's engagement and promotional initiatives, its communications methods and events; supporting other community events, promoting initiatives by outside bodies and working in partnership with other organisations.

There are several key tasks centred around the organisation of events, including supporting the QP Festival, fireworks display etc, which again could be facilitated by volunteers Task and Finish Working Groups where appropriate.

2. Responsibilities

- 2.1 To recruit and manage volunteers – Task & Finish projects
- 2.2 To organise on its' own behalf or in conjunction with other agencies:
 - Queen's Park Summer Festival
 - Firework Display
 - Queen's Park in Bloom
 - Queen's Park Winter Festival
 - Other Community Festivals and events as appropriate
- 2.3 To attend to printed and electronic communication including but not restricted to the following:
 - Queen's Park Community Council Website
 - Queens Park Voice
 - Annual report
 - Social media
- 2.4 Democratic representation including hospitality and civic functions.
- 2.5 Supporting public sector promotional initiatives
- 2.6 Supporting and collaborating with the Council's Citizen's Panel
- 2.7 Review partnerships and associations with the electorate with respect to institutional relationships and partnerships in Queen's Park

- 2.8 Seek representation for councillors on appropriate outside organisations and make recommendations to Council of such.

3. Membership

This committee shall have 5(7) councillors and may co-opt up to 3 members of the public with (without) voting rights.

Adopted:
Review:

Minute Reference:



Environment and Open Spaces Committee Terms of Reference

1. Purpose

Responsible for the public environment, open spaces and related environmental items and facilities within the Council's interest, including resident's engagement with Jubilee Centres

The key tasks will relate to negotiations with Westminster City Council involving Queen's Park Gardens and other projects to implement improvements to the public realm, open space and recreational facilities, and interpretation and access networks; these can be achieved through separate voluntary Task and Finish Working Groups, which can have members from other committees and from outside of the Council to spread the work load, engage the community and utilise particular expertise.

2. Responsibilities

- 2.1 To monitor the open spaces currently provided or managed by Westminster Council.
To ensure maintenance and improvement of those facilities including:
Queen's Park Gardens
Harrow Road Open Space
Sports areas
Children's play areas
Allotments
General public spaces
- 2.2 To consider the appearance of the parish and implement improvements. To provide and/or maintain the following:
Park Furniture
Street furniture (bus shelters, benches, litter bins, grit bins)
Notice boards
Local Signage
- 2.3 To consider crime prevention measures including liaison with the police and the provision of CCTV cameras.
- 2.4 To investigate the acquisition of land for environmental protection and amenity uses.

3. Membership

This committee shall have 5(7) councillors and may co-opt up to 3 members of the public with (without) voting rights.

Adopted:
Review:

Minute Reference:



Neighbourhood Planning Committee Terms of Reference

1. Purpose

Responsible for preparing and reviewing the Neighbourhood Plan annually.

Commenting on formal planning applications and responding to development projects, asset transfer, highways, transport, and related environmental issues on behalf of the Council with particular scrutiny of Jubilee Sports Centres.

Key tasks will be preparing and reviewing the Queen's Park Neighbourhood Plan and responding to formal planning applications, but there is obviously a key link to the Neighbourhood Plan and the need for co-ordination, which might be best achieved by shared membership on the Neighbourhood Plan Working Group.

2. Responsibilities

- 2.1. To consider all planning applications submitted to Westminster City Council and submit observations to that authority without reference back to Council. To be aware of planning policy and supplementary planning documents when responding to applications.
- 2.2. To review planning and enforcement appeals and submit additional representations if required.
- 2.3. To lead the Council's Neighbourhood Planning process and review.
- 2.4. To be responsible for the Council's involvement with all highways and transport issues and to review and respond to consultations and communications.
- 2.5. To liaise with Westminster City Council and developers to consider the appropriate type of housing including low cost housing schemes.
- 2.6. To encourage appropriate economic development for the benefit of the parish whilst being aware of the immediate environment, impact on residential dwellings and provisions of the Neighbourhood Plan.
- 2.7. To monitor and promote public transport services and encourage sustainable transport within the provisions of the Neighbourhood Plan.

2.8. To make recommendations regarding street naming.

3. Membership

This committee shall have 5(7) councillors and may co-opt up to 3 members of the public with (without) voting rights.

Adopted:

Minute Reference:

Review:



Policy and Resources Committee Terms of Reference

1. Purpose

Responsible for Policies and the strategic and corporate development of the Council including the provision of accommodation, equipment, furniture, accounting service, banking arrangements, specialist fees and other built facilities.

The key tasks will be dealing with implementing appropriate Council policies, awarding grants and the delegation of grant budgets to Committees. Project grants will be determined by project priorities falling within the Policy Framework as agreed by full Council and developed by Committees as appropriate.

2. Responsibilities

- 2.1 Ensuring an effective policy framework to reflect the Council's needs and ambitions.
- 2.2 Developing a grants framework to award the Council's grant funds. To hold the budget for distribution of grants. No grant shall exceed £20,000 without express consent by the Council.
- 2.3 Ensuring sound management of the Council's finances and resources including staff and Members Allowances where appropriate in accordance with financial regulations.
- 2.4 Ensuring implementation of a fundraising strategy reviewed on annual basis
- 2.5 Ensuring the council's risk management controls are adequate and reviewed on a regular basis.
- 2.6 To undertake the management of any Council buildings
- 2.7 To ensure that adequate provision is made for their repair and maintenance and such works are carried out in a timely manner. Fees and terms and conditions are set for their hire. Leases, licences and agreements are considered for use of buildings.

- 2.8 To consider any matters raised by internal and external auditors and in conjunction with the Director to make necessary changes if appropriate and report recommendations to Full Council.
- 2.9 To ensure that Councillors undertake relevant training to support them fulfilling their roles

3. Membership

This committee shall have 5(7) councillors.

Adopted:

Minute Reference:

Review:



QUEEN'S PARK COMMUNITY COUNCIL

COMMITTEE SUBSTITUTION POLICY

PROCEDURE:

- (a) If a usual member of the Committee is unable to attend a meeting, (s)he may make the necessary arrangements with a named substitute member for that Committee.
- (b) The usual member will give notice (which may be by email or telephone) of the substitution to the Director at least 24 hours before the start of the meeting in accordance with Standing Order 4dv. The Director will record the substitution.
- (c) The effect of a valid substitution notice will be that the usual member will cease to be a member of the committee for the duration of that meeting and for the duration of any adjournment of it. The substitute member shall be a full member of the Committee for the same period.
- (d) Once a valid substitution notice has been given for a meeting of a Committee, it may not be revoked.
- (e) All usual members and all substitute members of the Committee will be given notice of Committee meetings in the normal way. If any substitution notices are received after the notification of the meeting has been sent, the usual member who is being substituted for will ensure that the substitute members are made aware of the date and time of the meeting, and will send all substitute members copies of the papers for each meeting.
- (f) A member who is acting as a substitute for a usual member who is the Chairman or Vice Chairman of the Committee will not, by virtue of that substitution, be entitled to act in that capacity.
- (g) When a member attends a meeting as a substitute for a usual member, the Minutes and any report of that meeting will include the name of the substitute, in alphabetical order, amongst those attending the meeting, followed by "(substitute for)" indicating the name of the usual member.

Adopted:

Minute Ref:

Review:



Appeals Committee Terms of Reference

1. Purpose

Responsible for the Council's appeals process in respect of employee and public complaints made in accordance with the Council's agreed procedures.

2. Responsibilities

- 2.1 To hear and determine appeals under the council's Grievance and Disciplinary procedures from employees.
- 2.2 To hear and determine complaints made against a decision in respect of any provision under the Council's Complaints Procedure

3. Membership

This committee shall have 5 councillors from which any 3 may hear an appeal.

Adopted:
Review:

Minute Reference:

Queen's Park Community Council –Standing Orders Draft May 2016



Queen's Park Community Council Standing Orders

Queen's Park Community Council –Standing Orders Draft May 2016

How to use standing orders

Standing orders are the written rules of a local council. They are used to confirm a council's internal organisational, administrative and procurement procedures and procedural matters for meetings. They are not the same as the policies of a council but they may refer to them. A local council must have standing orders for the procurement of contracts.

Meetings of full council, councillors, the Responsible Financial Officer and Proper Officer are subject to many statutory requirements. A council should have standing orders to confirm those statutory requirements. A council should have standing orders to control the number, place, quorum, notices and other procedures for committee and sub-committee meetings because these are subject to fewer statutory requirements. If it does not, committees and sub-committees may adopt their own standing orders.

These standing orders have been adapted from the model provided by the National Association of Local Councils (NALC).

Standing orders that are in bold type contain statutory requirements. It is recommended that councils adopt them from the model without changing them. Other standing orders not in bold are designed to help councils operate effectively but do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. For convenience, the word "councillor" is used in standing orders and includes a non-councillor with or without voting rights unless otherwise stated.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the Responsible Financial Officer.

Queen's Park Community Council –Standing Orders Draft May 2016

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Queen's Park Community Council –Standing Orders Draft May 2016

25. Standing orders generally

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1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.

Queen's Park Community Council –Standing Orders Draft May 2016

- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

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2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

- * **Full Council meetings**
- + **Committee meetings**
- < **Sub-committee meetings**
- * a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- * b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- + c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.**
- + * d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

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- e Members of the public may make representations, answer questions, present petitions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- + * **l Members of the press or public may photograph, film, make sound recordings or use social media to send comments or reports during a meeting while it is open to the public provided that it is not disruptive and does not detract from the proper conduct of the meeting**
- + * **m The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- * **n Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council.**
- * **o The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

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- < + * p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**
- < + * q **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.
- r **Voting on a question shall be by a show of hands**, or if requested by at least two councillors, prior to a vote being taken, by signed ballot.
At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before the vote is taken.
- s The minutes of a meeting shall include an accurate record of the following:
 - i. the date and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.
- < + * t **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- * u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**

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See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.

- < + *
- v **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
 - w A meeting shall not exceed a period of two hours.

4. Committees and sub-committees

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 1 day before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman and vice chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;

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- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee.

5. Ordinary council meetings

- a **In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c **If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d **In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**
- e **The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- g **The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of**

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the new Chairman of the Council and must give a casting vote in the case of an equality of votes.

- j Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:
- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4 above;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
 - xv. Review of the council's and/or staff subscriptions to other bodies;
 - xvi. Review of the council's complaints procedure;
 - xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
 - xviii. Review of the council's policy for dealing with the press/media; and
 - xix. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

6. Extraordinary meetings of the council and committees and sub-committees

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- a **The Chairman of the Council may convene an extraordinary meeting of the council at any time.**
- b **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 7 members of the committee [or the sub-committee], any 2 members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

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- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 14 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded electronically and numbered in the order that they are received.
- h Motions rejected shall be recorded electronically with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;

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- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
- xvi. to adjourn the meeting; or
- xvii. to close a meeting.

11. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record

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of the meeting to which the minutes relate.

- d Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(t) above.

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer with a right of appeal to a meeting of the council and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the

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dispensation is required] OR [at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required].

- h A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. granting the dispensation is in the interests of persons living in the council's area or**
 - iii. it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

- a Upon notification by the City Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another person to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- c The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. Proper Officer

- a The Proper Officer shall be either (i) the Director or (ii) other person(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.

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- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee** and a sub-committee **serve on councillors a summons, by email, confirming the time, place and the agenda** provided any such email contains the electronic signature and title of the Proper Officer.
See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.
 - ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee** or a sub-committee **(provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**
See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.
 - iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it;
 - iv. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - v. facilitate inspection of the minute book by local government electors;
 - vi. **receive and retain copies of byelaws made by other local authorities;**
 - vii. retain acceptance of office forms from councillors;
 - viii. retain a copy of every councillor's register of interests;
 - ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
 - x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
 - xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
 - xii. arrange for legal deeds to be executed;
See also standing order 22 below.
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
 - xiv. record every planning application notified to the council and the council's response to the local planning authority electronically;
 - xv. refer a planning application received by the council to the Chairman or in his absence Vice-Chairman of the Planning Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the planning committee;
 - xvi. manage access to information about the council via the publication scheme.

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16. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor on the Policy & Resources Committee as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the council's receipts and payments for each quarter;
 - ii. the council's aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reportedand which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of June. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

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18. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £25,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in any manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

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- f **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.**

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council or any committee or any sub-committee is subject to standing order 11 above.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of the council, or if he is not available, the vice-chairman of the council of absence occasioned by illness or other reason and that person shall report such absence to the finance committee at its next meeting.
- c Councillors appointed by the Staffing Sub-Committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Parish Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Staffing Sub-committee.
- d Subject to the council's policy regarding the handling of grievance matters, the Director shall contact the chairman of the Staffing Sub-Committee or in his absence, the vice-chairman of the Staffing Sub-Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Sub-Committee committee.
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Parish Clerk relates to the chairman or vice-chairman of the council, this shall be communicated to another member of the Staffing Sub-Committee committee, which shall be reported back and progressed by resolution of the Staffing Sub-Committee committee.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to

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in standing orders 19(f) and (g) above if so justified.

- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Director and/or the Chairman of the Council.

20. Requests for information

- a Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the council. The council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

21. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

22. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii) above.

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **Subject to standing order 22(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**

23. Communicating with Unitary councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the City Council representing the area of the council upon request.

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24. Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

25. Standing orders generally

- a. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9 above. A suggestion of change at annual review may be made by the Proper Officer and considered by Council. The motion shall, when proposed and seconded, stand adjourned without discussion to the next meeting of the council.
- c. The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d. The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Prepared by S J Shippen FCIS, Fellow ILCM, CMC - Locum Parish Clerk
May 2016

**Adopted by Council
Review**

Minute Reference

D R A F T for consideration by Council. Values are to be set by the Council when adopting Financial Regulations (other than the EU Procurement thresholds shown in Regulation 11)



**QUEEN'S PARK COMMUNITY COUNCIL
FINANCIAL REGULATIONS**

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These Financial Regulations were adopted by the Council at its Meeting held on [.....]

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. A breach of these Regulations by an employee is gross misconduct.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. [The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.]
- 1.9. The RFO;

¹ Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations².

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;

² In England - Accounts and Audit (England) Regulations 2011/817
In Wales - Accounts and Audit (Wales) Regulations 2005/368

- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of [£5,000]; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC) or *Governance and Accountability for Local Councils in Wales - A Practitioners' Guide*, available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council [Finance Committee].
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;

- initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. [Each committee (if any) shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of [November] each year including any proposals for revising the forecast].
- 3.2. The RFO must each year, by no later than [month], prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the [relevant committee and the] council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over [£5,000];
 - a duly delegated committee of the council for items over [£500]; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below [£500].

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in [October] for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£500]. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to

the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of [£100] or [15%] of the budget.

- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. [The council shall seek credit references in respect of members or employees who act as signatories].
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council [or finance committee]. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council [or finance committee]. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council [or Finance Committee] Meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];

- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; or
 - c) fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance Committee].
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Council [or duly delegated Committee].
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by [one] two member[s] of council [,and countersigned by the Clerk,] in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council [or Finance Committee] at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been

opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by [two of] the Clerk [the RFO][a member]. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council [finance committee]. Transactions and purchases made will be reported to the [council] [relevant committee] and authority for topping-up shall be at the discretion of the [council] [relevant committee].
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

OR

6.22. [The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

- a) The RFO shall maintain a petty cash float of [£250] for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.]

7. PAYMENT OF SALARIES

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the [council] [relevant committee].

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;

- b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's Banks and Investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (I) below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

- b. Where it is intended to enter into a contract exceeding [£60,000] in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.
- c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- f. If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Order[], ³ [insert reference of the council's s relevant standing order] and shall refer to the terms of the Bribery Act 2010. [
- h. When it is to enter into a contract of less than [£60,000] in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

³ Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

- k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

12. [PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.]

13. [STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.]

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted,

rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250].
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].
- 15.2. [The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.]
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

16. [CHARITIES

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.]

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk [with the RFO] shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

* * *

Notes to the Model.

Stated dates or months may be changed to suit local circumstances.

[square brackets] This part may be deleted if not relevant. An alternative may have been provided.

Where the word “regularly” is used in the text it is for the individual council to set the required interval, monthly, quarterly, or half-yearly. This period should never exceed 12 months.

The value inserted in square brackets in [...] any of the paragraphs (other than the EU Procurement thresholds referred to in 11.1(l)) may be varied by the council and should be reviewed regularly and confirmed annually by the council.

The appropriate approved list referred to in paragraph 11.1 (b) shall be a list drawn up by the Clerk and approved by council but, normally shall be based on the list maintained by the District Council for such works.

Every effort has been made to ensure that the contents of this document are correct at time of publication. The National Association of Local Councils (NALC) cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

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QUEEN'S PARK COMMUNITY COUNCIL PROCEDURE FOR HANDLING COMPLAINTS FROM THE PUBLIC

OPENING STATEMENT

Queen's Park Community Council recognises that the Local Government Ombudsman has no jurisdiction over Parish, Town or Community Councils in England and Wales and therefore in the interests of reasonableness, accessibility, and transparency has put in place its own Complaints Procedure based on recommended good practice by the National Association of Local Councils (NALC).

A complaint is an expression of dissatisfaction by one or more members of the public about the Parish Council's action or lack of action or about the standard of a service, whether the action was taken or the service provided by the council itself or a person or body acting on behalf of the council. The purpose of a complaints procedure is to put things right if things go wrong. At all times the rules of natural justice will apply.

GUIDELINES

It will not be appropriate to deal with all complaints from members of the public under a complaints procedure. Councils should consider engaging other procedures/bodies in respect of the following types of complaint:

Type of conduct	Refer to
Financial irregularity	Local elector's statutory right to object to Council's audit of accounts pursuant to s.16 Audit Commission Act 1998 On other matters, councils may need to consult their auditor
Criminal activity	The Police
Councillor conduct	A complaint relating to a member's failure to comply with the Code of Conduct must be submitted to Westminster City Council's Monitoring Officer
Employee conduct	Dealt with by internal disciplinary procedure

Important Notes

(i) The procedure that follows is therefore aimed at those situations where a complaint is made about the administration of the Community Council or about its

procedures. It is not an appropriate forum for a complaint against individuals, as the provisions above cover these situations.

(ii) The procedure is designed for those complaints that cannot be satisfied by less formal measures or explanations provided to the complainant by the Director or other officer or the Chairman of the Council.

COMPLAINTS FROM THE PUBLIC PROCEDURE

Aims:

- To provide a standard and formal procedure for considering complaints either made by complainants directly or which have been referred back to the Community Council from other bodies.
- To ensure that complainants feel satisfied that their grievance has been properly and fully considered.
- To make the process reasonable, accessible and transparent.
- At all times, the rules of natural justice will apply and all parties shall be treated fairly.

Dealing with a complaint

- On receipt of a written complaint, the Director (except where the complainant is about his or her own actions) or Chairman of the Council (if the complaint relates to the Director), will undertake an investigation of the facts of the complaint and collate relevant evidence before seeking to settle the complaint informally directly with the complainant. This will not be done without first notifying any person complained about and giving him or her an opportunity to comment. Efforts should be made to resolve the complaint at this stage.
- Where the Director or a Councillor receives a written complaint about the Director's actions, he or she shall refer the complaint to the Chairman of the Council (or Vice Chairman if the complaint also involves the Chairman) who will follow the process identified above. The Director will be formally advised of the matter and given an opportunity to comment.
- The Director (or Chairman) will report any complaint disposed of by direct action with the complainant to the next meeting of the Council.
- The Director (or Chairman) will report any complaint that has not been resolved to the next meeting of the Council. The Council will then refer it to the Appeals Committee to deal with the complaint. The Committee will decide whether to offer the complainant the opportunity to submit verbal or other evidence, and whether they may be accompanied by a friend to any meeting. The Director will notify the complainant of the date on which the complaint will be considered by the Committee and whether the complainant will be offered an opportunity to explain the complaint to the Council.

Before the Meeting (Hearing)

1. Seven (7) clear working days prior to the meeting (i.e. excluding weekends and public holidays), the complainant shall provide the Community Council with copies of any documentation or other evidence, which they intend to refer to at the meeting. The Community Council shall similarly provide the complainant with copies of any documentation upon which it wishes to rely at the meeting.

At the Meeting (hearing)

6. The Appeals Committee shall consider whether the circumstances of the meeting warrant the exclusion of the press and public. Any decision on a complaint shall be announced at the next full Council meeting in 'open session.'
7. The Chairman shall introduce everyone.
8. The Chairman to explain the procedure.
9. Complaint (or representative) to outline grounds for complaint.
10. Committee Members to ask questions of the complainant.
11. If relevant, the Director or other nominated officer, to explain the Council's position.
12. Committee Members to ask questions of the Director or other nominated officer.
13. The Director or other nominated officer and complainant to be offered the opportunity of the last word (in this order – i.e. Director/officer followed by complainant).
14. The Director or other nominated officer and complainant to be asked to leave the room while the Committee Members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties to be invited back.
15. The Director or other nominated officer and complainant return to hear the decision, or to be advised when the decision will be made.

After the Meeting (Hearing)

16. Decision confirmed in writing within seven (7) working days together with details of any action to be taken.



QUEEN'S PARK COMMUNITY COUNCIL

PROCEDURES FOR HANDLING REQUESTS MADE UNDER

THE FREEDOM OF INFORMATION ACT 2000

AND DATA PROTECTION ACT 1998

FREEDOM OF INFORMATION

The Community Council is required to adopt a Publication Scheme, this scheme will enable members of the public to view and access information held by the Community Council.

Obtaining Information and Information held

There are three ways to obtain the information:

- Council web site - The web site holds the type of information which the Council routinely publishes e.g. minutes and agendas. The information you want may already be included in the publication scheme – so please check the documents on the web site first.
- Inspect Documents held by the Director - If you wish to view certain documents, you should contact the Director, either via the facility on the web site, by telephone, or in writing. Some documents require some time to locate, so it may be necessary to make an appointment. There may be a charge if you require copies of documents.
- Individual Written Request - If the information is not included in the publication scheme or on the web site, you may send a written request to:

The Director, Queen's Park Community Council, Office 1, Beethoven Centre, Third Avenue, London, W10 4JL or director@queensparkcommunitycouncil.gov.uk

Your request must include your name, address for correspondence, and a description of the information you require.

Council's Response to a Written Request

Within 20 working days of receipt of your written request the Council will:

- confirm to you whether or not it holds the information
- advise you if a fee will be charged
- provide you with the information (after any relevant fee has been paid) unless an exemption applies (see 'Exemptions' paragraph below).

Fees

The Act only allows the Council to charge for answering Freedom of Information requests in the following circumstances:

- Disbursement costs such as printing, photocopying and postage; and
- When estimated staff costs involved in locating and or compiling the information exceed £450. Under these circumstances, the Council can refuse the request on the grounds of cost, or charge the applicant £20 per hour, plus disbursements for the estimated work.

For the majority of requests, or a series of requests from the same applicant within a 12 month period, it is expected that the charge for locating and compiling information will be less than £450 and therefore, except for disbursement costs, no reimbursement can be sought. However, where costs are estimated to exceed £450 (based on an hourly charge-out rate of £20), the Council can decide to:

- refuse the request; or
- comply with the request and charge for allowable costs as prescribed in the regulations; or
- comply with the request free of charge.

If the estimated cost of a request is more than £450, and it is decided to release the information and make a charge for the information then:

- A fee notice will be sent to the applicant requesting the appropriate fee.
- The request will not be answered until the fee has been received.
- If the actual cost of completing the request is more than the estimate then the Council will incur the additional cost.
- Where the cost is less than the estimated cost then the difference will be refunded to the applicant.

For disbursements costs, it is proposed that the Council will charge 10p per sheet for photocopying and printing documents, and recover the actual cost of postage or any other transmission costs from the applicant.

Exemptions

Some information may not be provided by the Council as there are 23 exemptions in the Freedom of Information Act, for example, personal data about individuals which is protected by the Data Protection Act 1998, or commercially confidential information.

Further Help

If you need help in accessing information from the Council under the Freedom of Information Act, please contact the Director (address as before).

You will also find more detailed guidance on the website of the Information Commissioner.

Complaints

If you are dissatisfied with the response from the Council then you should put your complaint in writing to the Director at the address above. If you are still dissatisfied, you may contact the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Email: mail@ico.gov.uk

DATA PROTECTION POLICY

Queen's Park Community Council recognises its responsibility to comply with the Data Protection Act 1998. The Act regulates the use of personal data. This does not have to be sensitive data, it can be as little as a name and address.

The Data Protection Act

The Data Protection Act 1998 sets out high standards for the handling of personal information and

protecting individuals' rights for privacy. It also regulates how information can be collected, handled and used. The Data Protection Act applies to anyone holding information about people electronically or on paper. The Community Council has a number of procedures in place to ensure that it complies with The Data Protection Act 1998 when holding personal information.

When dealing with personal data Queen's Park Community Council staff and Councillors must ensure that:

- Data is processed fairly and lawfully. This means that information should only be collected from individuals if staff and Councillors have been open and honest about why they want the information.
- Data is processed for specified purposes only.
- Data is relevant to what it is needed for. Data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- Data is accurate and kept up to date. Personal data should be accurate, if it is not it should be corrected.
- Data is not kept longer than it is needed.
- Data is processed in accordance with the rights of individuals. This means that individuals must be informed, upon request, of all the information held about them.
- Data is kept securely. This means that only staff and Councillors can access the data. It should be stored securely so it cannot be accessed by members of the public.

Storing and accessing data

Queen's Park Community Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of information. If, for example, a member of the public gives their phone number to staff or a member of the Community Council, this will only be used for the purpose it has been given and will not be disclosed to anyone else.

Queen's Park Community Council may hold information about individuals such as their addresses and telephone numbers. These will be kept in a secure location by the holder of the information and are not available for public access. Once data is no longer needed, is out of date or has served its use, it will be shredded or deleted from the computer.

The Community Council is aware that people have the right to access any information that is held about them.

Data Protection Subject Access Procedures and Guidance

1 Making a Subject Access Request (SAR)

1.1 Applicants must make their request in writing either manually or electronically.

1.2 Unless the applicant is clearly known to the Council, the applicant may be expected to supply proof of identity with the application. These may include copies of driving licence, passport or birth certificate in addition to other relevant information confirming the applicant's address e.g. copy of a utility bill.

1.3 Requests submitted by a nominated representative (e.g. Solicitor) acting on behalf of an individual should obtain the individual's consent in writing and include a copy of this with the request.

1.4 Queen's Park Community Council is legally obliged to comply with all subject access requests within 40 calendar days of receipt of request and the fee, or, within 40 calendar days of receipt of verified proof of identity and the fee.

2 Charging for subject access requests

2.1 A fee of £10 must be requested promptly on receipt of the subject access request. The 40 calendar day deadline will not begin until the fee has been received from the applicant.

2.2 This charge applies to both electronic and manual information. The fee covers the cost of either viewing or providing copies of the information. No further charges may be made by the Community Council to cover photocopying or postage fees.

2.3 If the fee has not been received with the initial application but all of the necessary information required to process the request has been included, a request for payment should be sent to the applicant. The 40 calendar day counter is then halted on the day that the request is sent and re-started when payment has been received

3 Procedure for processing subject access requests

3.1 Stage 1 – receipt of request

3.1.1 Subject access requests should always be received in writing.

3.1.2 If the request has sufficient information to be processed and the applicant's identity has been proven (and consent provided if via a nominated representative) and the fee has been received, the Director (Data Protection Officer (DPO)) will acknowledge receipt stating that their request will be processed within 40 calendar days. It may be necessary to ask the applicant to specify the scope of the request (eg for them to give the parameters of a specific time frame).

3.1.3 If the applicant has not supplied sufficient information for the request to be processed, or sent the fee, the DPO will request the applicant to provide it. The 40 calendar days will then start upon receipt of the missing information and the fee.

3.1.4 If the request is from a representative of the individual, a letter of consent must be included with the request.

Stage 2 – processing of request

3.2.1 Once the DPO has validated the request by making the appropriate checks, an acknowledgement should be sent to the applicant notifying them when they should expect to receive a response.

3.2.2 A search of all relevant databases and filing systems (including archived systems) within the specified scope of the request should be initiated.

3.2.3 Types of personal information that might be held by the Community Council are:

- Personnel/human resources files if the applicant is/was a member of staff or applied for a post within the organisation
- Complaints files
- Payments made or received by the applicant
- Responses to consultations

Stage 3 – Reviewing the information

3.3.1 All information that has been collated by the DPO must be carefully reviewed by a member of the Community Council independent of the request.

3.3.2 If any 'third party' individual is named or has provided information about the applicant, the following must be considered prior to releasing the information:

- Is it possible to comply with the request without revealing information which relates to and identifies any third party individuals? If so the third party information must either be

removed prior to releasing the information or alternatively consent of the individual/s must be obtained.

- If a third party individual does not consent to releasing the information and the DPO is not satisfied that it would be reasonable to disclose the information, it should be withheld. However, as much of the information requested should be given without disclosing the identity of the third party where possible unless it is reasonable given all of the circumstances to disclose without consent.

3.3.3 If the third party information has previously been provided to or is already known by the applicant, or it is generally available, it would be considered reasonable to disclose the information without third party consent.

3.3.4 A record should be made with details of the course of action and reasoning behind why consent was not sought or considered not appropriate.

3.3.5 The DPO must check the information thoroughly to ensure that any codes or acronyms are explained to the applicant.

3.3.6 It must be decided by the DPO whether there are any grounds for withholding the information under the Acts exemptions. Examples include safeguarding national security, crime and taxation and parliamentary privilege.

3.3.7 Any police requests recorded by the DPO should NOT be routinely disclosed when dealing with a subject access request without considering the following:

- How long is it since the police request was received i.e. is the investigation now closed?
- What details were obtained from the police officers requesting the information? If there is any doubt as to whether the information regarding police requests should be disclosed, enquiries will be made to establish if releasing the information would prejudice the detection and prevention of a crime.

3.3.8 The DPO to make a record detailing any information that is withheld and the exemptions used.

Stage 4 – releasing / refusing the information

3.4.1 As soon as the request has been processed, a hard copy of the information which has been judged to be the applicant's personal data, redacted as necessary, should be released using the applicant's preferred method i.e. sent via mail, collection or viewing.

3.4.2 If the information is to be sent to the applicant, it should be sent by Special Delivery marked 'Private and Confidential', 'Addressee only' and packaged securely in a double envelope. The Special Delivery reference number should be recorded.

3.4.3 If the applicant has chosen to collect the information from the DPO, then a receipt will be required to be signed and, if the applicant is not known to the DPO, photographic ID (e.g. passport or driving licence) must be provided to confirm the recipient's identity.

3.4.4 If the applicant has chosen, and the Community Council has agreed, to allow the information to be viewed, the DPO will write to the applicant to arrange a convenient time and place that is both suitable to the DPO and the applicant within 40 calendar days of receipt of the fee.

3.4.5 Ideally the viewing should be of photocopied information. Any copies required by the applicant can then be removed as they are being viewed.

3.4.6 If there is no other choice but to view the original record, the process must be witnessed by the DPO and a member of the Community Council who must ensure that the applicant is not left alone with the records at any time.

3.4.7 Up to a maximum of one hour will normally be allowed for the applicant to spend viewing the information. However this time may be extended, if justified, with the DPO's discretion. The applicant will be informed of the time allowance prior to and as a condition of the viewing.

3.4.8 Following release of the information, copies of the documentation should be stored manually in accordance with the Records Management Procedures. However any redacted documents will be retained in accordance with the requirements of the Data Protection Act. The date of release and file reference should then be recorded by the DPO.

3.4.9 If the application has been denied, restricted, or no information has been found, the applicant should be notified in writing. There is no requirement to explain the reason for denying or restricting the information. However the DPO may consider disclosing if this would not contravene any of the Act's principles.

3.4.10 All decisions must be recorded by the DPO.

4 Dealing with requests from the Police

4.1 In addition to the Act, personal information is also protected by the common law duty of confidentiality. This duty requires that confidential information may only be disclosed:

- With the consent of the individual to whom the information relates
- If there is a legal requirement e.g. court order, Act of Parliament
- If it is in the public interest i.e. the public interest in the specific circumstances outweigh the individual's right to privacy

4.2 There is no legal obligation for the Community Council to disclose information to the police without a court order. However, the Community Council may consider releasing the information following a request made by the police, under the DPA (Section 29) or the Crime and Disorder Act (Section 115) without the subject's consent for the purposes of the prevention or detection of crime or the apprehension or prosecution of offenders

4.3 It is essential that prior to releasing personal information without consent, the DPO is assured that the public interest in the specific circumstances outweigh the individual's right to privacy. The factors that should be considered are:

- Whether there is a threat to public health and safety
- Whether there is a risk of death or serious harm to the individual concerned or other individuals
- The circumstances of the matter under investigation It will be the DPO's decision whether to release information, without consent, under either Section 29 or Section 115.

4.4 It is mandatory to comply with a court order requiring release of personal information.

4.5 Requests should be submitted on a Section 29 or Section 115 police request form containing full details of the data subject and reason for requiring information. It should be signed by a senior police officer of the minimum rank of Inspector. It should also be clear whether the police have the consent of the individual.

4.6 The DPO must record the request and process it as soon as possible.

4.7 A charge will not be made to the police for subject access requests.

4.8 When the information is ready for release, the DPO should arrange for it to be sent to an address and by a secure means agreed with the police officer signing the SAR.

4.9 If an agreement has been made for the information to be collected, the DPO should make the necessary arrangements. The police officer collecting the information must provide proof of identity e.g. warrant card.

4.10 The DPO must record the date that the information was sent or collected.

4.11 A paper copy of the information released should be retained for a minimum of 3 years.

5 Complaints & feedback

5.1 Comments and feedback about the discharge of the duties of Community Council with regard to the Act will be dealt with by the Council's Data Protection Officer who will inform the Community Council accordingly.

5.2 All complaints will be dealt with in conjunction with the Community Council's Complaints policy and procedures.

Confidentiality

Queen's Park Community Council staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

Queries or questions in relation to this procedure should be addressed to the Director

Adopted:

Review:



QUEEN'S PARK COMMUNITY COUNCIL

Press/Media Policy

Queen's Park Community Council welcomes enquiries from the press and media and recognises that our relationship with the press helps us communicate with residents. The aim of this policy is to ensure that the Community Council is seen to communicate in a professional and objective manner. This policy should be read in conjunction with the Members' Code of Conduct.

The Council's approach to the media should be:

- Open and honest
- Proactive
- Responsive and timely

There are two types of press release:

Official Council Releases

An official Council press release is made on behalf of the Council as a whole and will be written by an Officer and issued by the Director. It is non-party political and includes a quote from the relevant Councillor(s) if appropriate. This is usually the Chairman of the Council or Committee Chairman.

Councillor Press Release

Councillor's press releases are personal and are written and issued by the Councillor responsible. This release may or may not be political and should NOT include the name of a Council Officer or a Council telephone number as a point of contact. It would be beneficial for copies of intended releases, especially those of a factual nature, to be provided to the Director. Councillors seeking advice can contact the Director.

Press Release Protocol

The following forms the Protocol for Council Members and Officers:

- All official Council press releases will include a quotation from the relevant Councillor (if appropriate). In some circumstances it may be appropriate to also include the Ward Councillor or other Councillor promoting the scheme.
- In line with service standards all official Council press releases are to be issued on a template provided by the Director. This template includes the Community Council logo.
- Official press releases will not identify the political party or group affiliation of any Member(s) quoted in the release.
- The Director is the first line of decision making in terms of what is newsworthy for official press releases, and shall make the final decision on whether a press release shall be issued, unless otherwise directed by the Council or Committee.
- In the years when elections occur, during periods from the issue of Notice of Election until the day of the Election, Officers will issue no releases quoting Council Members. During this time any quotes will be from Officers.
- The role of Officers is to advise and provide support and advice to Council members in their communication activities.
- Council Members are solely responsible for the writing and distribution of all councillor press releases and any Editors Letters to the media.
- Council Member releases must not use the Community Council logo, or use the Council or an Officer as a point of contact.
- Officers and Council Members must act reasonably and responsibly.
- Council Members are reminded that they must not miss-use Council resources for political or other inappropriate purposes. Should the Council receive a Freedom of Information request on a topic on which there is correspondence (email or written) from or with Members, normally that correspondence would have to be disclosed, unless it was exempt. The fact that the disclosure or the correspondence may prove embarrassing would not, of itself, prevent disclosure. In addition, care should be taken when processing personal data. The Data Protection Act 1998 prevents the use of personal information other than for the purposes for which it was supplied. Members should bear this in mind when using any personal data which may be supplied to them by their constituents.
- In general, the Director will be responsible for interpretation of the Protocol.

QUEEN'S PARK COMMUNITY COUNCIL
CALENDAR 2016/17

	2016					2017							
	May	June	July	August	September	October	November	December	January	February	March	April	May
Council	18th Annual Meeting	1st Annual Return			14th		30th		25th Precept		8th		17th Annual Meeting
Communications & Events Committee			13th			12th Budget			18th			19th	
Environment & Open Spaces		29th			21st		23rd Budget			22nd			10th
Neighbourhood Planning		8th	6th	3rd	7th	5th	2nd	7th	4th	1st	1st	5th	3rd
Policy & Resources		29th			28th			14th Budget			15th		

Events				Saturday 6th Summer Festival			Saturday 5th Fireworks	Saturday 10th Winter Festival					
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QUEEN'S PARK COMMUNITY COUNCIL

You are hereby summoned to attend a **Meeting** of the **COMMUNITY COUNCIL** to be held in the **Beethoven Centre, Third Avenue, London W10 4JL** on **Wednesday 1st June 2016** commencing at **6.30pm**.

Sam Shippen, Locum Director

26th May 2016

AGENDA

- 023-16/17 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 024-16/17 Declarations of Interest** – to receive any declarations of interest as defined under the Localism Act 2011 and the Community Council Code of Conduct and consider any requests for dispensations as a result.
- 025-16/17 Minutes of the Previous Meeting**– to consider for approval the minutes of the Council Meeting held 18th May 2016 for confirmation and signing as a correct record.
- 026-16/17 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 Chairman.)*
- 027-16/17 Standing Orders** – to consider for approval the revised Standing Orders proposed and seconded at minute 011-16/17.
- 028-16/17 Diary of Meetings** –
1. to agree a date correction from minute 020-16/17 in relation to 13th July meeting of Communications & Events Committee.
 2. to agree an additional meeting of Council to be held on Wednesday 15th June.
- 029-16/17 Annual Return 2015/16** – to consider for approval sections 1 and 2 of the Annual Return.



Council 18.05.2016 –
001-16/17 – 022-16/17

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Annual Meeting of Council held in the Beethoven Centre, Third Avenue, London W10 4JL on Wednesday 18th May 2016 commencing at 6.00pm.

Present: Councillors Angela Singhate (Chairman), Musa Ahmed, Philip Andokou, Katie Cowan, Ryan Dalton, Gill Fitzhugh, Joe Fernandes, Julius Hogben, Emma Morgan, Eartha Pond, Susanna Rustin and Emma Sweeney.

Also Present: Sam Shippen, Locum Director and nine members of the public.

001-16/17 Election of Chairman

001-16/17.1 RESOLVED: that Councillor Susanna Rustin be elected Chairman of the Community Council for the 2016/17 municipal year.

Councillor A Singhate handed over the chair to Councillor S Rustin.

001-16/17.2 RESOLVED: That Councillor Angela Singhate was elected as Chairman of Queen's Park Community Council for 2014/15 and 2015/16 and has dedicated herself to undertake such duties maintaining the dignity and honour of such office; the Council does express and record grateful thanks to Councillor Angela Singhate for the dedicated service which she has willingly and freely given during her period of office; that the Council remember and record its gratitude to Councillor A Singhate in the minutes of the proceedings of the Council and present such in a suitable form signed by the incoming Chairman and the Director

A certificate of gratitude was presented to Councillor Singhate on behalf of the Council. Councillor Singhate gave a short speech in which she recalled her involvement with the campaign group and her time as Chairman and congratulated Councillor Rustin.

002-16/17 Chairman's Declaration of Acceptance of Office

Councillor S Rustin signed her declaration of acceptance of office in the presence of the proper officer.

RESOLVED: to receive the Chairman's declaration of acceptance of office.

003-16/17 Election of Vice-Chairman

RESOLVED: that Councillor Eartha Pond be elected Vice-Chairman of the Community Council for the 2016/17 municipal year.

Councillor E Sweeney handed over the vice-chair to Councillor E Pond. A certificate of gratitude was presented to Councillor Sweeney on behalf of the Council, Councillor Sweeney gave a short speech in which she recalled her involvement over a ten year period with the community group, campaign group and set up of the Community Council. She confirmed support for the new leadership team.

004-16/17 Apologies for absence

All councillors were present, therefore there were no apologies for absence from councillors.

005-16/17 Minutes of the Previous Meeting

RESOLVED: that the Council Meeting held 20th April 2016 be confirmed as a correct record and signed by the Chairman.

006-16/17 Committee Minutes/Reports

RESOLVED: that the minutes of the following Committees be **ADOPTED** :

- a) **Communications & Events Committee** – 20th July 2015, 6th January 2016;
- b) **Environment & Open Spaces Committee** – 27th February 2016;
- c) **Neighbourhood Planning Committee** – 9th December 2015, 13th January, 16th March and 6th April 2016;
- d) **Policy & Resources Committee** – 2nd December 2015, 24th February and 23rd March 2016.

007-16/17 Review of Delegation arrangements

RESOLVED: that the delegation arrangements to Committees and the Director set out in the Scheme of Delegation be **ADOPTED**.

008-16/17 Committee Terms of Reference

The Locum Director advised of amendments to the circulated documents in respect of Communications & Events Committee and Policy & Resources Committee in order to boost the social & economic aspects in response to requests from councillors.

RESOLVED: with the addition of the amendments detailed, the terms of reference for committees be **ADOPTED**.

009-16/17 Committees and Working Groups

009-16/17.1 RESOLVED: that the Committee Substitution policy be **ADOPTED** and all councillors be eligible to substitute in accordance with the policy.

009-16/17.2 RESOLVED: that Councillors M Ahmed, P Andokou, R Dalton, J Fernandes, A Singhate and E Sweeney be **ELECTED** to the Communications & Events Committee for the 2016/17 municipal year.

009-16/17.3 RESOLVED: that Councillor A Singhate be **ELECTED** Chairman of the Communications & Events Committee for the 2016/17 municipal year.

009-16/17.4 RESOLVED: that Councillor R Dalton be **ELECTED** Vice Chairman of the Communications & Events Committee for the 2016/17 municipal year.

009-16/17.5 RESOLVED: that Councillors P Andokou, K Cowan, R Dalton, G Fitzhugh, E Morgan and E Sweeney be **ELECTED** to the Environment & Open Spaces Committee for the 2016/17 municipal year.

009-16/17.6 RESOLVED: that Councillor K Cowan be **ELECTED** Chairman of the Environment & Open Spaces Committee for the 2016/17 municipal year.

009-16/17.7 RESOLVED: that Councillor E Sweeney be **ELECTED** Vice Chairman of the Environment & Open Spaces Committee for the 2016/17 municipal year.

- 009-16/17.8 RESOLVED:** that Councillors K Cowan, R Dalton, J Fernandes, G Fitzhugh, J Hogben, E Pond and S Rustin be **ELECTED** to the Neighbourhood Planning Committee for the 2016/17 municipal year.
- 009-16/17.9 RESOLVED:** that Councillor G Fitzhugh be **ELECTED** Chairman of the Neighbourhood Planning Committee for the 2016/17 municipal year.
- 009-16/17.10 RESOLVED:** that Councillor E Pond be **ELECTED** Vice Chairman of the Neighbourhood Planning Committee for the 2016/17 municipal year.
- 009-16/17.11 RESOLVED:** that Councillors M Ahmed, J Fernandes, J Hogben, E Morgan, E Pond, S Rustin and A Singhate be **ELECTED** to the Policy & Resources Committee for the 2016/17 municipal year.

Councillors M Ahmed and E Morgan were proposed and seconded as Chairman of Policy & Resources Committee.

- 009-16/17.12 RESOLVED:** that Councillor E Morgan be **ELECTED** Chairman of the Policy & Resources Committee for the 2016/17 municipal year.
- 009-16/17.13 RESOLVED:** that Councillor S Rustin be **ELECTED** Vice Chairman of the Policy & Resources Committee for the 2016/17 municipal year.
- 009-16/17.14 RESOLVED:** that Councillors K Cowan, G Fitzhugh, E Morgan, E Pond, S Rustin and A Singhate be **APPOINTED** to the Management Team Working Group for the 2016/17 municipal year.

010-16/17 New Committees

Councillors discussed the inclusion of social & economic activities in the Communications & Events and Policy & Resources Committees negating the current need for a new committee.

Some councillors expressed concern that all chairmen & vice chairmen elected were female.

- 010-16/17.1 RESOLVED:** that an Appeals Committee be **ESTABLISHED** and the Terms of Reference circulated be **ADOPTED**.
- 010-16/17.2 RESOLVED:** that Councillors M Ahmed, P Andokou, K Cowan, E Morgan and E Pond be **ELECTED** to the Appeals Committee for the 2016/17 municipal year with any three of the five members being able to hear an appeal. A Chairman being elected at each and any meeting of the Committee.

011-16/17 Standing Orders

RESOLVED: that with the deletion of a provision for signed ballot in 3r of Standing Orders that the Draft be Proposed and Seconded and remain on the table for discussion and approval at the next meeting of Council.

012-16/17 Financial Regulations

RESOLVED: that the review of Financial Regulations be **REFERRED** to the Policy & Resources Committee for review prior to returning to Council for adoption.

7:20pm Councillor J Fernandes left the meeting;

7:22pm Councillor J Fernandes returned to the meeting.

013-16/17 Representatives to Outside Organisations –

Discussions took place regarding the status of some of the representations which the Locum Director advised should be considered for formalisation by the Communications & Events Committee under their delegated authority.

RESOLVED: that the following **APPOINTMENTS** of representatives to outside bodies be made for the 2016/17 municipal year:

Our Place Projects (if continuing) - Councillor E Sweeney
SSALC – Councillors S Rustin and E Morgan
Westminster Safer Neighbourhoods Board - Councillor E Sweeney.

014-16/17 Asset Register

The Locum Director advised that it was usual to list only land and buildings or other assets with a value of above £1,000.

RESOLVED: that no inventory of land and assets was required at this time.

015-16/17 Insurance

The Locum Director advised that arrangements were made via Came & Co who had placed insurance cover with Aviva which she had recently reviewed and would be placed on a three year agreement from June 2016.

RESOLVED: that the arrangements for insurance cover be **NOTED**.

016-16/17 Subscriptions

RESOLVED: that subscriptions be **APPROVED** for 2016/17 to the Society of Local Council Clerks (SLCC) and Surrey Association of Local Councils. The Locum Director was requested to investigate options with NALC and SSALC for future membership support.

017-16/17 Complaints Procedure

RESOLVED: that the council's complaints procedure be **ADOPTED** as circulated.

018-16/17 Freedom of Information/Data Protection

The Locum Director advised that she had discovered that the Council was not registered with the Information Commissioner's Office and had resolved this matter earlier in the day.

RESOLVED: that the Locum Director's actions be **NOTED** and the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 be **ADOPTED** as circulated.

019-16/17 Press/Media Policy

RESOLVED: that the council's procedures for dealing with the press/media be **READOPTED**.

020-16/17 Diary of Meetings

RESOLVED: subject to a change of Environment & Open Spaces Committee from 29th to 22nd June, the meetings timetable for the 2016/17 municipal year be **AGREED**.

021-16/17 Declarations of Interest

The Locum Director advised that she was due to meet with the Monitoring Officer at Westminster City Council on 25th May 2016 to discuss arrangements for Register of Interests Forms, Code of Conduct issues and other matters, following which she would issue advice to councillors.

RESOLVED: to **NOTE** the information and that no declarations of interest were made.

022-16/17 Public Session

A member of the public commented that although not an interesting meeting he was pleased that procedural housekeeping matters appeared to be being addressed.

RESOLVED: to **NOTE** the comments.

There being no other business, the meeting concluded at 8:04pm.

Councillor S Rustin
Chairman

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Queen's Park Community Council Standing Orders

How to use standing orders

Standing orders are the written rules of a local council. They are used to confirm a council's internal organisational, administrative and procurement procedures and procedural matters for meetings. They are not the same as the policies of a council but they may refer to them. A local council must have standing orders for the procurement of contracts.

Meetings of full council, councillors, the Responsible Financial Officer and Proper Officer are subject to many statutory requirements. A council should have standing orders to confirm those statutory requirements. A council should have standing orders to control the number, place, quorum, notices and other procedures for committee and sub-committee meetings because these are subject to fewer statutory requirements. If it does not, committees and sub-committees may adopt their own standing orders.

These standing orders have been adapted from the model provided by the National Association of Local Councils (NALC).

Standing orders that are in bold type contain statutory requirements. It is recommended that councils adopt them from the model without changing them. Other standing orders not in bold are designed to help councils operate effectively but do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. For convenience, the word "councillor" is used in standing orders and includes a non-councillor with or without voting rights unless otherwise stated.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the Responsible Financial Officer.

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25. Standing orders generally

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1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.

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- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

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2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

- * **Full Council meetings**
- + **Committee meetings**
- < **Sub-committee meetings**
- * a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- * b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- + c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.**
- + * d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

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- e Members of the public may make representations, answer questions, present petitions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- + * **l Members of the press or public may photograph, film, make sound recordings or use social media to send comments or reports during a meeting while it is open to the public provided that it is not disruptive and does not detract from the proper conduct of the meeting**
- + * **m The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- * **n Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council.**
- * **o The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

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- < + * p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**
- < + * q **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.
- r **Voting on a question shall be by a show of hands.**
At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before the vote is taken.
- s The minutes of a meeting shall include an accurate record of the following:
i. the date and place of the meeting;
ii. the names of councillors present and absent;
iii. interests that have been declared by councillors and non-councillors with voting rights;
iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
v. if there was a public participation session; and
vi. the resolutions made.
- < + * t **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- * u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**
See standing order 4d(viii) below for the quorum of a committee or sub-

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committee meeting.

- < + *
- v **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

 - w A meeting shall not exceed a period of two hours.

4. Committees and sub-committees

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**

- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

- d The council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 1 day before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman and vice chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-

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committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee.

5. Ordinary council meetings

- a **In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c **If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d **In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**
- e **The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- g **The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality**

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of votes.

- j Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:
- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4 above;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
 - xv. Review of the council's and/or staff subscriptions to other bodies;
 - xvi. Review of the council's complaints procedure;
 - xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
 - xviii. Review of the council's policy for dealing with the press/media; and
 - xix. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

6. Extraordinary meetings of the council and committees and sub-committees

- a **The Chairman of the Council may convene an extraordinary meeting of the council at any**

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time.

- b **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 7 members of the committee [or the sub-committee], any 2 members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exerciseable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

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- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 14 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded electronically and numbered in the order that they are received.
- h Motions rejected shall be recorded electronically with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;

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- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
- xvi. to adjourn the meeting; or
- xvii. to close a meeting.

11. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

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- d Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(t) above.

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer with a right of appeal to a meeting of the council and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the council, or committee or a sub-

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committee for which the dispensation is required].

- h A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. granting the dispensation is in the interests of persons living in the council's area or**
 - iii. it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

- a Upon notification by the City Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another person to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- c The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. Proper Officer

- a The Proper Officer shall be either (i) the Director or (ii) other person(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.

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- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda** provided any such email contains the electronic signature and title of the Proper Officer.
See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.
 - ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**
See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.
 - iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it;
 - iv. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - v. facilitate inspection of the minute book by local government electors;
 - vi. **receive and retain copies of byelaws made by other local authorities;**
 - vii. retain acceptance of office forms from councillors;
 - viii. retain a copy of every councillor's register of interests;
 - ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
 - x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
 - xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
 - xii. arrange for legal deeds to be executed;
See also standing order 22 below.
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
 - xiv. record every planning application notified to the council and the council's response to the local planning authority electronically;
 - xv. refer a planning application received by the council to the Chairman or in his absence Vice-Chairman of the Planning Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the planning committee;
 - xvi. manage access to information about the council via the publication scheme.

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16. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor on the Policy & Resources Committee as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the council's receipts and payments for each quarter;
 - ii. the council's aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reportedand which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of June. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

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18. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £25,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in any manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

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- f **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.**

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council or any committee or any sub-committee is subject to standing order 11 above.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of the council, or if he is not available, the vice-chairman of the council of absence occasioned by illness or other reason and that person shall report such absence to the finance committee at its next meeting.
- c Councillors appointed by the Staffing Sub-Committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Parish Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Staffing Sub-committee.
- d Subject to the council's policy regarding the handling of grievance matters, the Director shall contact the chairman of the Staffing Sub-Committee or in his absence, the vice-chairman of the Staffing Sub-Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Sub-Committee committee.
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Parish Clerk relates to the chairman or vice-chairman of the council, this shall be communicated to another member of the Staffing Sub-Committee committee, which shall be reported back and progressed by resolution of the Staffing Sub-Committee committee.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to

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in standing orders 19(f) and (g) above if so justified.

- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Director and/or the Chairman of the Council.

20. Requests for information

- a Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the council. The council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

21. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

22. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii) above.

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **Subject to standing order 22(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**

23. Communicating with Unitary councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the City Council representing the area of the council upon request.

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24. Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

25. Standing orders generally

- a. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9 above. A suggestion of change at annual review may be made by the Proper Officer and considered by Council. The motion shall, when proposed and seconded, stand adjourned without discussion to the next meeting of the council.
- c. The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d. The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Prepared by S J Shippen FCIS, Fellow ILCM, CMC - Locum Parish Clerk
May 2016

**Adopted by Council
Review**

Minute Reference

Working details for ANNUAL RETURN - Year ended 31 March 2016

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	0	89,664	310	0	General Reserves
1	0	89,664	Total balances & reserves at the beginning of the year as recorded in the Financial Records		
2	136,897	140,143	1076	100	Precept
2	136,897	140,143	Total amount of Precept income received in the year		
3	0	167	115	999	VAT refund
3	6,300	0	1000	100	Locality Grant
3	0	5,000	1005	100	Ward budget
3	0	1,500	1006	100	NHS West London
3	7,500	1,421	1010	100	Misc Income
3	0	6,417	1100	100	VAT refund
3	13,800	14,505	Total income or receipts as recorded in the cashbook minus the Precept		
4	8,750	20,419	4100	101	Wages
4	74	720	4105	101	Training
4	8,824	21,139	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses		
5	0	0	Total expenditure or payments of capital and interest made during the year on borrowings		
6	3,117	5,017	515	999	VAT on Payment
6	0	200	4102	301	Queen's Park In Bloom
6	0	1,080	4110	201	Website
6	842	842	4120	102	Insurance
6	3,054	2,912	4125	102	Office Rent
6	3,181	0	4127	102	Office Maintenance
6	4,077	1,988	4130	102	Computers and Licence/Hosting
6	220	2,600	4132	102	Stationery and Materials
6	49	48	4133	102	Chairmans Allowance
6	600	47,810	4134	102	Grants
6	385	820	4135	102	Communications - Tel/Postage
6	0	5,000	4136	102	Donations
6	1,020	2,052	4137	102	Subscriptions
6	0	422	4139	102	Travel expenses
6	2,050	300	4140	102	Professional Fees
6	0	1,089	4142	102	Audit Fees
6	850	0	4150	102	Elections Costs
6	3,987	7,303	4200	201	Queens Park Voice
6	0	2,930	4205	201	Winter Fair
6	0	625	4206	201	Winter Social
6	12,492	13,518	4210	201	Festival
6	10,264	6,640	4220	201	Fireworks
6	0	997	4230	201	Noticeboards

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2016

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	1,020	0	4235	201	Advertising - recruitment
6	0	198	4236	201	Advertising - All Other
6	0	2,085	4300	301	Queen's Park Gardens
6	5,000	35,162	4400	401	Neighbourhood Plan
6	0	2,300	4402	401	Harrow Rd Study
6	0	149	4999	102	Miscellaneous
6	0	48	4999	201	Miscellaneous
6	0	367	4999	301	Miscellaneous
6	52,209	144,501	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)		
7	89,664	78,672	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8	89,484	78,472	200	0	Current Bank A/c
8	180	199	205	0	Petty Cash
8	89,664	78,672	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9	0	0	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register		
10	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)		

ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 31 MARCH 2016

Queens Park Community Council

SECTION 1 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

	<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1 Balances brought forward	0	89,664	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2 Annual Precept	136,897	140,143	Total amount of Precept income received in the year
3 Total other receipts	13,800	14,505	Total income or receipts as recorded in the cashbook minus the Precept
4 Staff costs	8,824	21,139	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5 Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings
6 Total other payments	52,209	144,501	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7 Balances carried forward	89,664	78,672	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8 Total Cash & Investments	89,664	78,672	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9 Total Fixed Assets	0	0	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10 Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 1;
- * Bank Reconciliation as at 31 March



QUEEN'S PARK COMMUNITY COUNCIL

You are hereby summoned to attend a **Meeting** of the **COMMUNITY COUNCIL** to be held in the **Beethoven Centre, Third Avenue, London W10 4JL** on **Thursday 16th June 2016** commencing at **6pm**.

Sam Shippen, Locum Director

9th June 2016

AGENDA

- 030-16/17 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 031-16/17 Declarations of Interest** – to receive any declarations of interest as defined under the Localism Act 2011 and the Community Council Code of Conduct and consider any requests for dispensations as a result.
- 032-16/17 Minutes of the Previous Meeting**– to consider for approval the minutes of the Council Meeting held 1st June 2016 for confirmation and signing as a correct record.
- 033-16/17 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 Chairman.)*
- 034-16/17 Business Plan** – to consider for approval the revised draft Business Plan and arrangements for the launch.
- 035-16/17 The Avenues Youth Centre** – To consider a request to match fund financial donations of up to £20,000 for 2016/17.
- 036-16/17 Queen's Park Summer Festival** –
1. to consider arrangements for QPCC Stall;
 2. to agree arrangements for councillor assistance at Summer Festival



Council 01.06.2016
023-16/17- 029-16/17

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held in the Beethoven Centre, Third Avenue, London W10 4JL on Wednesday 1st June 2016 commencing at 6.30pm.

Present: Councillors Eartha Pond (Vice-Chairman), Katie Cowan, Gill Fitzhugh, Emma Morgan and Angela Singhate.

Also Present: Sam Shippen, Locum Director and one member of the public.

In the absence of the Chairman of the Council, the Vice-Chairman, Councillor E Pond, took the chair for the meeting.

023-16/17 Apologies for absence

RESOLVED: to receive and approve apologies for absence from Councillors Musa Ahmed, Philip Andokou, Ryan Dalton, Susanna Rustin and Emma Sweeney.

024-16/17 Declarations of Interest

There were no declarations of interest as defined under the Localism Act 2011 and the Community Council Code of Conduct; following the earlier meeting with Westminster City Council officers, the Locum Director advised that once a request is received formally she will organise the collection of register of interests forms.

025-16/17 Minutes of the Previous Meeting

RESOLVED: that the minutes of the Council Meeting held 18th May 2016 be confirmed as a correct record and signed by the Vice Chairman.

026-16/17 Public Session –

A members of the public raised awareness of Westminster City Council's proposal to cease provision of CCTV camera operation across the borough, a matter which will be considered at the cabinet meeting on 6th June.

The Locum Director advised Council that as the item was not on the agenda a decision could not be made, but individual councillors could raise concerns and advise the community.

027-16/17 Standing Orders

The revised Standing Orders had been proposed and seconded at minute 011-16/17 on 18th May 2016.

RESOLVED: that the revised Standing Orders be **ADOPTED**.

028-16/17 Diary of Meetings

028-16/17.1 **RESOLVED:** that a date correction from minute 020-16/17 in relation to 13th July meeting of Communications & Events Committee from the incorrect date of 18th be **APPROVED**.

028-16/17.2 **RESOLVED:** that an additional meeting of Council Be held on Wednesday 15th June.

029-16/17 Annual Return 2015/16

Annual Governance Statement 2015/16

029-16/17.1 **RESOLVED:** that the following responses be made in respect of the questions

1. no, as arrangements were not in place during the year;
2. no, as an adequate system was not in place;
3. no, as Council accepts that non-compliance with regulations & proper practices existed in the year;
4. yes.
5. no, although a risk assessment was undertaken it was not specific to the Council;
6. yes;
7. no, matters raised in respect of year ended 31/3/15 were not addressed;
8. yes;
9. n/a.

Accounting statements 2015/16

029-16/17.2 **RESOLVED:** that the accounting statement be **APPROVED** and signed by the Vice Chairman.

There being no other business, the meeting concluded at 7:22pm.

Councillor E Pond
Vice Chairman



27th April 2016

Queen's Park Community Council Match Funding Proposal

The Avenues Youth Club is facing 50% cuts to our local authority grant this financial year (2016/17). Next year this reduces further with serious consequences for the ability of the Avenues Youth Project to continue to deliver youth work activities at the same level as before.

We are therefore asking the QPCC to consider a special request for emergency assistance through a match-funding proposal, out lined below. If successful, this joint initiative would make a real difference to our ability to stave off the worst effects of the cuts by safeguarding jobs, which would otherwise be at risk, and consequently keep activities from closing or reducing.

Youth services under threat

The public sector grant has been diminishing gradually over time, but for the last decade was constant at approximately £90,000 per annum (this represents a year on year reduction in real terms owing to inflation) . Last year the grant reduced to £70,000; this year we will receive £37,500, and next year there will be no local authority core grant at all, with no indication that it will recover.

The 'original' £90,000 grant represented approximately 40% of our overall budget. This year the grant of £37,500 leaves us more than a £50,000 shortfall – equivalent to more than 20% of our overall budget – or seen another way, is equivalent to 1.4 days out of 7.

If we are unable to find alternative sources of sustainable funding, we will have no option but to reduce our offer accordingly.

The Avenues Youth Project is investing our own resources in stepping up our applications to trusts and foundations, developing an enhanced strategy for increasing rental income, and of particular relevance to this proposal, redoubling our efforts to secure private and corporate charitable giving.

The Proposal

The Avenues Youth Project is seeking the support of the Community Council in matching our own fundraising efforts pound-for-pound up to a maximum of £20,000 each year (2016/17 & 2017/18) making a possible joint total of £40,000 per annum for two years, with the possibility that Avenues could raise yet more in private and corporate donations.

Our 'skin in the game'

For our part, our private and corporate fundraising efforts are already underway and include a diversified approach including sponsored activities, a fundraising dinner, and various local giving campaigns. It is a largely voluntary initiative.

Our volunteer Board members are dedicated to the task of fundraising from private and corporate sources, and much hard work and time goes in to making this possible. This commitment and expertise together with the good-will that we enjoy from a widening group of supporters means we can be confident in our ability to reach and potentially exceed our £20,000 target.

Impact

A combined £40,000 pa will secure the equivalent of a full-time qualified senior youth worker post. Securing this amount would at least ensure that we can avoid cutting back our existing staff hours this financial year and, depending how successful we are with our other fundraising, it may enable us to do the same next year when the economic outlook is set to be the worst it has been in our 40 year history.

Ambition

The Trustees of the Avenues Youth Project have high-hopes for the young people of this area and are committed to providing the best service possible. To this end, the organisation is committing to a separate capital fundraising campaign to enable a refurbishment of the premises. In due course, we hope to increase our hours of operation to meet the growing need for fun and educational things for children and young people to do after school, at weekends and during the holidays. The current proposal to QPCC, if approved, would ensure that that the Avenues Youth Project can build towards this expanded vision from a secure core service.

Timing

We are grateful to the Queen's Park Community Council for agreeing to expedite the decision-making around this proposal to allow sufficient time for planning the future after the expiration of the WCC grant at the end of September 2016. Unless sufficient funds are secured by end June, redundancy notices will have to be issued to some staff on 1st July.

If successful, we would anticipate the first year's grant being paid in two instalments:

15 Oct 2016

and

15 Jan 2017

Mutual support

Whatever the response to this proposal, The Avenues Youth Project wishes to work closely with the Community Council and are open to discussing:

- regular contributions to the Queen's Park Voice magazine;
- enabling QPCC to deliver a regular radio broadcast via Avenues FM radio;
- joint lobbying of WCC and other public budget holders to secure further inward investment in Queen's Park;
- mutually reinforcing messaging via door-knocking initiative;

- providing space for QPCC grant funded projects.

Avenues Youth Project FAQs

- The Avenues is an independent charity with a Board of volunteer Trustees
- We provide after school and holiday activities for children and young people aged 8-19yrs
- All our activities are free for local children and young people
- 79% of our membership have Westminster postcodes, of these the majority come from Queen's Park, some from neighbouring Harrow Road and a few from Westbourne. 9% of total come from Brent, 8% from RBKC, 2% Hammersmith and Fulham and 2% Camden.
- Our membership hovers at around the 400 mark
- We currently receive about 150 visits a week by children and young people
- The charity is supported by a team of nearly 20 volunteers (including the Trustees)
- Resources include:
 - Arts & Crafts Room with t-shirt printing facilities
 - Multi purpose games room
 - Dance Studio
 - Music Studio
 - Radio broadcasting suite
 - Professional training kitchen
- Avenues Youth Work team comprises one full time member of staff and 11 part time youth workers.
- Similar projects nearby: Stowe Youth Club has already had to reduce its youth work offer as a result of similar cuts. Harrow Club is open just two evenings a week.

Further Information

See website for up to date activities listings

See our previous QPCC grant funding application for further details



QUEEN'S PARK COMMUNITY COUNCIL

You are hereby summoned to attend a **Meeting** of the **COMMUNITY COUNCIL** to be held in the **Beethoven Centre, Third Avenue, London W10 4JL** on **Wednesday 14th September 2016** commencing at **6pm**.

Sam Shippen, Locum Director

7th September 2016

AGENDA

- 037-16/17 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 038-16/17 Declarations of Interest** – to receive any declarations of interest as defined under the Localism Act 2011 and the Community Council Code of Conduct and consider any requests for dispensations as a result.
- 039-16/17 Minutes of the Previous Meeting**– to consider for approval the minutes of the Council Meeting held 16th June 2016 for confirmation and signing as a correct record.
- 040-16/17 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 Chairman.)*
- 041-16/17 Code of Conduct** – to consider for approval the revised Code of Conduct and to receive advice from WCC Monitoring Officer.
- 042-16/17 Councillor proposal** – to discuss the issue raised by Councillor Musa Ahmed in regards to a lack of opportunities for male councillors in regard to chair positions in the last three years.
- 043-16/17 Equity and Fairness behaviours** – to receive report from Innovations at Work Ltd and agree next steps.
- 044-16/17 Banking Arrangements** – to consider adding additional signatories to the Council's bank account.
- 045-16/17 Winter Social** – to consider arrangements.
- 046-16/17 Committee Minutes/Reports** – to consider for adoption the minutes approved by the following Committees:
- a) Communications & Events Committee** – 9th March 2016;
 - b) Environment & Open Spaces Committee** – 30th March 2016;
 - c) Neighbourhood Planning Committee** – 4th May, 8th June, 6th July and 3rd August 2016;
 - d) Policy & Resources Committee** – 27th April 2016.
- 047-16/17 Committee Meeting dates** – to agree alteration to the calendar of meetings for the following Committees:-
- a) Communications & Events Committee** – to change from 12th October to 19th October 2016;
 - b) Environment & Open Spaces Committee** – to change from 21st September to 28th September 2016;
 - c) Policy & Resources Committee** – to change from 28th September to 21st September 2016.
- 048-16/17 Communications & Events Committee** – to agree the election of a Chairman following the resignation of Councillor A Singhate from the position; if required to consider the election of Vice Chairman.



Council 16.06.2016
030-16/17- 036-16/17

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held in the Beethoven Centre, Third Avenue, London W10 4JL on Wednesday 16th June 2016 commencing at 6.00pm.

Present: Councillors Susanna Rustin (Chairman), Musa Ahmed, Katie Cowan, Ryan Dalton, Joe Fernandes, Gill Fitzhugh, Emma Morgan, Eartha Pond and Emma Sweeney.

Also Present: Sam Shippen, Locum Director and three members of the public.

In the absence of the Chairman of the Council, the Vice-Chairman, Councillor E Pond, took the chair for the meeting.

030-16/17 Apologies for absence

RESOLVED: to receive and approve apologies for absence from Councillors Philip Andokou and Angela Singhate.

031-16/17 Declarations of Interest

There were no declarations of interest as defined under the Localism Act 2011 and the Community Council Code of Conduct.

032-16/17 Minutes of the Previous Meeting

RESOLVED: that the minutes of the Council Meeting held 1st June 2016 be confirmed as a correct record and signed by the Chairman.

033-16/17 Public Session

A member of the public raised awareness of a crime which he suffered from in 2015 which he was of the opinion may have been prevented if the young person had been engaged with The Avenues Youth Project. He praised the intervention work carried out at The Avenues.

034-16/17 Business Plan

Council considered the revised draft Business Plan, the Chairman advised that minor amendments to spelling & layout could be emailed to the Locum Director.

RESOLVED: that subject to the inclusion of amendments to the Vision & Mission as circulated at the meeting and to the Neighbourhood Plan Objective 4 the Business Plan be ADOPTED; and arrangements for the launch to be held on 13th July 2016 from 3.30pm be delegated to the Locum Director in consultation with the Working Group if needed.

035-16/17 The Avenues Youth Centre

Council considered and debated a request to match fund financial donations of up to £20,000 for 2016/17. During the debate potential conditions to accompany any grant awarded were

discussed; the Locum Director advised that any conditions would be required to be made by resolution of the Council.

Details of support received from local residents following publicity from the Council that this matter was to be discussed had been circulated to councillors. It was highlighted that 100% of residents contacting the Council supported this financial support.

RESOLVED: that a match funding contribution of up to £20,000 be made to TheAvenues Youth Project for 2016/17 financial year.

036-16/17 Queen's Park Summer Festival

1. Arrangements for QPCC Stall

RESOLVED: that a Working Group of Councillors K Cowan, E Morgan and S Rustin organise the details of the Council stall within the allocated budget with the aim of informing the public of the Council's work; and a special e-Newsletter be produced to promote activities. Councillors agreed time slots to run the stall 11- 2 Councillors M Ahmed, G Fitzhugh & S Rustin; 2-4:30 K Cowan, E Morgan and E Pond; 4:30 onwards to close-up J Fernandes & E Sweeney.

2. Arrangements for councillor assistance at Summer Festival

RESOLVED: Councillors M Ahmed, K Cowan, G Fitzhugh, E Morgan, S Rustin and E Sweeney all offered to assist on the day.

There being no other business, the meeting concluded at 7:15pm.

**Councillor S Rustin
Chairman**

Queen's Park Community Council - Members' Code of Conduct

1. Application

This Code of Conduct applies to Members and Co-opted Members whenever they are acting in a capacity as a Member or Co-opted Member of the Community Council. The definitions in Appendices 1 and 2 apply to this Code. This Code is consistent with the Nolan Principles as explained in Appendix 3.

2. General Conduct

Members must comply with the following standards of conduct/behaviour.

- 2.1 To act solely in the public interest and never to improperly confer or seek to confer an advantage or disadvantage on any person or act to gain financial or other material benefits for themselves, their family, friends or close associates.
- 2.2 Not to place themselves under a financial or other obligation to any individual or organisation that might seek to influence them in the performance of their official duties.
- 2.3 To make all decisions on merit when carrying out public duties, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits.
- 2.4 To be accountable for their decisions to the public and to co-operate fully with whatever scrutiny is required.
- 2.5 To be open and as transparent as possible about decisions and actions and the decisions and actions of the Community Council and to give reasons for those decisions and actions
- 2.6 To register and declare any disclosable pecuniary interests and to declare non-disclosable pecuniary interests and non-pecuniary interests, as set out in this Code.
- 2.7 When using or authorising the use by others of the resources of the Community Council, to ensure that such resources are not used improperly for political purposes (including party political purposes) and to have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
- 2.8 To behave in accordance with all legal obligations, alongside any requirements contained within the Community Council's policies, protocols and procedures, including on the use of the Council's resources and dealing with confidential information appropriately.
- 2.9 To value and respect colleagues, staff, partners and the public, engaging with them in an appropriate manner that underpins the mutual respect between them that is essential to good local government, and not to act in a manner that could be deemed to be bullying, harassment or intimidation.

2.10 To promote and support high standards of conduct through leadership and by example.

3. Disclosable Pecuniary Interests

3.1 Members must

- a) comply with the statutory requirements to register, disclose and withdraw from participating in respect of any matter in which they have a disclosable pecuniary interest, as defined in Appendix 2.
- b) ensure their register of interests is kept up to date and notify the Monitoring Officer in writing within 28 days of becoming aware of any change in respect of their disclosable pecuniary interests.
- c) make an oral declaration of the existence and nature of any disclosable pecuniary interest at any meeting at which they are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.

3.1 "Meeting" means any meeting, either formal or informal, organised by or on behalf of the Community Council.

3.2 It is a criminal offence for a Member to:

- Fail to notify the Monitoring Officer of any disclosable pecuniary interest within 28 days of election
- Fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register
- Fail to notify the Monitoring Officer within 28 days of a disclosable pecuniary interest that is not on the register that they have disclosed to a meeting
- Participate in any discussion or vote on a matter in which they have a disclosable pecuniary interest
- As an executive member discharging a function acting alone, and having a disclosable pecuniary interest in such a matter, to fail to notify the Monitoring Officer within 28 days of the interest.
- To knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a meeting

3.3 The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.

4 Other Interests

- 4.1 In addition to the requirements of Section 3, if Members attend a meeting at which any item of business is to be considered and they are aware that they have a “non-disclosable pecuniary interest” or a “non-pecuniary interest” in that item, they must make an oral declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent.
- 4.2 Members have a “non-disclosable pecuniary interest” or a “non-pecuniary interest” in an item of business of the Community Council where –
- 4.2.1 a decision in relation to an item of that business might reasonably be regarded as affecting their well-being or financial standing or that of a member of their family, or a person with whom they have a close association, to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward for which they have been elected, or
- 4.2.2 it relates to or is likely to affect any of the interests listed in the Table in Appendix 1 of this Code but in respect of a member of the Member’s family (other than a “relevant person”) or a person with whom they have a close association.

and that interest is not a disclosable pecuniary interest.

5 Gifts and Hospitality

- 5.1 Members must, within 28 days of receipt, notify or arrange for the Monitoring Officer to be notified in writing of any gift, benefit or hospitality with a value in excess of £25 which they have accepted as a Member from any person or body other than the Community Council.
- 5.2 The Monitoring Officer will place the contents of the notification on the register of interests of the relevant Member.
- 5.3 Where the Monitoring Officer is of the view that such gift or hospitality is clearly below £25 in value they may decline to include this on the register.

6 Sensitive Interests

- 6.1 In cases where they have an interest and the nature of the interest is such that the Member and Monitoring Officer both consider that disclosure of the details of the interest could lead to the Member or a person connected with the Member being subject to violence or intimidation:

- the register of interests will not include details of the interest but may state that the Member has an interest about which details have been withheld and

- where required by this Code to declare the interest at a meeting, the Member may only be required to declare the fact that s/he has an interest in the matter.

7 Dispensations from the Restriction from Participating and Voting in Meetings

- 7.1 This provision applies to a situation where a Member or Members have an interest, which prevents them from taking part in a decision but they feel they ought to be able to participate or that it is necessary to allow them to participate in the interests of proper decision making, as explained below.
- 7.2 One or more Members may apply for a dispensation from the requirement not to participate in or vote in respect of a matter at a meeting by written request to the Monitoring Officer, so that they are able to participate in respect of that matter at the meeting.
- 7.3 The Monitoring Officer (or in his/her absence the Deputy Monitoring Officer) may agree the dispensation on behalf of the Community Council, where s/he considers, after having had regard to all relevant circumstances such as follows:
- 7.3.1 that without the dispensation the number of persons prohibited by section 31(4) of the Act from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business,
 - 7.3.2 that without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business,
 - 7.3.3 that granting the dispensation would be in the interests of persons living in the Council's area,
 - 7.3.4 that without the dispensation each member of the Cabinet would be prohibited by section 31(4) of the Act from participating in any particular business to be transacted by the Cabinet , or
 - 7.3.5 that it is otherwise appropriate to grant a dispensation.
- 7.4 If granted the dispensation will be granted by the Monitoring Officer in writing and citing the ground or grounds on which it is agreed and it will be published on the Council's website within 7 days of the decision.
- 7.5 The dispensation must be for a fixed time not exceeding a period beyond the next Community Council elections and will normally cover only a specific matter or meeting.
- 7.6 A Member may seek a review of the Monitoring Officer's decision not to grant a dispensation to the Standards Committee. The Monitoring Officer may choose to refer any application for dispensation to the Standards Committee and may, in doing so, consult one of the Council's Independent Persons. The Monitoring Officer may also, if s/he chooses, consult one of the Council's Independent Persons prior to granting a dispensation referred to in 7.3 above.

APPENDIX 1

Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011. Disclosable Pecuniary Interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 **as** either the interest of the Member or the interest of a relevant person **and** the Member is aware that the other person has an interest as follows-

<i>Interest</i>	<i>Prescribed Description</i>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority- (a) Under which goods or services are to be provided or works are to be executed; and (b) Which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any license (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge) (a) The landlord is the relevant authority; and (b) The tenant is a body in which the relevant person has a beneficial interest
Securities	Any beneficial interest in securities of a body where – (a) That body (to M's knowledge) has a place of business or land in the area of the relevant authority (b) Either – (i) The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

APPENDIX 2

Definitions

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“Non-Pecuniary interest” is an interest which is not pecuniary (as defined above) but is nonetheless so significant that a member of the public with knowledge of the relevant facts, would reasonably regard to be so significant that it would materially impact upon the Member’s judgement of the public interest;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

APPENDIX 3

The following principles, commonly known as the “Nolan Principles”, do not form part of the Code of Conduct but are included as an Appendix simply to remind Members of the ethical standards expected of public office holders.

SELFLESSNESS: Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP: Holders of public office should promote and support these principles by leadership and example.

APPENDIX 4 - Declaring Interests Flowchart, Questions to ask yourself

Breaching those parts identified as a disclosable pecuniary interest is potentially a criminal offence

Helpful Reminders for Members

- Is your register of interests up to date?
- In particular have you declared to the Monitoring Officer all disclosable pecuniary interests?
- Have you checked the register to ensure that they have been recorded correctly?

When should you declare an interest at a meeting?

- **What matters are being discussed at the meeting ; or**
- **If you are a Cabinet Member making decisions other than in Cabinet what matter is before you for single member decision?**



Does the business to be transacted at the meeting

- **Relate to; or**
- **Is likely to affect**

any of your registered interests Disclosable Pecuniary Interests include your interests and those of:

- Your spouse or civil partner
- A person you are living with as husband/wife or as a civil partner

where you are aware that this other person has the interest.

Please seek advice from the Monitoring Officer about disclosable pecuniary interests.

What is a non- disclosable pecuniary interest or a Non-Pecuniary Interest? – this is an interest which is not a disclosable pecuniary interest (as defined) but is nonetheless so significant that a member of the public with knowledge of the relevant facts, would reasonably regard to be so significant that it would materially impact upon your judgement of the

DPI

If the interest is not already in the register you must (unless the interest has been agreed by the Monitoring Officer to be sensitive) disclose the existence and nature of the interest to the meeting.



If the interest is not entered in the register and is not the subject of a pending notification you must within 28 days notify the Monitoring Officer of the interest for inclusion in the register.



Unless you have received dispensation upon previous application from the Monitoring Officer, you must:

- **Not participate, or participate further, in any discussion of the matter at a meeting;**
- **Not participate in any vote or further vote taken at the meeting; and**
- **Leave the room while the item is being considered/ voted upon**

If they are a Cabinet Member they may make

Non-DPI

Declare the nature and extent of your interest including enough detail to allow a member of the public to understand its nature. You should declare the interest and decide whether you can properly speak and remain in the meeting or should not participate further..

If you consider the interest would not be regarded as materially impacting upon your judgement you may participate and vote in the usual way.



DRAFT Summary Report to explore the need to build 'equity and fairness' behaviours to underpin Council business

FOR : Councillors at Queen's Park
Community Council (QPCC)

CLIENT: Sam Shippen, Locum Director
at QPCC

Written by Roland Azor, MD of Innovations at Work

On : 20th July 2016

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Introduction

Roland Azor, MD of Innovations At Work was delighted to be invited by Sam Shippen, Locum Director at Queen's Park Community Council (QPCC), to meet Councillors on Wednesday 13th July for sixty minutes. The main agenda was to discuss the need to build 'equity and fairness' behaviours and competencies to underpin Council business.

Roland Azor designed the meeting around prepared questions in three sections. There were six Councillors in attendance along with Sam Shippen. Here are the summary findings with Councillor's comments in *italic*:

Section 1: Exploring the nature of your work

1.1: Councillors were asked what are you proud of in your work at QPCC? They replied:

- *That they challenged the 'status quo' and are proud that they exist x 2;*
- *Proud of making a difference and all that has been achieved so far x 2;*
- *The standard of communications produced and local fundraising events x 2;*
- *As a group that they identified needs and now want to change.*

Analysis 1: These are excellent responses

1.2: How would you describe the 'culture' at QPCC in one sentence?

- *Disruptive, abrasive and somewhat passionate;*
- *Erratic and can be difficult;*
- *Want to achieve but often distressed by minutia;*
- *It can be both supportive and disruptive and aggressive, suspicious and threatening;*
- *A weird combination of supportive, positive, antagonistic and dysfunctional.*

Analysis 2: These comments try to offer a balance but the negative outweighs the positive.

Suggestion 2: Aggressive, threatening and disruptive have no place in work meetings and must be challenged and stopped.

1.3: What standards are in place now to assist your role as a Councillor?

- *The experience of a Director / Locum Clerk x 5;*
- *Standing Orders and Codes of Conduct x 3;*
- *We have policies but we don't use them! x 2;*
- *Fellow Councillors who can be the voice of reason.*

Analysis 3: Sam's experience is repeatedly mentioned which is excellent. Councillor's mentioned the Standing Orders but there was a feeling that these were not owned.

Suggestion 3a: Councillors must own their own behaviours and come up with a Queen's Park CC set of common sense behaviours / competencies.

Suggestion 3b: We also suggest building in the General Duties of the Equality Act 2010 to provide a standard with gravitas.

1.4: Are these standards upheld by everyone? Please tick a response below:
 Yes **0** No **6** Not sure **0**

Analysis 4: 100% agreed that standards are not upheld by everyone
Suggestion 4: Standards of behaviours must be built through consultation and agreement, then owned 100% and monitored and evaluated.

1.5: If your answer above is 'no' or 'not sure' say why?

Everyone could provide reasons, these included:

- *Up to three individuals frequently display aggressive and difficult behaviour internally and externally;*
- *Some are disruptive for the sake of being disruptive;*
- *Some have little respect for other's viewpoints;*
- *We are attacked unfairly;*
- *We are not sufficiently confident to take control;*
- *Because there is no real legal sanction which can consistently be upheld and referenced by all;*
- *Things go off track, people are provoking and rude.*

Analysis 5: There is 100% agreement on what is happening and why

Suggestion 5a: We suggest looking at the 'us and them' implicit in some of the statements above.

Suggestion 5b: Next, it is critical that those Councillors who are accused of demonstrating negative behaviours are brought back into the group to take leading roles in the design then writing of QPCCs behaviour standards.

Section 2: Exploring change

2.1 What are the top three desired behaviours that you as a Councillor value most when meeting with other Councillors?

- *Trust x3;*
- *Respect your right to speak in and outside the office x2;*
- *Empathy, engaged and work ethic.*

Analysis 6: All of these desired behaviours are reasonable requests.

Suggestion 6: We suggest more detailed conversations about trust and respect to flesh out the different levels of meanings.

2.2 Provide a tangible example of what is said and / or done when such behaviours are not upheld:

- *Councillors provided examples of rudeness, taking issues personally, victimisation and potentially discrimination;*
- *One Councillor said this 'sets a precedent' and is embarrassing in Public Forums when Councillors are rude to each other.*

2.3 What could the possible resolution to 2.2 above have been?

- *Only three Councillors completed this box and mentioned the Chair's responsibility, needing to 'challenge' and feeling uncomfortable.*

Analysis 6: This section is insightful. Most Councillors could provide examples of behaviours they want to change but three choose not complete the 'resolution box'.

Suggestion 6: Councillor's capacity to challenge at different levels needs to be developed. We also suggest looking at the differences between 'assertive skills and aggressiveness' whilst undertaking council business.

2.4 When and where do you as a Councillor choose to talk about fairness, equity and leadership with other councillors?

- **When?** *Not very often / Ad hoc basis / When appropriate x3;*
- **Where?** *Emails / Working groups / One to one with a small selection of Councillors/ in the Street / At people's homes / Usually outside of Council meetings.*

Analysis 7: This section is insightful. An increasing number of Councillors don't talk about equity and fairness

Suggestion 7: We suggest presenting a description of 'equality and diversity' that everyone can agree with and then put this into action

2.5 What do you say or do as a Councillor to demonstrate 'respectfulness' to other Councillors?

- *Be polite and speak politely x2;*
- *Be empathetic and acknowledge other's contributions x2;*
- *Offer assistance with outstanding work.*

2.6 What sort of response do you gain from other Councillors when you are respectful?

Respect returned 2 Variable 4 Don't know 0

2.7 How clear is the expectation that as a Councillor you must be respectful in everything you say or do? Please circle your answer.

Very clear 4 Clear 1 Not clear 1

2.8 If your answer above is *not clear* say why?

- *To me its clear. To others?*
- *Because people are not respectful.*

Analysis 8a: We have learnt that talking about equality and fairness is variable (see 2.4) but conversations do occur.

Analysis 8b: There could be a direct relationship about respect not being part of everything you do in 2.7 and the high number of 'variable responses' given in 2.6

Suggestion 8: Undertake work to ensure responses to 2.7 are 100%

2.9 When observing conflict in Council meetings do other Councillors:

Challenge and speak out 5 Say nothing 5

2.10 What do you do?

Challenge 1 Say something 4 Say nothing 1

Analysis 9: The responses to 2.9 & 2.10 are confusing. Some appear to speak up and some say nothing.

Suggestion 9: We suggest that developing competence in 'challenging skills' and moving work challenges away from being interpreted as 'personal attacks' would assist conducting council business.

2.11 Are you aware of your Protected Characteristics in Council business?

Yes **1** No **5** Not sure **0**

Analysis 10: The response above is disappointing because this terms comes from the Equality Act 2010 - six years ago!

Suggestion 10: We suggest work on how 'protected characteristics' and 'unconscious bias' impacts on Councillor's business could be very revealing

3.0 Exploring potential ways forward

3.1 Please rate (by ticking 1 to 4) the merits of different potential ways forward:

	Not an option 1	Semi - Important 2	Very Important 3	Critical 4
Change nothing: keep the status quo?	4	1		1
Consider how different views on 'respect' can be forged into one standard			4	3
Understand better what gives permission in the working culture to bad behaviour		1	3	2
Negotiate desired behaviours and competencies that Councillors would value underpinning their work			3	3
Develop approaches that 'value difference' that work			5	1
Recognise how accusations can arise when undertaking Council business		1	3	2
Share techniques that minimise inequalities			4	2
Better understand the part that 'unconscious bias' plays in favouring some individuals and disadvantaging others		1	3	2
Revisiting a helpful challenging skills model		2	3	1
Revisit the Equality Act 2010 to build standards in equality, diversity and teamwork			3	3

General recommendation

Innovations At Work recommends that:

1. A meeting is called to discuss this report and its findings;
2. Where recommendations can be agreed, that they are prioritised into an order of importance and fed back to Innovations At Work. This work must be Councillor-led and needs led, if it is to be successful.

Specific recommendation for section 1:

Innovations At Work recommends:

1. Building Councillor's capacity to challenge - see suggestion 2;
2. Building standards of behaviour that are simple and effective - see suggestion 3;
3. Developing practical application of the Equality Act 2010 - see suggestion 3b;
4. Gaining agreement on formal steps of discipline and termination of role to be used in extreme circumstances;
5. That a signature is requested to sign off and agree that Councillors will abide with the behaviour standard (see suggestion 5b), and that this should apply on both internal and external work that all Councillors undertake.

Specific recommendation for section 2:

Innovations At Work recommends:

1. Roland Azor, would welcome an invite to a council meeting to observe first-hand how equity and fairness is demonstrated and see the behaviours that Councillors exhibit towards each other;
2. Build a set of PILOT behaviours that demonstrate 'respect and trust';
3. Review the differences between 'assertive skills and aggressive behaviour' and the feedback that is given to both of these traits;
4. Clearly explain what is 'equality, diversity and inclusion' and how these terms can be applied to Councillor's work;
5. Agree the behaviours in (2) above so that all Councillors are clear about their expectations internally and when representing the council externally;
6. Build into Council work the ability to challenge as part of the learning environment that QPCC encourages;
7. Develop a sophisticated knowledge about the impact of 'protected characteristics' for Councillors with an option to review 'unconscious bias'.

Recommendation for section 3:

We have highlighted five columns in red that Councillors have clearly signalled as 'very important / critical'. Many of these have been referred to in the main body of the report and picked up in recommendations for the different sections.

*Compiled by Roland Azor,
MD of Innovations At Work 20.7.2016*

INNOVATIONS AT WORK RECOMMENDATIONS FOR QUEEN'S PARK COMMUNITY COUNCIL

General recommendation

Innovations At Work recommends that:

1. A meeting is called to discuss this report and its findings;
2. Where recommendations can be agreed, that they are prioritised into an order of importance and fed back to Innovations At Work. This work must be Councillor-led and needs led, if it is to be successful.

Specific recommendation for section 1:

Innovations At Work recommends:

1. Building Councillor's capacity to challenge - aggressive, threatening and disruptive have no place in work meetings and must be challenged and stopped;
2. Building standards of behaviour that are simple and effective - Councillors must own their own behaviours and come up with a Queen's Park CC set of common sense behaviours /competencies;
3. Developing practical application of the Equality Act 2010 - We also suggest building in the General Duties of the Equality Act 2010 to provide a standard with gravitas;
4. Gaining agreement on formal steps of discipline and termination role to be used in extreme circumstances; standards of behaviours must be built through consultation and agreement, then owned 100% and monitored and evaluated.
5. That a signature is requested to sign off and agree that Councillors will abide with the behaviour standard (it is critical that those Councillors who are accused of demonstrating negative behaviours are brought back into the group to take leading roles in the design then writing of QPCCs behaviour standards.), and that this should apply on both internal and external work that all Councillors undertake.

Specific recommendation for section 2:

Innovations At Work recommends:

1. Roland Azor, would welcome an invite to a council meeting to observe first-hand how equity and fairness is demonstrated and see the behaviours that Councillors exhibit towards each other;
2. Build a set of PILOT behaviours that demonstrate 'respect and trust';
3. Review the differences between 'assertive skills and aggressive behaviour' and the feedback that is given to both of these traits;
4. Clearly explain what is 'equality, diversity and inclusion' and how these terms can be applied to Councillor's work;
5. Agree the behaviours in (2) above so that all Councillors are clear about their expectations internally and when representing the council externally;

6. Build into Council work the ability to challenge as part of the learning environment that QPCC encourages;
7. Develop a sophisticated knowledge about the impact of 'protected characteristics' for Councillors with an option to review 'unconscious bias'.

Recommendation for section 3:

We have highlighted five columns in red that Councillors have clearly signalled as 'very important / critical'. Many of these have been referred to in the main body of the report and picked up in recommendations for the different sections.

Please rate (by ticking 1 to 4) the merits of different potential ways forward:

	Not an option 1	Semi - Important 2	Very Important 3	Critical 4
Change nothing: keep the status quo?	4	1		1
Consider how different views on 'respect' can be forged into one standard			4	3
Understand better what gives permission in the working culture to bad behaviour		1	3	2
Negotiate desired behaviours and competencies that Councillors would value underpinning their work			3	3
Develop approaches that 'value difference' that work			5	1
Recognise how accusations can arise when undertaking Council business		1	3	2
Share techniques that minimise inequalities			4	2
Better understand the part that 'unconscious bias' plays in favouring some individuals and disadvantaging others		1	3	2
Revisiting a helpful challenging skills model		2	3	1
Revisit the Equality Act 2010 to build standards in equality, diversity and teamwork			3	3

*Compiled by Roland Azor,
MD of Innovations At Work 25.7.2016*



QUEEN'S PARK COMMUNITY COUNCIL

You are hereby summoned to attend a **Meeting** of the **COMMUNITY COUNCIL** to be held in the **Beethoven Centre, Third Avenue, London W10 4JL** on **Wednesday 30th November 2016** commencing at **6pm**.

Sam Shippen, Locum Director

23rd November 2016

AGENDA

- 049-16/17 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 050-16/17 Declarations of Interest** – to receive any declarations of interest as defined under the Localism Act 2011 and the Community Council Code of Conduct and consider any requests for dispensations as a result.
- 051-16/17 Minutes of the Previous Meeting**– to consider for approval the minutes of the Council Meeting held 14th September 2016 for confirmation and signing as a correct record.
- 052-16/17 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 Chairman.)*
- 053-16/17 Code of Conduct** – to receive advice from WCC Monitoring Officer.
- 054-16/17 Complaint** – to consider a complaint.
- 055-16/17 Staffing** – to consider a report from the Staffing Working Group and agree next steps.
- 056-16/17 HR Committee** – to consider the establishment of an HR Committee.
- 057-16/17 Freedom of Information** – to consider the report of the Locum Director.
- 058-16/17 Financial Regulations** – to consider draft Financial Regulations for adoption.
- 059-16/17 Annual Return 2015/16** – to consider the report of the External Auditor for the year ended 31/3/16.
- 060-16/17 WCC Waste & Recycling bins consultation** – to consider a response to proposals from WCC Ward Councillors regarding re-siting of bins.
- 061-16/17 Committee Minutes/Reports** – to consider for adoption the minutes approved by the following Committees:
 - a) Communications & Events Committee** – 13th July 2016;
 - b) Environment & Open Spaces Committee** – 22nd June & 28th September 2016;
 - c) Neighbourhood Planning Committee** – 7th September & 5th October 2016;
 - d) Policy & Resources Committee** – 29th June 2016.



Council 14.09.2016
037-16/17- 048-16/17

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held in the Beethoven Centre, Third Avenue, London W10 4JL on Wednesday 14th September 2016 commencing at 6.00pm.

Present: Councillors Susanna Rustin (Chairman), Musa Ahmed, Katie Cowan, Ryan Dalton, Joe Fernandes,
Gill Fitzhugh, Julius Hogben, Emma Morgan, Angela Singhate and Emma Sweeney.

Also Present: Sam Shippen, Locum Director, Rhian Davies, Westminster City Council Deputy Monitoring Officer and two members of the public.

037-16/17 Apologies for absence

RESOLVED: to receive and approve apologies for absence from Councillors Philip Andokou and Eartha Pond. It was NOTED that Councillor Katie Cowan would be late due to work commitments and Councillor Emma Sweeney would be late due to family commitments.

038-16/17 Declarations of Interest

There were no declarations of interest as defined under the Localism Act 2011 and the Community Council Code of Conduct.

039-16/17 Minutes of the Previous Meeting

RESOLVED: that the minutes of the Council Meeting held 14th June 2016 be confirmed as a correct record and signed by the Chairman.

040-16/17 Public Session

A member of the public commented regarding item 42-16/17 that rather than a lack of opportunities for the male councillors in his opinion with the exception of one, most of the male councillors were not doing very much for the Council.

6.10pm Councillor A Singhate entered the meeting.

041-16/17 Code of Conduct

The Locum Director advised the reason that the WCC Deputy Monitoring Officer was present was that earlier in the year a councillor had made a complaint against another councillor which was dismissed without investigation on 25th May. As a result the Monitoring Officer and Deputy Monitoring attended the Council on 1st June to give advice to councillors. However, only four councillors were present and therefore the WCC Deputy Monitoring Officer was present again. In addition, WCC has revised its Code of Conduct and recommends that this Council follows with adoption of a similar Code.

6.15pm Councillor J Hogben entered the meeting.

The WCC Deputy Monitoring Officer advised that to date three complaints had been received all from within the Council which is a concern to the Monitoring Officer. She advised that none of the complaints had been formally investigated and that unless there was a clear breach of the Code of Conduct investigations were unlikely to be undertaken as they are considered not to be in the public interest.

A presentation on the Code of Conduct was given.

RESOLVED: that the revised Code of Conduct as circulated be **ADOPTED**; new Registers of Interest be completed by Councillors and the Westminster City Council Deputy Monitoring Officer be thanked for her attendance and presentation.

042-16/17 Councillor proposal

Councillor Musa Ahmed requested that an issue in regards to a lack of opportunities for male councillors in regard to chair positions in the last three years be debated. Councillor Ahmed introduced the matter and made a proposal that the chairmanship of Council and committees alternate between male and female councillors.

6.45pm Councillor K Cowan entered the meeting.

The Locum Director advised that she had taken advice from SSALC with regards to the election of chairmen, which had been open to any councillor to be proposed and seconded and then voted upon in accordance with the Local Government Act 1972. She further advised the Council against taking a vote upon the proposal by Councillor Ahmed as it would conflict with the provisions in statute.

6.55pm Councillor E Sweeney entered the meeting.

RESOLVED: that the advice given by the Locum Director be taken and the meeting moved on.

043-16/17 Equity and Fairness Behaviours

The Locum Director gave a brief background to the work which resulted in the report from Innovations at Work Ltd.

The Chairman suggested budget of £950 for two further sessions on Equalities Act and a Behaviours Framework covering member to member behaviour to sit alongside the Code of Conduct.

Following disruption Councillors were requested by the Chairman to moderate their behaviour in line with Standing Orders.

RESOLVED: that Councillors indicate their commitment to further training and development in this area. A recorded vote was requested:

Councillor M Ahmed – No
Councillor K Cowan – Yes
Councillor R Dalton – Yes
Councillor J Fernandes – Abstain
Councillor G Fitzhugh – Yes
Councillor J Hogben – Abstain
Councillor E Morgan – Yes
Councillor S Rustin – Yes
Councillor A Singhate – Abstain
Councillor E Sweeney – Unsure

7.30pm Councillor E Sweeney left the meeting; following further disruption by councillors, the meeting was adjourned.

7.40pm the meeting was recommenced and advice given by the Chairman of the requirements of Standing Orders. Councillor E Sweeney returned to the meeting.

RESOLVED: that the Locum Director be delegated to negotiate training provision with Innovations at Work within a budget of £950 to incorporate the Equalities Act and behaviour standards.

044-16/17 Banking Arrangements

RESOLVED: that the Bank Mandate be amended to include Councillors G Fitzhugh, E Morgan, S Rustin, A Singhate and E Sweeney plus the Locum Director, Mrs S Shippen as signatories to the Council's bank account.

045-16/17 Winter Social

The Chairman advised that there had not been a budget included for this event and it would need to be funded from savings elsewhere.

RESOLVED: that the Locum Director be delegated authority to make suitable arrangements on a Tuesday or Wednesday before Christmas within a budget of £200.

046-16/17 Committee Minutes/Reports

RESOLVED: that the minutes of the following Committee meetings be **APPROVED**.

- a) **Communications & Events Committee** – 9th March 2016;
- b) **Environment & Open Spaces Committee** – 30th March 2016;
- c) **Neighbourhood Planning Committee** – 4th May, 8th June, 6th July and 3rd August 2016;
- d) **Policy & Resources Committee** – 27th April 2016.

047-16/17 Committee Meeting Dates

RESOLVED: that the calendar of meetings for the following Committees be **ALTERED** as follows:-

- a) **Communications & Events Committee** – to change from 12th October to 19th October 2016;
- b) **Environment & Open Spaces Committee** – to change from 21st September to 28th September 2016;
- c) **Policy & Resources Committee** – to change from 28th September to 21st September 2016.

048-16/17 Communications & Events Committee

Following the resignation of Councillor A Singhate from the position of Chairman,

RESOLVED: that Councillor R Dalton be **ELECTED** Chairman and Councillor E Sweeney be **ELECTED** Vice Chairman for the remainder of the 2017/17 municipal year.

There being no other business, the meeting concluded at 7:54pm.

Councillor S Rustin
Chairman

QPCC Community Engagement Officer

Context

A fantastic opportunity is offered to a keen community engagement practitioner to gain a unique experience working in London's first Urban Parish Council (hyperlink this to what a Parish council is). All around the capital communities are aspiring to develop similar governance structures, whilst here in Queen's Park we are the trailblazers! Queen's Park is a diverse community with a genuine sense of community... QPCC recognises the need to improve employment prospects for residents, educational opportunities for children and young people and social and economic wellbeing for all whilst acknowledging the diversity that makes Queen's Park such a special place to live and work.

If you believe in resident leadership and people power this could be a really exciting (career changing?!) role for you....

Work activities

You will work closely with individuals, families, organisations and groups in the Queen's Park area. You will provide leadership and bring local people together to make beneficial changes and tackle social inequality in the area. You will also help people develop the skills needed in their own community.

Your work will typically include:

- finding out about the community's needs, problems and barriers
- making sure that local people have their say
- developing new opportunities and monitoring existing projects and grants
- helping to raise public awareness about the Council and community issues
- encouraging local people to take action
- building links with other statutory bodies, community & voluntary groups and agencies
- raising funds
- recruiting and training volunteers
- organising events
- managing budgets
- helping groups to settle differences of opinion on local issues
- doing administration work
- advising councillors

You will be involved in a wide range of issues in the community, such as improving local facilities, leisure and employment, and reducing anti-social behaviour.

Working hours and conditions

You will work around 22 hours a week. You need to be flexible, as the work can include unsocial hours such as evenings and weekends. The salary will be NJC points 27-35 (£23,935 - £30,480 pro-rata) currently £14,231 - £18,123.

You will be based in the QPCC Office but will spend much of your time out and about in the community, for example visiting local people and groups, and attending meetings.

Personal requirements

You will need practical experience of working in the community or voluntary sector or a background in a related career such as housing, regeneration, social work, youth work or teaching.

We don't require any formal qualifications although you will need good literacy & numeracy skills.

It would be desirable to have 5 GCSE's A-C or equivalent or Level 2/3 Certificate in Community Development or higher relevant qualification.

The ability to communicate in either Arabic or Bengali will be an advantage.

You will be required to pass background checks from the Disclosure and Barring Service (DBS).

Skills, interests and qualities

the ability to build good relationships and earn people's trust and respect

excellent communication and listening skills

the ability to relate to people from different backgrounds

networking and negotiating skills

a tactful and sensitive approach

patience and perseverance, for coping with challenges and setbacks

a non-judgmental attitude

initiative, enthusiasm and motivation

a creative approach to problem solving

good organisation, planning and administration skills

a good understanding of social and community issues

skills in researching, analysing statistics and writing reports

a good understanding of social and community issues

commitment to equality and diversity

an understanding of local government and the political environment

Council 30 November 2016

055-16/17

Report from Staffing Working Group to Council 30/11/2016

Background:

The P&R meeting on September 21 passed a motion requesting the staffing working group to meet to consider QPCC's overall staffing needs and position, reviewing the notes of previous meetings. The working group (Susanna, Angela, Ryan, Emma S, Katie - with Eartha sending apologies and Musa absent) met on November 8.

A proposal to recruit a part-time community development officer immediately was rejected at the Sept 21 P&R meeting, in favour of the motion above.

The working group was requested to consider the community officer role alongside the clerk/director role, and to think about the timing of the recruitment of a permanent director.

Recommendations:

1) Director/clerk - The group recommends that the council should stick with the decision taken in April 2016 (P&R 27/4/16), to retain locum clerk Sam Shippen for 6-12 months. The group recommends that we should retain SS for 11/12 months (not 6), so from June 2016 until May/June 2017. In light of the strong support for QPCC - as a new council that has faced serious difficulties in its first two years - provided by SS as an experienced clerk, the group does not believe we are ready to part with SS. We have yet to complete training requested by cllrs and recommended by WCC monitoring officers.

The group recommends that an advertisement should be placed in March, with a view to recruiting a permanent director/clerk in good time for a handover to take place in the summer. Depending on the level of experience of the person recruited, the group notes that locum director Sam Shippen could be retained as a consultant.

2) Community development worker - The group recommends that the council should recruit a community development worker in January, working 3 days a week, being managed by the locum director, according to the job spec previously prepared by the director and councillors.

The group acknowledges concerns about hiring a community worker before we have a permanent director in post, but believes the urgent need for an officer outweighs these considerations. Key priorities will include: assisting the locum director with admin and comms such as updating the website; volunteer recruitment and coordination; relationship-building/ being the face of the council in the community; work on projects identified in the business plan and being developed by committees eg the Queen's Park Voice; grants; the park; the Neighbourhood Plan.

There were also concerns raised about workload, and we agreed that the officer would need to be well supported.

* Budget implications: the group does not expect these recommendations to alter our overall staffing budget of £45-50k pa. More detailed budget discussions will take place at P&R and at full council in January.



Adopted date

**HR Committee
Terms of Reference**

1. Purpose

Responsible for the human resources of the Council including volunteers.

2. Responsibilities

- 2.1 To advise Council on issues of the terms and conditions of service including pay and pension provision of employees.
- 2.2 To review and appraise the performance of employees and to recommend adjustment of salary levels.
- 2.3 To ensure the Council complies with all legislative requirements relating to the employment of staff.
- 2.4 To periodically review all employment policies and procedures.
- 2.5 To oversee the appointment and recruitment process of Council employees.
- 2.6 To refer any staff disciplinary matter in accordance with the Council's Disciplinary Procedure.
- 2.7 To refer any staff grievance in accordance with the Council's Grievance Procedure.
- 2.8 Chairman & Vice Chairman of the Council to provide line-manager function for Director/Clerk, including responsibility for day to day matters, such as authorisation of holiday, sick leave and absence from work. The Director/Clerk to do so for any other staff.
- 2.9 To oversee the deployment of volunteers

3. Membership

This committee shall have 5 councillors.

Adopted: date

Minute Reference:

Review: May 2017

QUEEN'S PARK COMMUNITY COUNCIL FINANCIAL REGULATIONS REVIEW 2016

QUEEN'S PARK COMMUNITY COUNCIL
FINANCIAL REGULATIONS

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QUEEN'S PARK COMMUNITY COUNCIL FINANCIAL REGULATIONS REVIEW 2016

These Financial Regulations were adopted by the Council at its Meeting held on date

GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three key governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. A breach of these Regulations by an employee may be gross misconduct.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Director has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;

QUEEN'S PARK COMMUNITY COUNCIL FINANCIAL REGULATIONS REVIEW 2016

- determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations as currently in place.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular, any decision regarding:
- setting the final budget or the precept (council tax requirement);

QUEEN'S PARK COMMUNITY COUNCIL FINANCIAL REGULATIONS REVIEW 2016

- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £2,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee (Staffing) in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Directors (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed by the Policy & Resources Committee to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Policy & Resources Committee.

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- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account

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required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee shall review its forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of December each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than the end of October, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Policy & Resources Committee and the council.
- 3.3. The council shall consider annual budget proposals in relation to revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £2,000;

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Director, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services,

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unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually before the budget is set for the following financial year. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the Director may authorise revenue expenditure on behalf of the council which in the Director's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Director shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Policy & Resources Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council or finance committee. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or Policy & Resources

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Committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, and submit a schedule for authorisation at the next available council or Policy & Resources Committee meeting.
- 5.5. The Director/RFO shall have delegated authority to authorise the payment of items in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Policy & Resources Committee, where the Director and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Policy & Resources Committee;
 - b) An expenditure item authorised previously by resolution or under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or Policy & Resources committee; or
 - c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Policy & Resources Committee.
- 5.6. For each financial year the Director and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Policy & Resources Committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Policy & Resources Committee.

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- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two signatories on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Director/RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by electronic means, cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two authorised signatories, in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and/or permissible to be a signatory to the transaction in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by

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variable direct debit provided that the instructions are signed by two signatories and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

- 6.7. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which signatories approved or authorised the payment.
- 6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Policy & Resources Committee. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.11. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.13. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.

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- 6.14. Where internet banking arrangements are made with any bank, the Director/RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Director/RFO and members. A programme of regular checks of standing data with suppliers will be followed.
- 6.17. Any Debit Card issued for use will be specifically restricted to the Director/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or Policy & Resources Committee in writing before any order is placed.
- 6.18. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Director/RFO and shall be subject to automatic payment in full at each month-end.
- 6.19. The council will maintain a cash float with a maximum of £250. All cash received must be banked intact. Any payments made in cash by the Director or other staff (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment

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contracts, provided that each payment is reported to the next available Policy & Resources Committee, as set out in these regulations above.

- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the Director must consider a business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible

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assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

- 8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.4. The Policy & Resources Committee shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Policy & Resources Committee at least annually.
- 8.5. All investments of money under the control of the council shall be in the name of the council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Director.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

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- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.2. A member may not issue an official order or make any contract on behalf of the council.
- 10.3. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

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- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Director and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- b. Where it is intended to enter into a contract exceeding £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Director shall invite tenders from at least three firms to be taken from the appropriate approved list.
 - c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
 - d. Such invitation to tender shall state the general nature of the intended contract and the Director shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Director in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
 - e. All sealed tenders shall be opened at the same time on the prescribed date by the Director in the presence of at least one member of council.
 - f. If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
 - g. Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.
 - h. When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Director or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Director or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
 - i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
 - j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council

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requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

- k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Director to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. ASSETS, PROPERTIES AND ESTATES

- 13.1. The Director shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 13.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1000.
- 13.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to

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council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 13.5. Subject only to the limit set in Reg. 13.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 13.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14. INSURANCE

- 14.1. Following the annual risk assessment (per Financial Regulation 16), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 14.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 14.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 14.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

15. CHARITIES

- 15.1. Where the council is sole managing trustee of a charitable body the Director /RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Director and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

16. RISK MANAGEMENT

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The Director shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

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- 16.2. When considering any new activity, the Director shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Director shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

These Financial Regulations were prepared by Mrs S J Shippen FCIS, Fellow ILCM, CMC based upon the NALC Model document in September 2016.

Adopted by Council: *Insert date*

Review: May 2017

Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of
smaller authority here:

Queen's Park Community Council

Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report (ACLO0007)

On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

The smaller authority has confirmed that it has not complied with the governance assertions in Section 1, Boxes 1, 2, 3, 5 and 7, but it has provided the appointed auditor with adequate explanations for non-compliance and details of the actions necessary to address weaknesses identified. In line with the responses to section 1, in the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has also drawn attention to significant weaknesses in relation to internal controls, procedures and risk management. Information has been provided from the smaller authority to notify us that some of these issues have already been addressed and that action to remedy the others is in progress.

Section 2, Box 9: Information received from the smaller authority indicates that assets purchased have not been included in Box 9. Please note that proper practice, as specified in the Practitioners' Guide, only requires that assets are recorded at their original cost and no adjustment is required until disposal. Where original cost is not known a proxy such as insurance value may be used but this value should remain constant throughout the period of ownership and not be revised to reflect current values.

External auditor signature

PKF Littlejohn LLP

External auditor name

PKF Littlejohn LLP

Date

22 September 2016

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

WCC Waste & Recycling Consultation

From Councillor P Dimoldenberg

On Friday I had a walkabout with Edward Yendluri, who manages waste collection and recycling, to look out the various black bins where there are problems.

Below are some ideas we discussed.

The idea of getting the bins off the streets is that the new locations would be known to residents but they are not visible to passing vehicles and therefore less likely to be used by builders to dump material etc.

Any thoughts? I would be grateful if you could raise this with your Community Council colleagues and let me have your comments

regards

Paul

Subject: Queens Park meeting with Cllr Dimoldenberg

Below is the summary of potential options we discussed to improve existing MRC sites, obviously all options are subject to funding and we thought it's worth considering in the future. Esp. with 2017-18 local ward budget and other potential local funding's.

Ilbert Street – junction with Third Avenue: Proposal was to relocate the bins inside the park, adjacent to main gate and upgrade them to bin housing units (street units). – This option will require parks approval, significant funding and local resident's consultation.

Ilbert Street – junction with Fourth Avenue: Proposal was to relocate the bins inside park, adjacent to fourth avenue entrance gate and enhance existing facilities with street units, textile and electrical waste recycling bins. This option will require parks approval, reasonable funding and local resident's consultation.

Ashmore Road junction with Shirland Road: Proposal was to relocate bins inside the park/ playground located opposite to current MRC site. This option will require parks approval, significant budget and local resident's consultation.

Ashmore Road junction with Marban Road: Proposal was to reduce the current site from 3 to 2 bins (one waste and one recycling) and relocate them to pavement outside No 177. This option will require highways approval, funding for signs/ corrals and local resident's consultation.



QUEEN'S PARK COMMUNITY COUNCIL

You are hereby summoned to attend a **Meeting** of the **COMMUNITY COUNCIL** to be held in the **Beethoven Centre, Third Avenue, London W10 4JL** on **Wednesday 25th January 2017** commencing at **6pm**.

Sam Shippen, Locum Director

18th January 2017

AGENDA

- 062-16/17 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 063-16/17 Declarations of Interest** – to receive any declarations of interest as defined under the Localism Act 2011 and the Community Council Code of Conduct and consider any requests for dispensations as a result.
- 064-16/17 Minutes of the Previous Meeting** – to consider for approval the minutes of the Council Meeting held 30th November 2016 for confirmation and signing as a correct record.
- 065-16/17 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 Chairman.)*
- 066-16/17 Youth Involvement** – to consider a proposal from a local resident.
- 067-16/17 Budget 2017/18** – to agree the 2017/18 budget.
- 068-16/17 Precept 2017/18** – to approve the precept for 2017/18.
- 069-16/17 Committee Minutes/Reports** – to consider for adoption the minutes approved by the following Committees:
 - a) Communications & Events Committee** – 19th October 2016;
 - b) Neighbourhood Planning Committee** – 2nd November 2016;
 - c) Policy & Resources Committee** – 21st September 2016.
- 070-16/17 Staffing** – to receive an update on staffing.



Council 30.11.2016
049-16/17- 061-16/17

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held in the Beethoven Centre, Third Avenue, London W10 4JL on Wednesday 30th November 2016 commencing at 6.00pm.

Present: Councillors Susanna Rustin (Chairman), Musa Ahmed, Philip Andokou, Katie Cowan, Ryan Dalton, Joe Fernandes, Gill Fitzhugh, Julius Hogben, Emma Morgan, Eartha Pond, Angela Singhate and Emma Sweeney.

Also Present: Sam Shippen, Locum Director, Tasnim Shawkat and Rhian Davies, Westminster City Council Monitoring Officer & Deputy Monitoring Officer, and two members of the public plus a WCC Legal Officer.

049-16/17 Apologies for absence

All councillors were present.

050-16/17 Declarations of Interest

There were no declarations of interest as defined under the Localism Act 2011 and the Community Council Code of Conduct.

051-16/17 Minutes of the Previous Meeting

RESOLVED: that the minutes of the Council Meeting held 14th September 2016 be confirmed as a correct record and signed by the Chairman.

052-16/17 Public Session

A member of the public commented that he could not get a copy of the agenda from the website although the meeting was promoted on Twitter.

The Chairman apologised.

053-16/17 Code of Conduct

The WCC Monitoring Officer advised that the revised Code of Conduct was adopted in September 2016 which sets expectations around the 'Nolan Principles'. She recommended training for all councillors which WCC can provide, further she advised of the importance of understanding disclosable pecuniary interests (DPI's), declaration of broader interests and the complaints process.

RESOLVED: that the WCC Monitoring Officer be invited to contribute and assist the Chairman and Council during the course of the meeting.

054-16/17 Complaint

The Chairman advised that the receipt of a complaint required discussion.

6.13pm the Locum Director left the meeting.

The Chairman asked for comments on a note circulated to councillors summarising a complaint made by Councillor Joe Fernandes about the Locum Director and the allocation of councillors to committees at the Annual Meeting of the Council in May 2016. Councillors were asked whether they thought the complaint merited further investigation.

RESOLVED: that no further action be taken in respect of the complaint.

6.26pm the Locum Director re-entered the meeting

055-16/17 Staffing

The report from the Staffing Working Group was considered.

RESOLVED: that the recommendations of the Staffing Working Group be **ADOPTED** to retain the Locum Director until May/June 2017 with an advert being placed in March for a permanent director/clerk with a handover to take place in the summer; if required to retain Sam Shippen Associates as a consultant dependent upon the experience of the individual recruited; to recruit a community development worker in January 2017, working 3 days a week, being managed by the locum director, according to the job specification previously prepared by the Director and councillors.

056-16/17 HR Committee

RESOLVED: that an HR Committee be **AGREED** under the Terms of Reference circulated; Councillors K Cowan, R Dalton, G Fitzhugh, S Rustin and E Sweeney be **ELECTED** to the Committee and Councillor S Rustin and K Cowan be **APPOINTED** as Chairman & Vice Chairman. Further that the Terms of Reference for the Policy & Resources and Communications & Events Committees be **AMENDED** to reflect the re-allocation of duties to the HR Committee.

057-16/17 Freedom of Information

The Locum Director had reported on a Freedom of Information First Tier Appeal between Joe Fernandes and the Information Commissioners Office (ICO) in which the Tribunal made an order on QPCC to comply with an information request.

RESOLVED: that the Council **NOTES** and **ENDORSES** the actions taken by the Locum Director in working approximately 28 hours, including 16 hours of time during her vacation period, to undertaking compliance with the order at a total cost of £1260. Further, **APPROVE** a payment of £720 for the additional hours worked which has been outstanding since August.

058-16/17 Financial Regulations

The Locum Director had prepared and circulated draft Financial Regulations for adoption.

RESOLVED: that with the inclusion of financial amounts the Financial Regulations be **ADOPTED** and reviewed at the next Annual Meeting of the Council.

059-16/17 Annual Return 2015/16

Council considered the report of the External Auditor for the year ended 31/3/16.

RESOLVED: that the report be **ACCEPTED** and the material value at which Assets be registered be confirmed as a minimum of £1,000.

060-16/17 WCC Waste & Recycling bins consultation

Council considered a response to proposals from WCC Ward Councillors regarding re-siting of bins.

RESOLVED: that the Council are **OPPOSED** to the re-siting of waste and recycling bins in parks.

061-16/17 Committee Minutes/Reports

RESOLVED: that the minutes approved by the following Committees be **APPROVED:**

- a) **Communications & Events Committee** – 13th July 2016;
- b) **Environment & Open Spaces Committee** – 22nd June & 28th September 2016;
- c) **Neighbourhood Planning Committee** – 7th September & 5th October 2016;
- d) **Policy & Resources Committee** – 29th June 2016.

There being no other business, the meeting concluded at 7:58pm.

Councillor S Rustin
Chairman

Dear Community Councillors,

Following advice from your Council Director Sam Shippen, based on previous conversations with several Councillors, I am now submitting this proposal. This is on the basis that I strongly believe that this is the correct time to increase youth participation with the Community Council through creating a youth forum and widening the scope for young people to get involved. There are several benefits to doing this, including encouraging potential young candidates for future elections. In less than two years' time there will be yet another set of elections and maybe more young people will want to stand if they know more about what you as a Community Council do. If we had a youth forum they could be a huge asset to QPCC and the Community in which they live, as they could help to consult with other young people as from my knowledge young people are not yet involved with the council as much as they should be. Although I commend the current efforts of the grant awards. My first proposal would be that a percentage, in this instance a proposed cut of 20% of the QPCC grants funds would be used on young people, similar to a Youth bank, this would mean that young people have an opportunity to have a say on what they believe that part of the money should be spent on, for example you have funded outdoor football sessions, basketball classes, holiday camps at the Beethoven Centre and Avenues Youth Project. Maybe when grant proposals like these that are aimed at young people come in, the youth forums opinions could be taken in to account when choosing what to fund. The youth forum could also decide themselves on how money could be spent, maybe they would like trips, more events, etc. Overall this would create plenty of scope for young people to liaise with the Community Councillors. In future we could look at considering inviting some young people to join the current grants panel, or having a young representative on each of the committees.

Personally, I have lots of potentially inspiring ideas of how a small percentage of the percept could be spent and I strongly believe that we won't fully know about the kind of great things that could come from this, if we don't start a youth forum now. It would be a huge opportunity for them and QPCC to share their ideas, motivating both young people and current Councillors, and feel that they are valued by the people who were elected to represent them, given a handful of them are now reaching legal voting age, ready to vote in the next elections.

I have chosen not to apply for a one-off grant as I would like this to be ongoing agreement that has the potential to grow year on year, so that young people feel involved and a big part of their Community.

How I think it could work –

We will start with a launch event, advertising a meeting for young people and incentivise their participation by offering vouchers, this is another way that QPCC could provide young people with Time Credits, via myself. Once they attend we will explain that we would like to work more with young people so they can have a say in what goes on in their Community and invite them to be part of a youth forum (though they may come up with a better name for this themselves). This also opens so many doors, potentially assisting the Community Council for example by forming a Summer Festival youth planning team. Or contributing to a page dedicated to the youth forum in the queens park voice which would increase readers and maybe encourage more young people to get involved with the delivery.

Sam Bodmer, who runs the London's Sports Trust in Westminster. Is also very keen to create a youth forum with me, he does a lot around sports for families and for young people and works closely with several other organisations within the area, including the Avenue's

Youth Project and Queen's Park Gardens Football Academy. He would also like more involvement in helping young people to design sports sessions, and to invest in those who show expertise in sports and invest in them so they can get trained as coaches. Sam also has a lot of experience in professional sponsorship and fundraising. It would be great to get this youth forum off the ground with the view to get it to a position where it can be self-funded through several larger pots of funding whilst supporting QPCC.

I would be happy to take a lead on the youth forum as a volunteer on behalf of the Council as a part of my role within the Champions project. I am making this offer to the Community Council because I am very passionate about young people and want to ensure that their views and opinions are truly valued. I predict that the forum will start off small and continue to grow. The initial stage would be to hold monthly meetings in the office. It requires very little input from the Council, as I am aware that many of the Councillors are already overly committed however it would be wonderful, given that this proposal is accepted, if some of the Councillors could attend the monthly meetings.

If a representative from the Council is unable to attend, then I would be more than happy to gather information and feedback from the young people and feed it back to the Council at perhaps the Full Council meetings or via the relevant committees throughout the year. I know this proposal is short short but I am happy to attend a meeting with you to talk through my initial ideas and answer any further questions that you may have.

Thank You for taking the time to read and consider this proposal for the new Youth Forum.

Kindest regards,
Kimberley Durrance

QUEEN'S PARK COMMUNITY COUNCIL 2017/18 BUDGET - V2 After Councillor Consultation							
Code	Item	2015/16		2016/17	2016/17		2017/18
		ACTUAL		Revised Budget	Expected outturn		Budget
	POLICY & RESOURCES COMMITTEE						
Central costs - 101							
	Expenditure						
4100	Staff Costs	20,419		56,072	56,072		45,750
4105	Training	0		0	0		1000
	Total Expenditure	20,419		56,072	56,072		46,750
Administration - 102							
	Income						
1010	Miscellaneous Income	25		0	0		0
	Total Income	25		0	0		0
	Expenditure						
4101	Cllr expenses	0		2,400	2,400		2,400
4105	Cllr training	720		600	1550		1500
4120	Insurance	842		1017	1016		1046
4125	Office Rent	2912		7457	7277		6800

4126	Room Bookings	0	0	900	900
4127	Office maintenance	0	250	150	150
4128	Catering	0	0	200	200
4130	Computers and Licensing	1,988	2,000	1200	1250
4132	Stationery and materials	2600	3000	400	450
4133	Chairman's allowance	48	50	50	50
4134	Grants	47,810	46192	46192	24000
4135	Communications- Tel/Postage	820	650	400	450
4136	Donations	5,000	0	0	0
4137	Subscriptions	2,052	2,379	2379	2448
4138	Donations - Avenues	0	20,000	20000	20000
4139	Travel expenses	422	3000	3000	1000
4140	Professional fees	300	1,000	500	1000
4142	Audit Fees	1,089	870	1086	1090
4150	Election costs	0	500	500	1000
4999	Misc	149	150	150	150
	Business Plan objectives				0
	Total Expenditure	66,752	91,515	89,350	65,884
	NET COMMITTEE EXPENDITURE	<u>87,146</u>	<u>147,587</u>	<u>145,422</u>	<u>112,634</u>
	<u>COMMUNICATIONS & EVENTS COMMITTEE - 201</u>				
	Income				
1410	Summer Festival Income	6500	7000	7710	7000
	Fireworks Income	66	0	4300	5000
	Winter Fair Income	630	0	1500	1500

	Voice Income	0	0	400		300
	Total Income	7,196	7,000	13,910		13,800
	Expenditure					
4110	Website	1,080	1000	500		500
4200	Queen's Park Voice	7,303	6,500	5000		4500
4205	Winter Fair	2,930	3,000	3000		3000
	Winter Social	625	0	200		150
4210	Festival	13,518	12,000	14602		12000
4220	Fireworks	6,640	6,700	6700		6700
4230	Noticeboards	997	1,000	0		0
4235	Advertising-recruitment	0	1,000	1500		1000
4236	Advertising-other	198	500	400		500
4999	Misc	48	0	0		0
	Volunteer support	0	0	0		1000
	Total Expenditure	33,339	31,700	31,902		29,350
	NET COMMITTEE EXPENDITURE	<u>26,143</u>	<u>24,700</u>	<u>17,992</u>		<u>15,550</u>
		-	-	-		-
	<u>ENVIRONMENT & OPEN SPACES COMMITTEE - 301</u>					
	-					
	Income					
	E&OS Income	700	0	0		0
	Total Income	700	0	0		0

	VAT Data - 999						
	Income						
	VAT Refund	6,417	6000	6000		6000	
	VAT Invoice refund	167	0	0		0	
	Total Income	6,584	6,000	6,000		6,000	
	Expenditure						
	VAT	5,017	6,000	6000		6000	
	Total Expenditure	5,017	6,000	6,000		6,000	
	NET EXPENDITURE	<u>-1,567</u>	<u>0</u>	<u>0</u>		<u>0</u>	
		-	-	-		-	
	TOTAL COUNCIL INCOME	14,505	40,000	46,910		19,800	
	TOTAL COUNCIL EXPENDITURE	165,641	223,087	220,671		174,984	
	Income less expenditure	151,136	183,087	173,761		155,184	
	Precept	140143	145150	145151		155,184	
	Deficit/Surplus	-10,993	-37,937	-28,610		0	

Update on Avenues

Since QPCC agreed to support Avenues last year, with a contribution of £20,000 (on the condition this was match-funded) the centre has conducted a thorough review of the service it provides.

This has covered governance as well as a multi-stakeholder needs analysis of both parents and children. The review included a questionnaire sent to over 700 members and parents via SMS, and a study of social, economic and educational data for families in Queen's Park including a detailed breakdown of barriers to employment, and school educational attainment among other things.

Avenues has also begun developing a new outreach programme, and to run City West Homes' Lydford Youth Club one night a week. Avenues is also working in partnership with two schools: Queen's Park Primary School and Westminster Academy.

A Business Plan is being drafted following a Trustee and Staff away day in late December and a Staff meeting in early January. Projects to include: opening up the building to the wider community – the ground floor will be shared with Open Age with a community access café; improved comms and branding; a rolling programme of consultation; new focus on safety in response to residents' concerns; building works to revive the look and feel of the reception which many people had commented was not welcoming to visitors. The Business Plan will also inform the fundraising strategy. Avenues has been awarded a £37,000 grant, for each of three years, from John Lyons Charity. But the crisis point hits next year when for the first time there will be no WCC core funding at all.

So far this year Avenues has drawn down £11,037 in match funding from the QPCC – largely against the income received from the runners in the London Marathon 2016. This leaves a balance of £8,963 which is expected to be matched before the end of the financial year. The £20,000 contribution in 2016/17 has gone towards core costs – those that were covered previously by WCC and which amount to approx. £150,000 pa. Core costs refers to all the salary costs, admin and basic building costs incurred before the centre can even deliver a project or fund capital improvements.

Avenues is hugely grateful for the support received so far and hopes QPCC will decide to continue to support its work with local young people.

Fabian Sharp

Queen's Park Community Council

2017/18 Precept - Draft

Net budget requirement	£155,184
Band D calculator	3346.26
Amount per Band D Household 2017/18	<u>£46.38</u>
Amount per Band D Household 2016/17	£44.40



QUEEN'S PARK COMMUNITY COUNCIL

You are hereby summoned to attend a **Meeting** of the **COMMUNITY COUNCIL** to be held in the **Beethoven Centre, Third Avenue, London W10 4JL** on **Wednesday 8th March 2017** commencing at **6pm**.

Sam Shippen, Locum Director

1st March 2017

AGENDA

- 071-16/17 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 072-16/17 Declarations of Interest** – to receive any declarations of interest as defined under the Localism Act 2011 and the Community Council Code of Conduct and consider any requests for dispensations as a result.
- 073-16/17 Minutes of the Previous Meeting** – to consider for approval the minutes of the Council Meeting held 25th January 2017 for confirmation and signing as a correct record.
- 074-16/17 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 Chairman.)*
- 075-16/17 The Avenues Youth Project** – to receive a report on 2016/17 funding and consider a proposal for 2017/18 funding.
- 076-16/17 Beethoven Centre Spring Fair** – to agree attendance.
- 077-16/17 Summer Festival** – to consider setting the date as 12th August 2017.
- 078-16/17 Internal Audit** – to receive the report of the Internal Auditor and consider the review of the effectiveness of internal audit.
- 079-16/17 Community Development Officer** – to receive a report on the appointment.
- 080-16/17 Committee Minutes/Reports** – to consider for adoption the minutes approved by the following Committees:
 - a) Environment & Open Spaces Committee** – 23rd November 2016;
 - b) Neighbourhood Planning Committee** – 4th January 2016 & 1st February 2017;



Council 25.01.2017
062-16/17- 070-16/17

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held in the Beethoven Centre, Third Avenue, London W10 4JL on Wednesday 25th January 2017 commencing at 6.00pm.

Present: Councillors Susanna Rustin (Chairman), Katie Cowan, Ryan Dalton, Joe Fernandes, Gill Fitzhugh, Emma Morgan, Eartha Pond, Angela Singhate and Emma Sweeney.

Also Present: Sam Shippen, Locum Director, five members of the public plus a WCC Legal Officer.

062-16/17 Apologies for absence

RESOLVED that apologies be received from Councillors Philip Andokou and Julius Hogben, and note that Councillor Katie Cowan be late.

063-16/17 Declarations of Interest

There were no declarations of interest as defined under the Localism Act 2011 and the Community Council Code of Conduct.

064-16/17 Minutes of the Previous Meeting

RESOLVED: that the minutes of the Council Meeting held 30th November 2016 be confirmed as a correct record and signed by the Chairman.

065-16/17 Public Session

A member of the public commented that he could not get a copy of the agenda from the website.

6.05pm Councillor E Pond entered the meeting.

A member of the public questioned the reported 13% increase in the budget and requested that fundraising is undertaken and other funds accessed.

The Chairman advised that the budget had been revised since the Policy & Resources Committee met and this would be clear in the debate. She also advised that other funds and fundraising are already part of the Council's operation.

6.10pm Councillor K Cowan entered the meeting.

A member of the public questioned how The Avenues Youth Project fitted with the community. Another member of the public commented on the changes at the Project.

Councillor A Singhate advised that she took exception to the discriminatory & inappropriate remarks made by a member of the public.

066-16/17 Youth Involvement

Council considered a proposal from a local resident.

RESOLVED that a Working Group be established to work with Kimberley Durrance and key partners. The Terms of Reference would be to discuss the proposal with partners and members of the public and report back to Council with a more detailed proposal. The Working Group members to be Councillors R Dalton, J Fernandes and G Fitzhugh with K Durrance and up to two members of the public. Councillor R Dalton will coordinate the Working Group.

067-16/17 Budget 2017/18

The Chairman advised that since the draft 2017/18 budget was considered by the Policy & Resources Committee a group of seven councillors came together informally to consider amendments which were then advised to the Locum Director and circulated with the agenda.

The Chairman had circulated an update from The Avenues Youth Project to support the new budget line.

RESOLVED to APPROVE the budget for 2017/18 as total expenditure of £174,984 and total income of £19,800.

068-16/17 Precept 2017/18

Following approval of the net budget requirement for 2017/18.

RESOLVED to APPROVE the precept for 2017/18 as £155,184.

6.46pm Councillor J Fernandes left the meeting.

069-16/17 Committee Minutes/Reports

RESOLVED to ADOPT the minutes of the following Committees:

- a) Communications & Events Committee** – 19th October 2016;
- b) Neighbourhood Planning Committee** – 2nd November 2016;
- c) Policy & Resources Committee** – 21st September 2016.

6.48pm Councillor J Fernandes re-entered the meeting.

070-16/17 Staffing

The Chairman advised that the application deadline for the Community Development Officer position would close on 30th January 2017.

She further advised that Sam Shippen Associates Ltd had given notice of termination of current contract as of 1st March 2017 but was prepared to support the Council on a 6-8 hour contract beyond this date until a permanent replacement be appointed. Advertising for the post would be the beginning of March as previously agreed.

RESOLVED that the information be **NOTED** and a vote of thanks to Sam Shippen Associates Ltd be recorded.

There being no other business, the meeting concluded at 6:50pm.

Councillor S Rustin
Chairman



Funding Appeal to OPCC 17-19

Youth services in peril.

Locally Westminster has cut 100% of core funding for voluntary youth work. The cut came into effect last September but in practice most provision, Avenues Youth Project included, spread the half-year grant across the full year to March 31st. Looking ahead to the new financial year starting 1st April 2017 it is clear that many local services such as Stowe and Vital Regeneration and others will no longer be able to provide youth work.

Regionally, a recent report by London Assembly member Sian Berry, suggests a similar story for the capital, and nationally a survey of local authorities across the country carried out by Unite found that more than 600 youth clubs had closed since 2010 with the loss of thousands of places for young people. Both reports made the connection between cutting preventative services such as youth work and the inevitable knock-on effect to communities and acute services in dealing with the fall out (both social and economic dysfunction).

Amid the debate about adult social care budgets and how these statutory services can be afforded in future, there has been some welcome debate among politicians who are once again mooting that youth work should also enjoy statutory status. In the meantime it falls to private donors, parish councils, trusts and foundations as well as to the individual youth work provider to determine the future of local youth services.

A future for young people in Queen's Park

Queen's Park has improved slightly in the latest Child Poverty rankings. Although the area is no longer ranked 'worst in the country' for child poverty, the area remains in the bottom 5% in London and among the worst nationally for child poverty.

Avenues Youth Project is lucky to have supporters who feel passionately that the youth in this area need additional investment in order to help them achieve their full potential. Whether through homework support for children whose parents either aren't available or able to provide this, or by assisting in advancing their reading age and developing a love of books, stimulating imagination through art, music and drama and all the while honing social skills through collaboration with peers. These 'soft' skills are both enriching and essential to building a rounded individual confident in his/her ability to make the right decisions as they pass from primary to secondary school, grow through puberty and through teenage years into young independent adults.

Aspiring to provide the best for local children and young people

We have undertaken a 360 degree review of our service, and embarked on a process of listening to our members, community members, parents, schools and young people who do not currently attend. We have also studied the social, economic and educational data for families in Queen's Park. We are developing a good understanding of the attitudinal, cultural and demographic shifts, among both parents and young people, and designing strategies to respond to these changes – e.g. digital inclusion. We are already seeing positive effects in terms of increased satisfaction and numbers of parents and children engaging. We are confident that our five year plan for enhancing the support we provide to children and young

people in the area is on track to deliver, and we are embedding, with industry and academic partners, systems to measure the impact our services make to children's life chances.

Queen's Park Community Council support

The Avenues Youth Project enjoys tremendous local support. The contribution to core made by the QPCC last year, for which we are extremely grateful, provided the springboard for us to turn some of this support into private donations. We hope to capitalise on this support and maximise private donations in the year ahead.

The next years will be a watershed for the Avenues Youth Project. We are agreeing an ambitious budget based on our confidence that the quality of our work and the thoroughness of our planning will secure us the necessary resources to provide a meaningful service to children and young people.

However many grant making bodies require an initial financial commitment to be in place in order to match these. For that reason, we ask that the QP Community Council considers making a core grant of £20,000 to the Avenues Youth Project in 17/18 and again the following year. This will enable us to unlock other grants in the form of match-funding. This would be by far the best way of adding value to the QPCC grant, and in the process ensure that we are able to provide continuity of service from the start of the financial year, with applications for 17/18 already pending.

Given that we are at the beginning of a momentous and fragile transition from a publicly funded service to an independently funded social enterprise, and given that we foresee this transition taking five years to complete successfully, we are asking that QPCC consider making this a two year commitment. In terms of QPCC support beyond this term we would aim to report on successes, impact and future needs to the Community Council following elections next year. It is not our current intention to rely on core funding from the Community Council beyond this critical transition period.

The Trustees and the Staff are fully committed to the ambitious long-term growth plans that will breathe new life into our service and ensure a high quality provision for children and young people in Queen's Park.

As with last year we will be glad to credit our substantial supporters, and look forward to contributing to the Queen's Park Voice and Community Council events. We are planning a reception evening in May/June this year to celebrate our supporters and show off our plans for the future. More information and invitations to follow.

In summary

Times are tough for young people and services to support them are in jeopardy. Most Queen's Park children and young people would benefit from additional support. Avenues Youth Project is in a fight for its life to provide just such a service, and has agreed an ambitious plan to make this possible.

A £20,000 core grant by Queen's Park Community Councillors in 2017/18 and 2018/19 would represent a significant boost to our ability to deliver our new vision. Furthermore, it

will send a strong message of confidence to our stakeholders and potential funders in support of this crucial stage in our development.

An illustration of what core costs £20,000 would cover:

12% Salaries

Either

Two thirds of the salary of a PT director;

Or

3 youth workers 4 hours a day in term times only.

100% Administration

To include:

Audit Fees

Insurance

IT support

Pension Administration

Photocopier Hire

Stationery

Software

Telephones

20% of Total Building expenses:

For example all of the following combined:

Maintenance contract on disability lift (required by law)

Electricity (required to keep the lights on)

Female Hygiene Contract (required by law)

Fire Extinguisher Contract (required by law)

Gas (required for heating)

Intruder Alarm (optional)

Waste Collection (required by law)

Water (required by law)

Queen's Park Community Council

Internal Audit

Year Ended 31st March 2017



Prepared by: Mulberry & Co
Date of Interim Visit: 7th December 2016
Date of Final Visit: TBC

Law and Regulation Regarding Internal audit

Regulation 6 of the Accounts and Audit (England) Regulations 2011 imposes a duty on local councils to 'maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control. Internal audit is a key component of the system of internal control.

The purpose of internal audit is to review and report to the council whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's role is to assist the council in fulfilling its responsibility to have and maintain proper internal control arrangements and those for the prevention and detection of fraud, error or mistakes

All internal audit work must be reported to the council. Any report by internal audit is addressed to the council, may recommend actions to be taken by the council, and should be treated as a document open to view by local taxpayers.

Two pieces of legislation set out how local councils should behave when accounting for the public funds they manage and what rights local taxpayers have in relation to those accounts. These are the **Audit Commission Act 1998** and the **Accounts and Audit Regulations issued from time to time under the Act**. The requirement for local councils to prepare accounts annually and to subject them to external audit comes from the Audit Commission Act 1998 (the Act). The Act describes the rights of taxpayers and other interested parties in relation to those accounts.

Under the regulations, all local councils must at least once a year conduct in accordance with proper practices a review of the effectiveness of their system of internal control and publicly report the outcome. The Annual Governance Statement in Section 2 of the annual return provides the means for local councils to report to local taxpayers on their system of internal control.

This report is prepared for the council and proper officers of the council named above, for use in fulfilling their obligations under the Audit Commission Act 1998 and the Accounts and Audit Regulations issued from time to time under the Act for preparing the Annual Return and reviewing the effectiveness of their system of internal controls. Mulberry and Co accept no responsibility for any action or inaction taken as a result of the findings of this report and accept no responsibility to any other party other than those named above.

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Summary Findings

I enclose my interim internal audit report for your kind attention and presentation to the council. My audit was conducted in accordance with current practices and guidelines and testing was conducted in line with the inherent risks assessment. Whilst I have not tested all transactions, my sample has where appropriate covered the entire year to date. Amongst others the following areas were covered in my testing:

- Review of the Financial Regulations & Standing orders
- Review of the Risk Assessments
- Review of the Budgeting process
- Proper Bookkeeping – review of the use of the RBS package.

It is my conclusion that the council has good policies and procedures in place that are fit for purpose and it has provided evidence to show it is following its own financial regulations and standing orders. In addition to this, the council has risk management strategies in place and policies that enable it to achieve its principle objectives and where there is a financial risk this is appropriately insured for.

Councillors are informed individuals and are provided opportunities for training and every effort is made by the council to ensure new members are given training and support.

It is clear the locum director has put in a significant amount of work in respect of bring the council up to date with its governance and procedures. The systems in place are well ordered and logical to follow. I conclude that at the interim stage there are no significant matters that require attention.

A. BOOKS OF ACCOUNT

The council continues to use RBS an industry specific accounting package. I have tested the brought forward balances against the prior year annual return and can confirm these have been brought forward correctly. The RBS system is used monthly to report and record the financial transactions of the council and a review of the cashbook shows that all data fields are being entered, the hard copy reports are easy to read and logically filed. I therefore make no recommendation to change in this system.

B. FINANCIAL REGULATIONS, PROCEDURES & GOVERNANCE

The NALC model financial regulations were taken to full council last week and duly approved and adopted. These will be issued to all members and posted to the council website in the next couple of weeks.

Standing orders were reviewed in June 2016 and duly adopted and approved by full council.

The members code of conduct is based on the Westminster County Council version and are current, this was taken to full council in September 2016 and duly adopted and approved.

The clerk could demonstrate that declarations of interest and acceptance of office were in existence and signed in accordance with regulations, although it was noted the monitoring officer is currently chasing some outstanding declarations of interest. The members are reminded to ensure these are completed as soon as possible.

The clerk does issue summons to members by electronic means, but the resolution approving this method of communication could not be located. I would suggest for the sake of completeness that a resolution be passed in this respect and that the "acceptance of summons by electronic means" template form be signed by all members wishing to use electronic methods of communication.

It was demonstrated that three clear days' notice is given of meetings and that all associated backing documents are included with agendas.

The council has an open-door policy and an ethos to providing training and support to members throughout their term as councillor's. The council has a training budget in place and all councillors are given copies of policies and regulations as appropriate.

The council has 12 member positions none of which are currently vacant and there are no close family relationships within the pool of members. Full Council meets regularly throughout the year and there are 5 committees.

The council has several policies in place these are reviewed and maintained on a rolling basis, kept in one place and will also be published on the website by the council year end.

The council gives authority to spend via the annual budget process, payments are made so long as there is available budget. The minutes describe in detail the payments made since the last meeting and this is duly approved and signed. Payments are authorised in accordance with financial regulations and a dual signatory system is in place for all payments. It is clear council has good robust systems, policies and regulations in place and takes seriously its responsibility in this regard.

Allowances and expenses are paid to members, but expenses are only for travel claims for training events. The allowances will be paid via the payroll when paid.

C. RISK MANAGEMENT & INSURANCE

A review of risks has been carried out and I am satisfied that all appropriate risks are accounted for and documented properly. I was pleased to see the council has a good system of risk assessment and documentation that lends itself to forward planning.

The council is insured via Aviva on a standard local authority package. The long term 3 year deal expires in 2017. Money cover appears adequate, there are no assets insured because the council does not consider it has any of significance and non that require putting on the fixed asset register.

D. BUDGET, PRECEPT & PLANNING

The council is the process of preparing the budgets for 2017/18. It is anticipated this will be completed by end of January.

At the 16th November the council had circa £145k of bank and cash balances, it is anticipated that by the council year end the bank and cash reserves will have reduced to circa £80k. At a precept level of £145k this is roughly half and would be considered adequate for a general working reserve, but leaves no room for additional project spending unless already budgeted and precepted for.

The council has a draft neighbourhood plan and a two year forward looking business plan. The plan is very detailed and is being used to feed the precept and reserves requirement but it is clear the funding requirements of the plan are far in excess of the current budget, precept and available reserves.

It is clear a lot of hard work has been put into the drawing up the plan which is a model of good working practice.

E. INCOME

Income is made up of precept, grants and VAT refunds. The precept has been verified to the bank statements and remittance advice. The council is up to date with its VAT returns.

F. PETTY CASH

Amounts paid via petty cash are small and insignificant. There was circa £126k of petty cash at the interim date, the RBS cashbook needs to be brought up to date.

G. PAYROLL

The council has no employees. A payroll has been created with HMRC but is currently not used.

H. ASSETS AND INVESTMENTS

No fixed assets – IA verified this by reviewing cashbook for fixed assets of a significant nature. There were none in evidence.

I. BANK RECONCILIATIONS

The council has one bank account this is reconciled regularly. It was noted there is a £350 difference that is being investigated by the clerk/RBS because this appears to be a system error rather than an input error. It is anticipated RBS will have corrected this within the next couple of weeks.

J. YEAR END ACCOUNTS

TBC at the year end

K. TRUSTESHIP

N/A

Mark Mulberry

Internal Auditor

7th December 2016

Points Forward – Action Plan

Point Forward / Action needed – red text carried over from 2015	Auditor notes	Auditor/Council response
(B) Financial Regulations, Standing Orders & Payment Controls		
Issue Summons by electronic means	The councillors must give permission to send and receive summons by electronic means	
Ensure policies are posted to the web site	Policies should be posted to the website for public access by the 31-03-2016	
Council to publish approved schedule of payments on its web site along with minutes promptly after the meeting.	This will follow best practice under transparency regulations	Yes this is ongoing which has been discussed with the clerk Agreed that council has no legal obligation to publish data but it is best practice to do so.

Overview of Council

	Work Task	Schedule Ref	Notes/Results
Terms of Engagement			
1	Review terms of engagement letter and confirm appropriate to this year		New engagement letter issued Engagement letter is kept on the correspondence file.
2	Confirm that the professional independence and competence questionnaire has been completed and agreed with the client	1.2	Yes – confirmed and attached
3	Complete Budget	1.3	Completed & Agreed with Client
4	Complete Timetable	1.4	Completed & Agreed with Client
Planning Notes – Understanding the Town & Parish Council			
	Number of electors and size of precept		7,640 2016/17: £145k 2015/16: £140K 2014/15: £136k
	Key personnel		Sam Shippen Locum Director
	Type of financial accounting in place i.e. Manual books, computerised system		RBS system
	Council is VAT registered ?		Yes – quarterly returns on a March stagger to be prepared electronically
	Any significant changes since prior year (staff or procedures)		New director
	Any there any matters arising from last year's audit and/or management letter		Yes – significant improvements recommended
	Matters arising from discussions with council, including whether there is any evidence of fraud or material misstatement.		Council has not indicated to me any particular areas that need to be addressed

Professional Independence and Competence Questionnaire

The internal audit function must be sufficiently independent from the management of financial controls and procedures of the council which are the subject of review. The person or persons carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the council.

There are two key principles, which all local councils must follow in setting up their internal audit function, regardless of how procured: **independence and competence**.

INDEPENDENCE	
Do you have any specific reliance on the fee to be earned from this assignment	No
Overdue fees	
Does the client/group of clients owe the firm any money which exceeds our normal credit terms?	No
Litigation	
Is there any actual or anticipated litigation between us and the client in relation to fees, audit work or other work?	No
Associated firms	
Are you or your staff associated with any other practice or organisation which has had any dealings with the client council?	No
Family or other personal relationships	
Do you or any of your staff have personal or family connections with the council or its officers?	No
Mutual business interest	
Do you or any of your staff have any mutual business interests with the client or with an officer or employee of the client?	No
Financial involvement	
Do you or your staff, or anyone closely related to you or any of your staff, have any financial involvement in the client in respect of the following:	
Any beneficial interest in shares or other investments?	No
Any loans or guarantees?	No
Goods and services: hospitality	
Have you or any of your staff accepted materials, goods or services on favourable terms or received undue hospitality from the council?	No
Ex-partners or senior staff	
Has any senior officer of the council been a partner or senior employee of the practice?	No
Is the partner or any senior employee on the audit team in negotiations to join the client?	No
Long association	
Have you been acting for more than 10 years? If yes, then consider rotation/engagement quality review. 3 rd Year of auditing	No
Provision of other services	
Do we provide any of the following services to the client:-	
Accounting services, book-keeping or payroll services	No
Staff secondments	No
IT services where we are involved in the design, provision or implementation of systems	No
Specialist valuations which are included in the accounts	No
Tax compliance work or tax planning	No

Corporate finance activities	No
Any advocacy services e.g. Tax commissioner hearings	No
Any services relating to the management of the council	No
Any other services that may cause a threat to the firm's objectivity or independence	No
Where any of the above have been answered 'yes', then specify below what safeguards are proposed to maintain integrity and independence:-	
Competence	
Consider the following matters prior to deciding to accept appointment/re-appointment as auditors:	
Are there any particular challenges and risks associated with this client?	No
Do we have sufficient expertise available to undertake this audit engagement?	Yes
Are there sufficient resources available to undertake this audit engagement?	Yes
Having regard to the safeguards identified, I am satisfied that we are independent and competent to perform this audit.	

Budget

		Hours
Planning & Systems Work	Interim Visit	4
File Review and reporting	Interim Visit	3.5
Financial Procedures	Final Visit	2
File review	Final Visit	2
Total Budget Hours		11.5
Hourly Rate		£50
Time Cost		£575
Other costs	Train Travel	£20
Total Budgeted Cost		£595
Total Budgeted Fee		£600

Timetable

Autumn 2016	Planning and Interim Audit work
April 2017	Final Audit work
April 2017	Issue Audit Report & Letter

Inherent Risk Assessment

Based on the above findings and discussions with council it is my opinion that the inherent risk within the systems of the council is categorised as follows

Work Task	Notes	
Are standing orders and financial regulations regularly reviewed	Yes these were on site and were current and reference to a minute	Low Risk
Is council following its written Financial regulations & standing orders	No	High Risk
Does the council have risk assessments in place and are these reviewed at least annually	Yes	Low Risk
Does the council have a committee or working party responsible for internal checking	No but small council – no benefit to be gained from this additional control	Low Risk
Is there evidence of hierarchical review (counter signing bank rec, invoices etc)	No	High risk
Is there regular reporting against budget?	No	Low Risk
Are books and records maintained on a regular basis	Accounting records up to date	Low Risk
Is the clerk under time pressure	No	High Risk
Are there complicated transactions?	No complicated transactions	Low Risk
Any changes to key staff	Yes – locum clerk	Medium Risk
Any changes in systems or procedures	No	Low Risk
Is all info on site and to hand?	All info on site and to hand	Low Risk
Any problems in the past	Financial regs not followed	Medium Risk
Are there any other factors to consider?	Records neat and tidy	Low Risk

Specific Audit Plan

Audit Area Section 4 Annual Return	Notes	Risk of error or misstatement	Tests	Ref
Appropriate books of account have been kept properly throughout the year.	RBS package in place, limited and uncomplicated transactions	Low	Review transactions in cashbook make verbal enquiries. Test arithmetic.	A
The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Older version of financial regs, limited hierarchical review. Few internal controls.	Low	Review invoices and reconcile to cash book in detail. Review minutes and cheque books for authorisations	B
The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Risk assessment policy written	Low	N/A – nothing to test – return visit needed	C
The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate	Only one budget prepared. RBS package used	Low	Review minutes for evidence of council discussion of the same	D
Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Only income is precept and grant	Low	Test to precept application	E
Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Small float £100	Low	Review and comment	F
Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	Payroll processed by third party and council invoiced	Low	Test rates and hours are authorised Test net wages to payments due	G
Asset and investments registers were complete and accurate and properly maintained.	No fixed assets	Low	Review insurance schedule and cashbook	H
Periodic and year-end bank account reconciliations were properly carried out.	Regular reconciliations on RBS	Low	Test reconciliation in detail	I
Accounting statements prepared during	Receipts and payments – first year of	Low	Test in detail	J

<p>the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.</p>	<p>preparation</p>			
<p>Trust funds (including charitable) The council met its responsibilities as a trustee.</p>	<p>No trusts</p>	<p>Low</p>	<p>No testing required</p>	<p>K</p>

End of interim report