



## 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 16 May 2018** commencing at **6.00pm**.

Kevin Harris, Chief Officer

10 May 2018

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### **AGENDA**

- 001-18/19 Election of Chairman** – to elect a Chairman of the Community Council for the 2017/18 municipal year.
- 002-18/19 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.
- 003-18/19 Election of Vice-Chairman** – to elect a Vice-Chairman of the Community Council for the 2017/18 municipal year.
- 004-18/19 Councillors' declarations of acceptance of office** – to receive the councillors' signed declarations of acceptance of office.
- 005-18/19 Apologies for absence** – to receive and approve any apologies for absence.
- 006-18/19 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.
- 007-18/19 Minutes of the previous meeting**– to consider for approval the minutes of the Council Meeting held 18 April 2018 for confirmation and signing as a correct record.
- 008-18/19 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.)*
- 009-18/19 Co-option** – Chief Officer to report on advice received regarding the vacancy that arose from the election process.
- 010-18/19 Review of delegation arrangements.**
- 011-18/19 Committee terms of reference** — to review the terms of reference for HR and Appeals committees.
- 012-18/19 Committee membership** – to appoint members, chairs and vice-chairs to the HR and Appeals committees.
- 013-18/19 New committees** – to consider the establishment of any new committees for the municipal year 2018-2019.
- 014-18/19 Standing orders** – to consider the council's Standing Orders for review or further adoption.

**015-18/19 Representation on outside organisations** – to review representation and arrangements for reporting back and to appoint representatives to outside organisations for the municipal year 2018-2019.

**016-18/19 Asset register** – to review the inventory of land and assets.

**017-18/19 Subscriptions** – to review subscriptions for 2017/18.

**018-18/19 Complaints Procedure** - to review the council's complaints procedure.

**019-18/19 Office security policy** - to review the council's proposed Office security policy, to replace the Office use policy.

#### **Working groups**

**020-18/19** To receive a proposal to establish a working group for **Public and Community Art**.

**021-18/19** To review terms of reference for the **Air Quality, Planning and Children and Youth Involvement** working groups.

**022-18/19** To receive updates from the following working groups: **Environment and Open Spaces, Events, Forward Planning, Grants, Neighbourhood Planning, Planning Applications, The Voice**.

**023-18/19** To agree membership and convenors for the following working groups: **Air Quality, Children & Youth Involvement, Environment and Open Spaces, Events, Forward Planning, Grants, Planning, The Voice**.

**024-18/19 Officers' report.**

**025-18/19 Financial report.**

Council  
18.4.2018  
116-129, 17/18



## QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held at the Beethoven Centre, Third Avenue  
London W10 4JL on **Wednesday 18 April 2018** commencing at 18:00.

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Present: Councillors Susanna Rustin (Chair), Leslie Barson, Katie Cowan, Ryan Dalton, Gill Fitzhugh, Emma Morgan, Eartha Pond, and Angela Singhate.

Also present: Kevin Harris, Chief Officer; and two members of the public.

*The meeting commenced at 18:10.*

**116-17/18 Apologies for absence** were received from Councillors Philip Andokou and Emma Sweeney.

**117-17/18 Declarations of interest** – there were no declarations of interest.

**118-17/18 The minutes** of the Council Meeting held 21 March 2018 were confirmed as a correct record and signed by the chairman.

**119-17/18 Public session** – there were no questions or comments.

**120-17/18 Strategic plan 2018-2020** - the final draft of the plan was **adopted** and will be published.

**121-17/18 Working group terms of reference** – the general terms of reference for establishing working groups were **adopted** with minor amendments.

Draft terms for the *Events* and *Grants* groups will be provided by the Community Development Officer on return from absence due to sickness. The terms for the *Voice* group were **adopted as amended**. Members of the *Environment and Open Spaces* group will be asked if they wish to continue. Drafts for the *Neighbourhood Plan* and *Youth Involvement* groups will be submitted for the May meeting of council.

**Agreed** to establish an *Air Quality* working group. A proposal to establish a *Public Art* group was deferred. A suggestion for an *Economic and Business* working group is under discussion.

The completed terms and conditions will be published in due course on the website.

**122-17/18 Community grants** – the text of the revised guidelines was **approved** with minor amendments.

*Councillor Eartha Pond entered the meeting at 18:38.*

The deadline for applications will be set at 1 month before the council meeting at which approval of the Grants Panel's recommendations will be sought. There will be three rounds each year. The Grants Panel will set and publicise the dates. Thanks were expressed to the Community Development Officer for the work carried out on this updating.

**123-17/18 Councillor allowances** – it was agreed that the total for each councillor should amount to £200 for the 2017-2018 year, pro rata for those councillors who were co-opted mid-term. The Chief Officer will contact each councillor to agree and finalise their claim.

**124-17/18 Staff salaries**

*The Chief Officer left the room at 19:06, the public gallery was cleared. They returned at 19:15.*

The recommendations of the HR committee, that the officers' contracted hours be aligned at 22.5 hours per week each; and that an annual increment be awarded to the Chief Officer, were **approved**.

**125-17/18 GDPR** – councillors were reminded of the need to purge their computers and devices, where these have been used for council business, of any personal identifiable data for which consent has not been obtained. Councillors were updated on the preparation of the necessary policies, privacy notices and consent forms.

*Councillor Morgan left the meeting at 19:28.*

**126-17/18 Summer festival** – it was proposed that the date for the summer festival should be the second Saturday in August, so that the Community Development Officer could attend. It was argued that this contradicted a previous decision (077-16/17) to keep to the first Saturday of August, and it was suggested that a coordinator might be recruited to substitute for the Community Development Officer on the day with some overlap. The proposal was carried with one abstention, the Chairman using her casting vote. Councillor Singhate requested that her strong objection to the decision be minuted.

*Councillors Pond and Singhate left the meeting at 19:41.*

**127-17/18 Working groups**

**Environment and Open Spaces** – the community gardening and dog strategy contracts are being renewed. Final plans for the QPG hut are awaited from Willmott Dixon.

**Planning Applications** – the recommendations of the group were **accepted**.

**Neighbourhood Planning** – the completed plan will be submitted to Westminster City Council on 5 May after the election period.

**The Voice** – it was noted that the current 'Election Special' was not a standard issue.

**Events** – there was no report.

**Grants** - the Community Development Officer will be asked to try to align publication of the *Voice* with the deadline for the next Grants round, otherwise to set an earlier deadline and exploit other publicity channels.

**Forward Planning** – a meeting of the group was due the following week.

**128-17/18 Officers' report**

The Chief Officer reported on the elections process noting that one zone is contested. I was observed that this compares favourably with many parish councils around the country. An evaluative review will be prepared to document the whole process. It was noted that the advice service provided by the officers had been hugely demanding and thanks were recorded.

*Councillors Dalton and Fitzhugh left the meeting at 17:56.*

**129-17/18 Financial report** – there was no financial report due to time pressures.

*The meeting closed at 19:57.*

Queen's Park Community Council

## Co-option and casual vacancies on council

Advice from Trevor Leggo, SSALC, after he had consulted with SSALC's legal adviser.

1. **Requirement** to fill vacancy. In an election year, a council does not have to notify the principal authority (thereby springing the possibility of an election, with implied costs) if the vacancy is filled within 35 days of the election. This means the announcement has to be made at the next available opportunity, *i.e.* the vacancy needs to be declared at the council meeting on 16 May and advertised immediately afterwards. We should not delay on this as in Trevor's words 'we cannot deny residents the right to stand for council'. (The two vacancies in 2017 did not necessarily have to be filled because there was less than six months to run). If we do not fill the vacancy within 35 days then we have to notify WCC.
2. **Advice** – we should carry out a skills / interests / expertise audit at the earliest opportunity (which we had intended anyway), compare it to our strategic plan or other stated aspirations, and identify gaps that council would like to see filled. We should state clearly in the advertisement that the council is particularly interested to hear from applicants who have skills or experience in the relevant fields that we are seeking to cover. Trevor explicitly said that offering the vacancy to a candidate who was not elected would be 'wrong' according to electoral law.
3. **Process** – the process that was followed in 2017 regarding the two vacancies that arose then is the right one to follow, *i.e.* advertising, inviting a one-page statement including the applicant's interests especially with reference to the council's expressed needs, a short presentation to a council meeting open to the public (this will need to be a special meeting before our June meeting because of the 35-day rule), and if there is more than one candidate, a vote by councillors to make an appointment.

*KH 10 May 2018*



## 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 Chief Officer 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 Chief Officer, the Council must make suitable arrangements to undertake functions delegated to the Proper Officer. Delegated actions of the Chief Officer 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 Chief Officer is specifically authorised to:

- Receive declarations of acceptance of office.
- Receive and publish Members' Registers of Interest in consultation with the principal authority's Monitoring Officer
- Receive and grant dispensations under the Code of Conduct after consulting with the principal authority'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 Chief Officer 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 General Data Protection Regulations.
- in the first instance, acknowledging and handling all complaints regarding the council (except where the complaint relates to the Chief Officer).
- 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 recommendations of the Environment & Open Spaces Working Group or decisions of the 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 \*
- HR (Human Resources).

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

The 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**

**Kevin Harris, Chief Officer**

**Revised May 2018 in accordance with the council resolution 010-17/18**

**Minute Reference: 009-18/19**

**Adopted:**

**Review: May 2019**



## **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 five councillors from which any three may hear an appeal.

**Adopted: 17 May 2017**  
**Review: May 2018**

**Minute Reference: 011-17/18**



**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 review all employment policies and procedures periodically.
- 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 Chief Officer, including responsibility for day to day matters, such as authorisation of holiday, sick leave and absence from work. The Chief Officer to do so for any other staff.
- 2.9 To oversee the deployment of volunteers.

**3. Membership**

This committee shall have five councillors.

**Adopted: 17 May 2017**

**Minute Reference: 011-17/18**

**Review: May 2018**





# 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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## 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.
- 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 under standing 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.

## 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.**

- 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.**

- ????? 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-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-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 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 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

- 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;
  - 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.
- 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-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 City 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 Chief Officer or (ii) other person(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- 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.

## 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 reported

and 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.

## 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.
- 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.
- c Councillors appointed by the HR Committee shall upon a resolution conduct a review of the

performance and annual appraisal of the work of the Chief Officer. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the HR committee.

- d Subject to the council's policy regarding the handling of grievance matters, the Chief Officer shall contact the chairman of the HR Committee or in his absence, the vice-chairman of the HR Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the HR Committee.
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Chief Officer relates to the chairman or vice-chairman of the council, this shall be communicated to another member of the HR Committee, which shall be reported back and progressed by resolution of the HR 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 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 Chief Officer 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 General Data Protection Regulations.
- 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.

## 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.

**Adopted by Council: May 2017**  
**Review: May 2018**

**Minute Reference: 014-17/18**



**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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# 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.
- 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 under standing 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.

## 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.
- 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.

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- 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**

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- 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.**

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- 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.**

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- 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.**

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- 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.

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- 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.**

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- 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-committee meeting.*

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- 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-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 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 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

- 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;
- 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.
- 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-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 City 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 Chief Officer or (ii) other person(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- 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.

## 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 reported
- and 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.

## 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.
- 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.
- c Councillors appointed by the HR Committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Chief Officer. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the HR committee.

- d Subject to the council's policy regarding the handling of grievance matters, the Chief Officer shall contact the chairman of the HR Committee or in his absence, the vice-chairman of the HR Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the HR Committee.
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Chief Officer relates to the chairman or vice-chairman of the council, this shall be communicated to another member of the HR Committee, which shall be reported back and progressed by resolution of the HR 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 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 Chief Officer 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 General Data Protection Regulations.
- 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.

## 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.



## 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:

<b>Type of conduct</b>	<b>Refer to</b>
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 Chief Officer 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 Chief Officer (except where the complainant is about his or her own actions) or Chairman of the Council (if the complaint relates to the Chief Officer), 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 Chief Officer or a Councillor receives a written complaint about the Chief Officer'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 Chief Officer will be formally advised of the matter and given an opportunity to comment.
- The Chief Officer (or Chairman) will report any complaint disposed of by direct action with the complainant to the next meeting of the Council.
- The Chief Officer (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)**

2. 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.'
3. The Chairman shall introduce everyone.
4. The Chairman to explain the procedure.
5. Complaint (or representative) to outline grounds for complaint.
6. Committee Members to ask questions of the complainant.
7. If relevant, the Chief Officer or other nominated officer, to explain the Council's position.
8. Committee Members to ask questions of the Chief Officer or other nominated officer.
9. The Chief Officer or other nominated officer and complainant to be offered the opportunity of the last word (in this order – i.e. Chief Officer /officer followed by complainant).
10. The Chief Officer 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.
11. The Chief Officer 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)**

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

**Adopted: 17 May 2017**  
**Review: May 2018**

**Minute number: 020-17/18**



## Template for Working Groups

Name of group	<b>Public Art and Community Arts Working Group</b>
Convenor	CLlr Gill Fitzhugh
Membership	Mark Fisher
Frequency of meetings	2 monthly
Terms of reference	To develop Project 2.7 (Public Art) of QP Neighbourhood Plan To agree the type and siting of works of Art To fundraise for works of Art as agreed by QPCC To encourage, support and promote all art activities in Queen's Park To fundraise for community arts projects To support, monitor and implement relevant objectives in the Strategic Plan and other requirements of the Council; and to make recommendations to Council as appropriate.
Points of reference to Strategic Plan	

All groups to notify the Chief Officer about dates of meetings and outcomes from meetings; and to provide written or verbal reports to each meeting of council.

Approved by council

Date:

Minute:



## Template for Working Groups

Name of group	<b>Air quality</b>
Convenor	CLlr Gill Fitzhugh
Membership	Ray Lancashire, Simon Walton
Frequency of meetings	Monthly
Terms of reference	To ensure that air quality in Queen's Park is monitored on a yearly basis. To agree a programme of projects within a time frame to implement in QPCC To raise awareness of the importance of air quality for the residents of Queen's Park and to publicise actions by the council and others. To agree an annual programme of how we will raise awareness. To raise money as and where required To support, monitor and implement relevant objectives in the Strategic, Neighbourhood and Business Plans and other requirements of the Council; and to make recommendations to Council as appropriate.
Points of reference to Strategic, Neighbourhood and Business Plans	

All groups to notify the Chief Officer about dates of meetings and outcomes from meetings; and to provide written or verbal reports to each meeting of council.

Approved by council

Date:

Minute:



Name of group	<b>Children and Youth Working Group (CYWG)</b>
Convenor	Ryan Dalton
Membership	CLlr Ryan Dalton (Convenor); Councillor Gill Fitzhugh ; Kimberley Durrance (Community Champions) and Fabian Sharp (Avenue's Youth Project Director)
Frequency of meetings	Monthly throughout the year
Terms of reference	<ol style="list-style-type: none"> <li>1. The Children and Youth Working Group will guide Queen's Park Councillors in their role as elected representatives specifically focusing on improving outcomes for care leavers, improving the educational engagement and attainment of looked after children.</li> <li>2. Look at improving local activities in the areas of sport, arts &amp; community events, building good local partnerships effectively.</li> <li>3. Guide Queen's Park Community Council in their role by supporting and contributing to the overall priorities discussed and recommended by the Children and Youth working group.</li> <li>4. Preparing information for local parents about local events and opportunities for young people, sharing them with the QPCC Community Development Officer who will share them via social media and other forms of Communications, like the QP Voice.</li> <li>5. To work on children and young people's activities for annual activities &amp; events such as the Queen's Park Summer Festival, Spring Festival &amp; the QPG Summer Sports Day in Queen's Park Gardens.</li> <li>6. Representing the QPCC at youth forums and other local young people's events, e.g. The Mayors youth forum and WCC events.</li> <li>7. To monitor and discuss potential funding opportunities in relation to children and young people on behalf of the Council and Community.</li> <li>8. To build on pre-existing relationships with schools and youth clubs on behalf of the Council, updating the Community Council monthly.</li> </ol>
Points of reference to Strategic Plan	

All groups to notify the Chief Officer about dates of meetings and outcomes from meetings; and to provide written or verbal reports to each meeting of council.

Approved by council

Date:

Minute:



## Template for Working Groups

Name of group	<b>Planning Working Group (PWG)</b>
Convenor	Councillor Gill Fitzhugh
Membership	Councillor Gill Fitzhugh (Convenor); Ann Lewis, Simon Walton.
Frequency of meetings	Monthly throughout the year
Terms of reference and working arrangements	<p>The Planning Working Group will assist the QPCC by:</p> <ol style="list-style-type: none"> <li>1. Monitoring individual planning applications made in the Queens Park ward. In consultation with the PWG, the Convenor will submit a report to QPCC meetings recommending "comments" on individual applications.</li> </ol> <p>Where, because of insufficient time, it is not possible for recommendations to be considered by the QPCC before the deadline for responses, the Convenor will have delegated power to instruct the Chief Officer to submit comments without QPCC approval. Any decision made under this delegated power will be reported to the next QPCC meeting.</p> <p>If the issue is deemed to be exceptionally important the Convenor should call a special meeting of the Council to consider it.</p> <ol style="list-style-type: none"> <li>2. Preparing information for local residents about local planning matters, to include updating the Planning Information Guide.</li> <li>3. Consulting with local residents and liaising with Westminster City Council (the Local Planning Authority) about planning requirements and their enforcement.</li> <li>4. Representing the QPCC at the Westminster Amenity Society Forum meetings.</li> <li>5. Overseeing any work arising from the QPCC Neighbourhood Plan</li> <li>6. Supporting the development and implementation of the Strategic Plan, the Neighbourhood Plan and the Business Plan.</li> </ol>
Points of reference to Strategic Plan Neighbourhood Plan and Business Plan	

All groups to notify the Chief Officer about dates of meetings and outcomes from meetings; and to provide written or verbal reports to each meeting of council.

Approved by council

Date:

Minute:

Queen's Park Community Council

16 May 2018

## Planning Applications: recommendations of Planning Working Group

### **Erection of a single storey rear/side infill extension and the addition of three velux rooflights to the rear slope of the main house roof.**

Planning Application

98 Lothrop Street London W10 4JA

Ref. No: 18/01796/FULL | Received: Fri 02 Mar 2018 | Validated: Tue 24 Apr 2018 | Status: Pending Consideration

#### Requests for consultation

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
DC/WCC /P583QARP2AM01	Queen's Park Community Council	Thu 26 Apr 2018	Thu 17 May 2018	5

 Consultee comment

No objection.

### **Variation of condition 4 of planning permission dated 21 February 2018 (RN: 17/11354/FULL) for the installation of three electrical charge points (1.3m high) and one feeder pillar (1.2m high) on the public footway on the north west side of Sixth Avenue, close to the junction with Kilburn Lane in connection with the provision of designated electric vehicle parking bays. NAMELY, to allow the retention of a tree and relocate the middle bay charge point 0.8m.**

Planning Application

Sixth Avenue London

Ref. No: 18/03801/FULL | Received: Wed 09 May 2018 | Validated: Wed 09 May 2018 | Status: Pending Consideration

#### Requests for consultation

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
DC/WCC /P8IA5CRP2AM01	Queen's Park Community Council	Fri 11 May 2018	Fri 08 Jun 2018	27

 Consultee comment

No objection.



Erection of side infill extension at ground floor and installation of three conservation grade rooflights on the rear roof slope. - 94 Marne Street London W10 4JG

Ref. No: 18/02710/FULL | Received date: Wed 04 Apr 2018 | Status: Pending Consideration | Case Type: Planning Application.

No objection.

Magnolia tree in rear garden, pruning to reduce height and breath as its is blocking light to adjacent property 87 Lothrop Street and flowers are dropping into neighbours gardens. - 85 Lothrop Street London W10 4JD

Ref. No: 18/03163/TCA | Received date: Thu 19 Apr 2018 | Status: Pending Consideration | Case Type: Planning Application

No objection.

Amendments to planning permission dated 28 April 2015 (RN: 15/02282) for: Erection a rear single-storey infill extension. Namely, to allow the replacement of No.2 rooflights above infill extension with No3 rooflights. Reducing the height of bi-fold doors. Infill extension side wall relocation following the party wall agreement. - 17 Huxley Street London W10 4QG

Ref. No: 18/03557/NMA | Received date: Tue 01 May 2018 | Status: Pending Consideration | Case Type: Planning Application

No objection.

Queen's Park Community Council

## Officers' report, May 2018

The past month has been affected by the absence of the Community Development Officer due to sickness. Nonetheless the accounts for 2017-18 have been closed; we are on track for satisfactory GDPR compliance having carried out an information audit, implemented the privacy notice and consent process on the e-newsletter system, and prepared several draft policies. Preparations have begun for councillors' training in June. The CDO received praise and endorsement from the Electoral Services Manager at WCC for her work on the elections process. The Chief Officer's appraisal has been held and the CDO's appraisal, rescheduled, will be held in the week beginning 21 May.

As mentioned in a recent email, we have SLCC students visiting in early June to carry out research projects from which we hope to benefit. The website development has been on hold but will begin again now in earnest. We will be trying to take a decision very soon regarding our choice of IT system but this has been held up during the CDO's absence.

The main areas of work in the coming weeks are:

- preparing and running the annual meeting of electors (24 May);
- organising councillor training sessions;
- finalising our preparations for GDPR compliance;
- preparing for the summer festival;
- and accelerating the work on the website.

Kevin Harris

Chief Officer

10 May 2018

## Officers' report May 2018 – additional notes

1. **Grants** – enquiries have drawn attention to some potential irregularities in our grant-making process. I am therefore postponing the next round until I'm satisfied that we have got our conditions right. My predecessor was a fully-qualified clerk which meant that the council had the general power of competence. I do not yet have this qualification and so we don't have the power of competence, which in turn *appears to mean* that we are not able **to pay individuals** who are not part of a constituted organisation. However this is subject to interpretation – it may mean that we are not allowed to pay grants to individuals in need, but we are allowed to give to individuals who run projects where we monitor what they do and what they spend the money on. We will have this in place for a round of grants in September.
2. We have completed the compliance process with the Pensions Regulator.
3. **Access to officers** – a couple of people have asked quite reasonably what is best way to connect with Lindsey and myself; answer is yes please do ring or text beforehand if you'd like to come and see us. We're always busy and some deadlines are more equal than others, and it may be that some enquiries can be dealt with quickly over the phone. Also just to be clear, cllrs do not have the power to tell officers to do anything, only council has that right.
4. **GDPR** – there has been quite a lot of deceptive information across the sector over the past 9 months or so and I have taken a cautious, softly-softly approach. As you may know there was an expectation that all councils would have to appoint a **Data Protection Officer (DPO)** to monitor and oversee our adherence to the regulations. Figures quoted for this role have ranged from £150 to £35,000, so approach was to wait until it all settled down. I can now tell you – as Ray knows because he spotted it – that thanks largely to lobbying by NALC, the government has exempted parish councils from the 'initial requirement' to appoint a DPO. (This is in the latest version of the bill in the Commons last week which has now gone to the Lords). I will keep an eye on this. In the meantime, I think it is important to have a DPO for the legal aspects in the case of a data security breach, and I have been in correspondence with WCC's DPO to make a fee-based arrangement for legal support in such circumstances.
5. **SLCC students visiting 5-7 June.** Opportunity to get some thinking done. Update to follow
6. Dates of meetings – main new ones are to try and fix **dates for training**  
**Suggested: weds 27<sup>th</sup> June 6-8pm**  
**Weds 11 July 6-8pm**  
**Council will be weds 18 July 6-8pm**
7. **Ward funding application for summer festival** has already been submitted.
8. **Sponsorship** for fireworks verbally committed already
9. **Review of election process** – input from NALC confirmed.

## Queens Park Community Council

Page 1

## Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	78,672	93,520	310	0	General Reserves
1	<b>78,672</b>	<b>93,520</b>	Total balances & reserves at the beginning of the year as recorded in the Financial Records		
2	145,151	155,184	1076	100	Precept
2	<b>145,151</b>	<b>155,184</b>	Total amount of Precept income received in the year		
3	3,324	5,436	115	999	VAT refund
3	29,882	4,600	1001	401	Neighbourhood Plan Grant
3	0	0	1010	100	Misc Income
3	6,030	7,258	1410	201	Summer Festival Income
3	4,559	5,958	1411	201	Income Fireworks
3	1,673	3,138	1412	201	Income Winter Fair
3	543	150	1413	201	INCOME QP Voice
3	27	0	1414	201	Income Spring Fair
3	<b>46,039</b>	<b>26,540</b>	Total income or receipts as recorded in the cashbook minus the Precept		
4	42,841	39,047	4100	101	Wages
4	<b>42,841</b>	<b>39,047</b>	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	<b>0</b>	<b>0</b>	Total expenditure or payments of capital and interest made during the year on borrowings		
6	4,864	4,179	515	999	VAT on Payment
6	0	699	4105	101	Training
6	793	922	4105	102	Training
6	0	183	4110	201	Website
6	1,016	1,040	4120	102	Insurance
6	7,277	2,621	4125	102	Office Rent
6	683	549	4126	102	Room Bookings
6	100	0	4127	102	Office Maintenance
6	155	175	4128	102	Catering
6	1,301	1,345	4130	102	Computers and Licence/Hosting
6	328	452	4132	102	Stationery and Materials
6	29,458	15,482	4134	102	Grants
6	457	956	4135	102	Communications - Tel/Postage
6	2,379	2,164	4137	102	Subscriptions
6	20,000	20,000	4138	102	Donation - Avenues
6	2,963	382	4139	102	Travel expenses
6	370	1,002	4140	102	Professional Fees
6	1,121	1,162	4142	102	Audit Fees
6	0	348	4150	102	Elections Costs
6	5,947	5,924	4200	201	Queens Park Voice
6	3,421	5,208	4205	201	Winter Fair
6	103	90	4206	201	Winter Social

Continued over page

## Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>	
6	46	0	4207	201	Spring Fair	
6	14,678	13,456	4210	201	Festival	
6	6,858	6,960	4220	201	Fireworks	
6	475	0	4235	201	Advertising - recruitment	
6	300	411	4236	201	Advertising - All Other	
6	15,000	15,000	4300	301	Queen's Park Gardens	
6	1,275	2,880	4301	301	Dog Strategy	
6	11,462	5,720	4400	401	Neighbourhood Plan	
6	123	103	4999	102	Miscellaneous	
6	500	0	4999	201	Miscellaneous	
6	47	0	4999	301	Miscellaneous	
6	<b>Total other payments</b>	<b>133,501</b>	<b>109,413</b>	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)		
7	Balances carried forwrd	<b>93,520</b>	<b>126,783</b>	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		93,412	126,675	200	0	Current Bank A/c
8		108	108	205	0	Petty Cash
8	<b>Total Cash &amp; Investments</b>	<b>93,520</b>	<b>126,783</b>	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9	Total Fixed Assets	<b>0</b>	<b>0</b>	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register		
10	Total Borrowings	<b>0</b>	<b>0</b>	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)		

## Queens Park Community Council

## Summary Receipts and Payments for Year Ended 31st March 2018

Last Year Ended 31st March 2017		Current Year Ended 31st March 2018
	<b>Receipts</b>	
145,151.15	Precept	155,184.00
<b>145,151.15</b>	Sub Total	<b>155,184.00</b>
	<b>Operating Income</b>	
0.00	Income	0.32
12,832.79	Communications and Events	16,503.56
29,882.06	Neighbourhood Planning	4,600.00
3,323.78	VAT DATA	5,435.83
<b>191,189.78</b>	Total Receipts	<b>181,723.71</b>
	<b>Payments</b>	
29,458.22	Grants	15,482.00
20,000.00	Donation - Avenues	20,000.00
<b>49,458.22</b>	Sub Total	<b>35,482.00</b>
	<b>Running Costs</b>	
42,840.91	Staff Costs	39,746.39
19,066.59	Administration	13,220.64
32,328.14	Communications and Events	32,232.57
16,321.67	Environment and Opens Spaces	17,880.00
11,462.18	Neighbourhood Planning	5,719.72
4,864.20	VAT DATA	4,179.44
<b>176,341.91</b>	Total Payments	<b>148,460.76</b>
	<b>Receipts and Payments Summary</b>	
<b>78,671.72</b>	<b>Opening Balance</b>	<b>93,519.59</b>
191,189.78	Add Total Receipts(As Above)	181,723.71
269,861.50		275,243.30
176,341.91	Less Total Payments(As Above)	148,460.76
<b>93,519.59</b>	<b>Closing Balance</b>	<b>126,782.54</b>
	<b>These cumulative funds are represented by:</b>	
93,411.83	Current Bank A/c	126,674.78
0.00	Deposit Bank A/c	0.00
107.76	Petty Cash	107.76
<b>93,519.59</b>		<b>126,782.54</b>
	<b>Reserve Balances are represented by:</b>	
14,847.87	Current Year Fund	33,262.95
78,671.72	General Reserves	80,821.59
0.00	EMR - Grants	8,518.00
0.00	EMR - Office Rent	4,180.00

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**Queens Park Community Council**

**Summary Receipts and Payments for Year Ended 31st March 2018**

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Last Year Ended  
31st March 2017

93,519.59

Current Year Ended  
31st March 2018

126,782.54

Signed : \_\_\_\_\_ (Chairman) \_\_\_\_\_ (RFO)



## QUEEN'S PARK COMMUNITY COUNCIL

You are hereby summoned to attend a Special Meeting of the **Community Council**

to be held in the **Beethoven Centre, Third Avenue, London W10 4JL**

on **Monday 4 June 2018** commencing at **6.30pm**.

Kevin Harris, Chief Officer

29 May 2018

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### Agenda

- 026-18/19 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 027-18/19 Declarations of interest**
- 028-18/19 Minutes of the previous meeting** – to consider the minutes of the Annual Meeting of the Council held 16 May 2018 for confirmation and signing as a correct record.
- 029-18/19 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).*
- 030-18/19 Casual vacancy** – to agree a co-option to council to fill the existing vacancy.
- 031-18/19 Grenfell anniversary** – to receive a proposal for expression of solidarity in support of the Grenfell Survivors and bereaved, and to let Queen's Park residents know about the Silent Walk.



Council  
16.5.2018  
001-025, 18/19



## QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held at the Beethoven Centre, Third Avenue  
London W10 4JL on **Wednesday 16 May 2018** commencing at 18:00.

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

Also present: Kevin Harris, Chief Officer; Lindsey Brown, Community Development Officer; and three members of the public.

*The meeting commenced at 18:06.*

- 001-18/19 Election of Chairman** – Cllr Gill Fitzhugh was elected as Chairman of the Community Council for the 2018-19 municipal year. Cllr Susanna Rustin thanked both councillors who had been nominated for the post and handed over the chair to Cllr Fitzhugh.
- 002-18/19 Chairman's declaration of acceptance of office** – Cllr Fitzhugh signed the declaration of acceptance of office.
- 003-18/19 Election of Vice-Chairman** – Cllr John McArdle was appointed as Vice-Chairman of the Community Council for the 2018-19 municipal year.
- 004-18/19 Councillors' declarations of acceptance of office** – all councillors' signed declarations of acceptance of office.
- 005-18/19 Apologies for absence** – all councillors were present, therefore there were no apologies for absence.
- 006-18/19 Declarations of interest** – there were no declarations of interest.
- 007-18/19 Minutes of the previous meeting** – the minutes of the Council Meeting held 18 April 2018 were approved and signed by the Chair.
- 008-18/19 Public session** – a member of the public asked the council to address the problem of littering and called for a 'Minister for Streets'. The officers were asked to respond.
- 009-18/19 Co-option – agreed** to advertise the vacancy for a councillor immediately, with applications to be received by 12 noon 29 May and a **special meeting of council** to be convened on 4 June with a view to making an appointment.
- 010-18/19 Review of delegation arrangements** – the existing arrangements were approved.
- 011-18/19 Committee terms of reference** — the terms of reference for HR and Appeals committees were **approved**.

- 012-18/19 Committee membership** – the following committee membership was **agreed** for the 2018-2019 municipal year:
- HR Committee:** Cllrs S. Rustin (chair), L. Barson, G. Fitzhugh, B. Nicholas and E. Sweeney (vice chair).
- Appeals Committee:** Cllrs R. Dalton, R. Lancashire, O. Lawrence, J. McArdle, and S. Wilson, with any three of the five members being able to hear an appeal, a chair being elected at each and any meeting of the Committee.
- 013-18/19 New committees** – no new committees were proposed.
- 014-18/19 Standing orders** – the council’s Standing Orders were re-adopted.
- 015-18/19 Representation on outside organisations** – the distinction was noted between being a member of an organisation while being a councillor, and representing the council on that organisation. Councillors were asked to write to the chief Officer with suggestions for organisations with which the council should be working, and whether or not council should be represented on such organisations.
- 016-18/19 Asset register** – the council lists only assets with a value over £1,000 and currently has no such assets, therefore no inventory of land and assets is required at this time.
- 017-18/19 Subscriptions** – subscriptions to SSALC and the SLCC for 2018-19 were **approved**.
- 018-18/19 Complaints Procedure** - the complaints procedure was re-adopted.
- 019-18/19 Office security policy** – it was agreed to amend point 4 in the policy to cover ‘all confidential documents and unwanted paper’. The amended policy was **adopted**.

#### **Working groups**

- 020-18/19** **Agreed** to establish a working group for Public and Community Arts.
- 021-18/19** The Chief Officer was asked to work with Cllr Lancashire to revise the terms of reference for the Air Quality group. The terms of reference for the Planning working group, subsuming the work of both the ‘Planning Applications’ and the ‘Neighbourhood Plan’ groups, were **approved**. Terms of reference for the Children and Youth Involvement working group will be brought back to Council at a future meeting. Proposals to establish an employment and enterprise group, and a working group on ongoing consultation, will be brought to a future meeting.
- 022-18/19** Updates were received from the working groups. The recommendation of the Planning Applications working group was **agreed**.
- 023-18/19** Councillors were asked to correspond with the officers regarding interests in serving on and convening working groups.
- 024-18/19 Officers’ report.** The next round of Community Grants has been postponed until September while the terms and conditions are finalised. The postponed website development is about to begin in earnest. The process of compliance with the Pensions Regulator has been completed. Following an amendment to the proposed GDPR legislation, parish councils have been exempted from the ‘initial requirement’ to appoint a Data Protection Officer.

The following dates were agreed for councillor induction and training: **27 June**, 6-8pm; **11 July**, 6-8pm, with an option for a third session in due course. Councillors requested that a visioning session be included in these events.

The ward panel funding application for the summer festival has been submitted, and some sponsorship has already been attracted for the 2018 Fireworks event. NALC has offered to contribute to the proposed evaluative review of the council's election process.

**025-18/19 Financial report - agreed** to defer discussion of the council's finances until the June meeting, following the visit of the internal auditor.

*The meeting closed at 20:03.*



## 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 20 June 2018** commencing at **6.00pm**.

Kevin Harris, Chief Officer

14 June 2018

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### Agenda

- 032-18/19 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 033-18/19 Declarations of interest**
- 034-18/19 Minutes of the previous meeting** – to consider the minutes of the Special Meeting of the Council held 4 June 2018 for confirmation and signing as a correct record.
- 035-18/19 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).*
- 036-18/19 Financial Regulations** – to consider Financial Regulations as adopted 17 May 2017 for review or further adoption.
- 037-18/19 Internal Audit and Annual return** – to receive the report of the Internal Auditor; consider the review of the effectiveness of internal audit; and approve the Annual Governance Statement and Accounting Statements.
- 038-18/19 Pop Up Grants** – to consider for approval an application to the Pop Up Grants scheme.
- 039-18/19 Resident engagement** – to consider an outline proposal from Cllr Leslie Barson.
- 040-18/19 Working groups** – to receive updates from the following Working Groups:
  - Air Quality, Environment and Open Spaces, Events, Grants, Forward Planning, Planning, The Voice.
- 041-18/19 Councillor induction sessions** – to receive an update on the programme for councillor induction and training.
- 042-18/19 Officers' report**
- 043-18/19 Proposal from Darren Richard** – to receive information about a proposed fun day celebrating the work of Carol Bent.

Council  
04.06.2018  
026-031, 18/19



## QUEEN'S PARK COMMUNITY COUNCIL

Minutes of a **Special Meeting** of Council held at the Beethoven Centre, Third Avenue London W10 4JL on **Wednesday 4 June 2018** commencing at 18:30.

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

Also present: Kevin Harris, Chief Officer, and Lindsey Brown, Community Development Officer.

*The meeting started at 18:32.*

**026-18/19 Apologies for absence** were received from Cllr Leslie Barson.

**027-18/19 Declarations of interest** – Cllrs Dalton and Sweeney declared prior knowledge of some of the candidates for item 030. This was not regarded as grounds for excluding those councillors from participating in the co-option process.

**028-18/19 Minutes of the previous meeting** – the minutes of the Annual Meeting of the Council held 16 May 2018 were **agreed** as a correct record and signed by the Chair.

**029-18/19 Public session** – no members of the public were present.

**030-18/19 Casual vacancy** – the process of election was agreed, with each councillor completing a slip numbered to indicate their preferred order of candidates for co-option to council. Three candidates presented to council and responded to questions put to them. A fourth candidate was unable to attend in person but their application was considered. Council voted to appoint Alfrena Barbé to the vacancy. The officers were urged to try to engage the unsuccessful candidates in the work of the council in other roles.

**031-18/19 Grenfell anniversary** – **agreed** to send an expression of solidarity in support of the Grenfell Survivors and bereaved, and to help publicise events associated with the anniversary of the tragedy.

*The meeting ended at 19:27.*

Application for QPCC Pop-up Fund

**Name of Event** ARTextile sample session

**Proposed dates** Queens Park Summer Festival Aug 11th 2018

**Brief description**

Phase 1 of an ARTextile Quilting project is to gauge residents interests at the summer festival in using the art of quilting and printing to express themselves and / or create images of the local area and Queen's Park. This could include pictures of houses and street scenes and also Queen's Park Gardens/ Area which will be used as visual reference to work in abstract/ symbolic/ realistic styles.

In these informal drop in sessions participants will make samples exploring different ARTextile techniques; such as painting with dyes, drawing with fabric pens, stencil printing/mono printing and fabric collage. The pieces will then be quilted and embroidered to produce a textured surface.

The longer term intention is to engage interest in Phase 2 which will be to set up a community art project which will create a series of pieces such as a fabric hanging which celebrates the diverse history / culture of Queen's Park involving residents of different ages and backgrounds. It is anticipated that this project will last approximately 12 weeks.

The funds I am seeking is just for materials to be used on the day of the summer festival. I will be able to supply my own equipment. For Phase 2 I will apply to the community grants programme.

**Who will attend/benefit from the project?**

It will be open to people of all ages and skills who would like to do something "Creative". The idea is that working in a group will inspire people to learn and share ideas/techniques taking them in different directions. It will be possible to accommodate all levels of ability as a core understanding will be that there is no right or wrong approach in producing work; everyone has a unique way of using their mind and hands. Sharing will enhance people's confidence as they will see that their contributions lead to more interesting pieces. Being absorbed in practical tasks in the here and now can in itself be very calming -a mindful activity. The recognition of seeing oneself reflected in the work also enhances self confidence and well being.

**Please describe which residents have expressed support for the event:**

I paid a visit to a local library group and they thought that the samples I took were "very attractive and a different technique". They encouraged me to do the Queen's Park Summer Festival as it is a busy day and they thought that I'd find many who would like to have ago. They were going to have a Jewellery stand some would try and pop along.

A also talked with the Queen's Park Library organiser Lucy Gill. She thought that many were getting interested in Crafts and the idea of the history /culture of Queens Park Area to be made into a banner an idea worth pursuing. The Library might be able to host the sessions free of charge and as a quiet occupation could go alongside the Computer Access thus widening participation. I said that I would keep her informed of any developments in the project

**How will the event be promoted?**

Through local groups such as Open Age, The groups that meet at the Avenues and through the Queens Park magazine and on the day of the summer festival.

**How much money will be required?** £77.36 for resources

**Brief budget outline** The expense will be for Art materials and some equipment. I can lend some too such as brushes, pencils, paper, scissors , sponges etc,

Fabric paint - £39.99

Material - £14.79

Printing ink - £3.39

Ink roller - £3.19

Needles (large Eyed)- £6

Cotton wadding - £10







## Template for Working Groups

Name of group	<b>Resident engagement</b>
Convenor	Leslie Barson
Membership	Leslie Barson, Emma Sweeney Number of councillors and resident participation tbc
Frequency of meetings	Scheduled once a month with additional meetings around events and initiatives.
Terms of reference	<p>To continuously consult with the Queens Park Community to inform the Council's strategy and actions using a variety of different approaches. The purpose is to ensure that the community council is actively in conversation with residents about their challenges, issues and ideas which in turn will inform the council's strategy and actions.</p> <p>Suggested initiatives to include:</p> <ul style="list-style-type: none"> <li>• A door to door consultation beginning in May 2019. Engage an independent research designer to shape a consultation and train local residents to conduct the survey, who will be paid on an agreed basis.</li> <li>• Set up a QPCC 12-month "on the road" programme beginning in June 2019. This will feature pop-up stalls with entertainment around the ward (for example communal gardens in QP Court, Mozart, schools, Open Age sessions etc.). The purpose is to refine ideas gathered from the survey whilst also promoting and increasing visibility of the council and recruiting volunteers and activities. To be held once a month, with promotion to the immediate area. It is also intended to catch people who may not have not been captured in the door to door survey, and "meet your councillor". This could also include a calendar of events happening in Queen's Park organised by other organisations, e.g. My Westminster day, school fetes, who we can approach. Other organisations may help provide activities, e.g. QP library.</li> <li>• Consider situating QPCC suggestion boxes in key places across the ward.</li> <li>• Feature at this years' summer festival for initial conversation, e.g. – wish tree or dream streets.</li> </ul>

	<p>Time and cost requirements</p> <ul style="list-style-type: none"><li>• This will require a considerable budget 20-25k, but believe it is critical for the future direction of the council.</li><li>• Require all councillors to be present on approximately 5 occasions throughout the year.</li></ul> <p>Promotion</p> <ul style="list-style-type: none"><li>• Require planning to make sure there is a dedicated programme of events organised in advance to promote “on the road”</li><li>• Align with the Voice working group to promote the initiative and move the initiative forwards.</li></ul>
Points of reference to Strategic Plan	

All groups to notify the Chief Officer about dates of meetings and outcomes from meetings; and to provide written or verbal reports to each meeting of council.

Approved by council

Date:

Minute:

## Planning applications as at 11 June 2018

### Note to council meeting 20 June 2018

Erection of a rear single-storey side infill extension.

**17 Huxley Street** London W10 4QG

Ref. No: 18/04282/FULL | Received: Wed 23 May 2018 | Validated: Wed 23 May 2018 | Status: Pending Consideration

Requests for consultation

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
DC/WCC/P98PPTRP27X01	Queen's Park Community Council	Tue 29 May 2018	<b>Tue 19 Jun 2018</b>	8

**Object. Insufficient information has been provided, particularly in respect of proposed heights.**

Erection of a rear extensions at ground, second and roof levels, bi-fold doors at ground and roof levels, sash window at second floor level. Change of use from one single family dwelling to two self contained flats..

**147 Herries Street** London W10 4LE

Ref. No: 18/04281/FULL | Received: Wed 23 May 2018 | Validated: Wed 23 May 2018 | Status: Pending Consideration

Requests for consultation

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
DC/WCC/P9HKSIRP2AM01	Queen's Park Community Council	Wed 30 May 2018	<b>Wed 20 Jun 2018</b>	9

**Object. Insufficient information has been provided, particularly in respect of proposed heights.**

Queen's Park Community Council

## Officers' report, June 2018

Our work during the past month has included organising the Annual Community Meeting and the co-option process at the special meeting of council; seeking sponsorship for this year's events; initial preparations for the summer festival; preparation for the visit of the internal auditor; organising, managing and participating in the visit of SLCC students between 5 and 7 June; clarifying contract requirements with London Creative Design, the company chosen to overhaul our website; various meetings relating to working groups; working with NALC to prepare the evaluative review of the elections process, etc.

The main areas of work in the coming weeks are:

- organising and contributing to councillor training sessions;
- completing the updating of the community grants procedures;
- ongoing preparations for the summer festival;
- accelerating the work on the website;
- beginning preparation of our volunteer development strategy.

Kevin Harris

Chief Officer

14 June 2018

## Proposal from Darren Richard concerning organisation of a fun day in a local park celebrating the work of Carol Bent

*(Received via Cllr Brian Nicholas, 14 June 2018)*

My name is Darren Richard and I have been a member of this community otherwise known as Paddington for over 40 years.

As a child through to my teenage years, I was fortunate enough to use the youth centre called The Avenues.

The Avenues provided a great environment and activities for a young man growing within this area. The Avenues has been managed by an exceptional man by the name of Mr Carol Bent.

Mr Bent provided me with a safety net and consistent confidence in which has assisted in me becoming the man I am today. And for this I am very grateful and would like to have the opportunity to show my gratitude.

I have spoken to members of the community and it's been agreed, the best way in which myself and our community would like to show this gratitude is by honouring Mr Bent.

I have been trying for the last year to arrange an event of some description whereas our community can just simply say we love and appreciate you for all you have done throughout the decades for the community.

We believe a community icon such as Mr Bent should be shown the love, respect and nurturing he has blessed us, our parents, our children and now even their children with over these decades.

### **My proposal...**

I would like to organise a fun day in a local park (Queens Park, Third Avenues would be ideal) where refreshments and various activities would take place. All in the emphasis of acknowledging the work Mr Bent has done in our community.

Please note.. All refreshments and activities will be provided by the community.

We believe Queens Park is ideal as the youth club is based within seconds of the venue and to be frank Queens Park is our community park.

I would like to further this brief proposal by arranging a meeting with those who maybe able to help me secure the Venue with the appropriate authorities in agreement.

May I also take this opportunity to thank you all for the kind words of support and the interest expressed by those supporting this idea in arranging such an event.

I look forward to speaking/ meeting with you all.

Forwarded to council 14 June 2018

Kevin Harris, Chief Officer



## 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 18 July 2018** commencing at **6.00pm**.

Kevin Harris, Chief Officer

12 July 2018

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### Agenda

- 044-18/19 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 045-18/19 Declarations of interest**
- 046-18/19 Minutes of the previous meeting** – to consider the minutes of the meeting of the Council held 20 June 2018 for confirmation and signing as a correct record.
- 047-18/19 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).*
- 048-18/19 Dog incident and dog strategy** – to receive a report on the incident in Queen's Park Gardens on 3 July 2018 and the council's response; and to review the council's dog strategy.
- 049-18/19 Financial report**
- 050-18/19 Councillor induction** - feedback on first session and arrangements for subsequent sessions.
- 051-18/19 Office location** – to receive a proposal to explore options for office relocation.
- 052-18/19 Summer festival** – to receive an update and a proposal for a virement.
- 053-18/19 Pop Up Grants** – to consider a proposal for funding under the scheme.
- 054-18/19 Working groups** – To receive updates from the following working groups: Air Quality, Environment and Open Spaces, Events, Forward Planning, Grants, Planning, Public & Community Arts, The Voice.
- 055-18/19 Officers' report.**

Council  
20.6.2018  
032-043, 18/19



## QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held at the Beethoven Centre, Third Avenue  
London W10 4JL on **Wednesday 20 June 2018** commencing at 18:00.

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Present: Councillors John McArdle (Vice-Chair), Alfrena Barbé, Leslie Barson, Ryan Dalton, Ray Lancashire, Orrel Lawrence, Brian Nicholas, Eartha Pond, Susanna Rustin, Emma Sweeney, and Stella Wilson.

Also present: Kevin Harris, Chief Officer; Lindsey Brown, Community Development Officer; and Patricia Ng'ang'a (photographer).

*The meeting began at 18:03. In the absence of Cllr Gill Fitzhugh, Cllr John McArdle took the chair.*

**032-18/19 Apologies for absence** were received from Cllr Gill Fitzhugh.

**033-18/19 Declarations of interest** – there were no declarations of interest.

*Cllr Emma Sweeney entered the room at 18:08.*

**034-18/19 Minutes of the previous meeting** – the minutes of the Council Meeting held 4 June 2018 were approved and signed by the Chair.

**035-18/19 Public session** – no members of the public were present.

**036-18/19 Financial Regulations** – council reviewed the suggested re-wording of paragraphs in the Financial Regulations.

*Cllrs Orrel Lawrence and Stella Wilson entered the room at 18:19.*

*The meeting paused for photographs at 18:20 and resumed at 18:27.*

**Agreed** to accept the proposed amendments and to adopt the Financial Regulations as amended.

It was noted that attempts to attract sponsorship for the summer festival had been unsuccessful. **Agreed** that in future the budget should be more generous and not necessarily to assume that sponsorship would be forthcoming.

**037-18/19 Internal audit and Annual return**

The annual audit report was **received and noted**. Council recognised the requirements of the audit with regard to (i) risk management, (ii) regular monitoring against the budget, and holding an appropriate amount of reserves; and (iii) carrying out periodic bank reconciliations.

*Cllr Eartha Pond entered the room at 18:33.*

The Chief Officer was asked to carry out the required reporting.

The annual governance statement and accounting statements were **approved**, and signed and dated by the Chair and Chief Officer.

**038-18/19 Pop Up Grants** – funding of £77.36 to run community art sessions at the summer festival was **approved**. In terms of monitoring the use of the fund, it was **agreed** that a short report will be required from any grant recipient.

**039-18/19 Resident engagement** – it was noted that the proposed working group is not self-standing but links to all the council's work. The potential to develop a sound programme over time was welcomed, together with the long-term opportunity to train community researchers. Cllr Leslie Barson was asked to bring a revised proposal back to council in due course.

*Cllr Brian Nicholas left the meeting at 18:51 and returned at 18:53.*

**040-18/19 Working groups**

**Air Quality group** - the group is considering a funding proposal for clean air surveys over the next 2 years., and is researching Westminster's street light replacement programme.

**Environment & Open Spaces** – the promised costings for work on the Hut are still awaited from Willmott Dixon.

*Cllr Emma Sweeney left the meeting at 18:59.*

**Events** – two joint stage managers have been appointed for the summer festival, which will also see renewed emphasis on safety and security.

**Community grants** – although the grant guidelines had previously been approved with minor amendments (122-17/18), subsequent research has revealed the need for more revisions.

*Cllr Emma Sweeney returned to the meeting at 19:07.*

The officers will bring revised grant documentation to council in September for approval in October. Allowing four weeks for responses and then additional time for grants to be assessed by the panel, a special meeting of council in early December will be needed to approve funding if projects are to be underway before the end of the calendar year.

**Planning** – council **approved** the group's report.

**The Voice** – the next issue will include promotion of the summer festival. Cost savings will result from changing the quality of paper used in printing.

**041-18/19 Councillor induction sessions** – two sessions have been arranged, with a third to be organised to cover additional issues requested. It was suggested that a councillor 'availability audit' be carried out in one of these sessions.

**042-18/19 Officers' report** – the visit of SLCC students had been very helpful and productive, with stimulating discussions in particular around public space, funding of youth services and event management. The website overhaul has been delayed by the need to clarify privacy and security issues.

**043-18/19 Proposal from Darren Richard** – Cllr Brian Nicholas introduced this proposal from a resident. The intention is to organise a large community event in 2019 and the idea was welcomed by council. It was felt that it should be a one-off event and separate from the summer festival. Suggestions for sources of funding were put forward, including the council's community grants scheme.

*The meeting closed at 19:51.*



## Queen's Park Community Council

### Council meeting 18 July 2018

#### **048-18/19 Dog incident and dog strategy**

On Tuesday 3 July 2018 at around 16:20 a baby was bitten by a dog in Queen's Park Gardens. The dog and its owner left the park and police are still trying to identify them. A police witness appeal has been published.

The council's response has included the following:

1. We called a public meeting in Queen's Park Gardens on the evening Tuesday 10<sup>th</sup>. This was intended as an opportunity to capture opinions and give people the opportunity to express their feelings. It was preceded by a brief meeting with Crissie Chambers, who carries out dog patrols, training and awareness with QPCC funding, along with PC Dave Hammond and two other officers. About 30 adults attended, together with several councillors and ward councillor Patricia McAllister; and a number of people spoke to the whole group. We also used a proforma to capture comments and suggestions: 12 were completed but have not yet been processed.
2. We hosted a meeting on Thursday 12<sup>th</sup> with Crissie Chambers, PCs Dave Hammond and Vicky Alston; Vicky Bannon the animal welfare officer; and Nuno Reis the enforcement officer. We reviewed the overall dog strategy in terms of (i) Communication and awareness; (ii) Education and training; (iii) Monitoring (patrols); and (iv) Response to incidents.
3. We initiated a session with children from Queen's Park Primary School on 18 July to make drawings and statements on the theme of 'This is our play space, please help us keep it safe!' We will laminate these and intend to fix them to the railings in the park as a public display, which can be augmented by whatever means possible (the end of school term is unfortunate in this respect).
4. We intend to prepare an up-to-date single-sheet text to be distributed with *the Voice* (due from the printer next week). This leaflet will inform residents about the incident and the police and council response; summarise the regulations regarding dogs in Queen's Park and QPG; and provide contact numbers.

The following actions have been carried out:

- Cllr Ray Lancashire has prepared a sheet of contact numbers for people concerned about anti-social dog behaviour in Queen's Park Gardens: this is now on display on the noticeboard.
- Crissie Chambers has contacted local childminders' groups and a local mums and dads group, offering to give advice on how to stay safe and aware; how to react to certain situations regarding dogs in the park; and who to contact.
- Crissie is arranging a dog owner advice stall at the summer festival.

The following suggestions emerged from the meetings that took place:

- Signage – there needs to be more signage about dogs being kept on leads, with contact numbers to report incidents.

- There were calls at the public meeting and on the completed forms for increasing the number of patrols carried out.
- Crissie would like to have a badge and lanyard as a modest indicator of authority.
- At present, when Nuno Reis issues a verbal warning it comes with the option to attend a (free) training workshop. PC Dave Hammond is checking whether or not this could be made mandatory, under a community resolution.

**Dog strategy**

The current contract between QPCC and Canine Culture includes the following:

	<i>No. hours</i>	<i>No. sessions</i>
Weekly ward patrols	3hrs/week	48
Workshops & advice sessions	32 total	
Community sessions	2 per session	6
School & library sessions	1 per session	10

The patrols have to be carried out with others and the times vary.

Kevin Harris  
Chief Officer  
18 July 2018

Queen's Park Community Council

## Officers' report, July 2018

Our work recently has been dominated by preparations for the summer festival, including a greater emphasis on safety and security requirements; summer edition of the Voice, responding to the reported incident where a baby was attacked by a dog in Queen's Park Gardens; and trying to overcome the failure of our landline telephone service at the time of switching from BT to Onecom. In addition, there has been a frustrating delay with London Creative Design, the company chosen to overhaul our website. However, in the meantime, the CDO has been generating content in advance, and photographs have been commissioned. Preparations for the Summer Festival are on schedule.

We have been working with NALC to prepare the evaluative review of the elections process, although this has been knocked off schedule by other demands on time. One councillor induction session was run on 27 June. The Chief Officer attended a London conference on neighbourhood management and gave a short presentation about QPCC. We have been working with NALC in organising a meeting (25 July) at the Beethoven Centre, for London campaign groups interested in becoming community councils.

The main areas of work in the coming weeks are:

- ensuring our response to the dog attack incident is comprehensive and made public, working closely with the key services;
- reviewing the dog strategy;
- ongoing preparations for the summer festival;
- delivering *the Voice*;
- researching options for councillor training courses and materials;
- updating the community grants procedures;
- clarifying the relationship with the website company and progressing work;
- preparation of our volunteer development strategy;
- seeking funding and sponsorship for fireworks night;
- progressing the hut project to the next stage.

Kevin Harris and Lindsey Brown

12 July 2018



## 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 19 September 2018** commencing at **6.00pm**.

Kevin Harris, Chief Officer

13 September 2018

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### Agenda

- 056-18/19 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 057-18/19 Declarations of interest**
- 058-18/19 Minutes of the previous meeting** – to consider the minutes of the meeting of the Council held 18 July 2018 for confirmation and signing as a correct record.
- 059-18/19 Public session** – to receive any questions, representations or petitions from members of the Public. *(Members of the Public may speak for up to 3 minutes at the discretion of the Chair).*
- 060-18/19 Financial report**
- 061-18/19 QPCC Office** – to receive an update on possible relocation.
- 062-18/19 Community Grants** - to approve revised documentation for the Community Grants fund.
- 063-18/19 Pop Up Grants** – to receive proposals under the scheme and a for a virement to the scheme.
- 064-18/19 Website** – to approve a revision of the QPCC logo and receive an update on progress with the redevelopment of the website.
- 065-18/19 Fireworks event** – to receive an update on organisation of the event and a proposal for a virement to cover increased security costs.
- 066-18/19 HR** – to receive an update from the HR committee.
- 067-18/19 Councillor induction** – to consider requirements for the next and any subsequent training.
- 068-18/19 Planning applications** – to approve recommended responses of the Planning working group.
- 069-18/19 Working Group membership** – to review membership and coordinators of all groups (Air Quality; Children & Young People; Environment & Open Spaces; Events; Forward Planning; Grants; Planning; Public & Community Arts; Resident Engagement; Social Action; The Voice) and to review the list of 'Champions' for specific topics.
- 070-18/19 Working Group terms of reference** – to review the status of terms of reference for all working groups.
- 071-18/19 Working Groups** – to receive updates where appropriate from all working groups.
- 072-18/19 Officers' report.**



Council  
18 July 2018  
044-055, 18-19

## Queen's Park Community Council

Minutes of the Meeting of Council held at the Beethoven Centre, Third Avenue

London W10 4JL on **Wednesday 18 July 2018** commencing at 18:00.

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Present: Councillors Gill Fitzhugh (Chair), Ray Lancashire, Orrel Lawrence, John McArdle, Brian Nicholas, Susanna Rustin, and Stella Wilson.

Also present: Kevin Harris, Chief Officer, and Lindsey Brown, Community Development Officer.

*The meeting began at 18:05.*

**044-18/19 Apologies for absence** were received from Cllrs Leslie Barson, Ryan Dalton, and Emma Sweeney.

**045-18/19 Declarations of interest** – there were no declarations of interest.

**046-18/19 Minutes of the previous meeting** – the minutes of the Council Meeting held 20 June 2018 were approved and signed by the Chair.

**047-18/19 Public session** – a member of the public asked council to address the problem of littering and called for a 'Minister for Streets'.

An enquiry was expressed concerning the need for improvements to the council website. The Chief Officer explained the cause of the delay in the redevelopment and reported that momentum had been recovered.

Council was asked about the recent Westminster City Council Leader's breakfast meeting. The Chair reported that she had attended together with the Chief Officer and found it a very positive occasion.

A comment by a WCC officer was passed on to council praising the quality of the Neighbourhood Plan and the Planning Information Guide.

A member of the public noted that the recent dog incident in Queen's Park Gardens raised concerns about young people with bull-breed dogs using the space in the evenings.

**048-18/19 Dog incident and dog strategy** – Crissie Chambers, the council's dog behaviour adviser, was in attendance and confirmed that times of dog patrols are varied but there is a need for more evening patrols.

*Cllr Stella Wilson entered the room at 1827.*

Cllr Nicholas asked if there should be a restraint on dogs being in the park at all. Cllr Rustin suggested that the matter should be referred to the Environment and Open

Spaces working group. The budget for the overall dog strategy had been reduced to £3,000 in the current budget. It was **agreed** to increase the number of hours allocated for dog patrols through an increase from reserves to the previous amount (£3450) at least until the budget is agreed for next year.

**049-18/19 Financial report** – the Chief Officer’s report was approved.

**050-18/19 Councillor induction** – it was felt that the value of the first induction session had been more in terms of team-building than as a practical exercise. It was felt to be important that the second session includes more practical content.

**051-18/19 Office location** – the Chair and officers have been considering alternative premises and negotiations might accelerate. In view of the possible need to take decisions at short notice, and the two-month period before the next council meeting, it was **agreed** that Cllrs Fitzhugh and McArdle, together with the Chief Officer, could take appropriate decisions in order to progress the relocation. Financial reserves could be used and thereby reduced in line with the auditor’s recommendation.

**052-18/19 Summer festival** – the Community Development Officer reported that plans for the summer festival are on schedule with 35 activities and stalls booked, and greater emphasis on safety and security requirements. A Temporary Structures License may be needed for the stage. It was **agreed** to vire £1,000 to cover this license, from income generated through the Citizen Led Engagement project. Suggestions were put forward for the council’s stall at the festival: Cllrs Wilson, Fitzhugh and Lancashire will liaise with the Community Development Officer.

**053-18/19 Pop Up Fund** – a resident had requested funding for food and drink for a street party on Kilravock Street. Funding of £200 was approved. Cllrs Nicholas and Wilson offered to attend the event on the council’s behalf.

**054-18/19 Working groups** – the Chair asked the coordinators of all groups to begin to prepare plans for the coming year.

**Air Quality group** – funding proposals for green schools are being developed with the London Sustainability Exchange. The group’s action plan includes raising public awareness of air quality issues.

**Events** – the group is currently overseeing the organisation of the summer festival.

**Planning Applications** – there were no applications to report, although several are expected in August.

**Neighbourhood Plan** – more changes are required to the plan and a meeting has been scheduled in August with city council officers. Cllr Fitzhugh reported that there had been technicalities over the lease for Queen’s Park Hall. All Stars Gym are being charged £45,000 costs, requiring a fund-raising exercise.

**Public and Community Arts** – councillors were asked to help identify young residents who were passionate about the arts, to join the working group.

*Cllr Rustin left the meeting at 19:35.*

Cllr Fitzhugh mentioned that both Kindred Arts and the Print Studio are being sold and closed down. This puts pressure on the group to generate activity.

**The Voice** – the latest issue has gone to print. Councillors were asked to help with distribution. A lighter paper is now being used, it is still FSC-approved and the change will result in savings.

*Cllr Rustin returned to the meeting at 19:42.*

Cllr Rustin asked for feedback on *The Voice* to be gathered at the QPCC festival stall.

**055-18/19 Officers' report** – phone and broadband provision has been changed from BT to Onecom. Delays in the overhaul of the website have been overcome. Together with Cllr Lancashire and Cllr Lawrence, the Chief Officer had attended a GLA event on loneliness and social isolation. The topic was felt to belong with the proposed Social Action working group and a full discussion was deferred.

The chair circulated current plans for sports provision at the Jubilee Centre, showing a large sports hall with flats above. The Moberley Centre has opened officially, although residents had reported receiving invitations a day late.

*The meeting closed at 19:56.*



## Planning Applications

Recommendations of the Planning Working Group, September 2018

Item 1 – the expiry date is 14 September. The submission on behalf of QPCC was made by the Chief Officer on Thurs 13<sup>th</sup>.

### Ground floor rear extension with two roof lights.

Planning Application

5 Nutbourne Street London W10 4HW

Ref. No: 18/07107/FULL | Received: Tue 21 Aug 2018 | Validated: Tue 21 Aug 2018 | Status: Pending Consideration

#### Requests for consultation

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
DC/WCC /PDWSC3RP2AM01	Queen's Park Community Council	Fri 24 Aug 2018	Fri 14 Sep 2018	7

 Consultee comment

Objection. The proposed height of the new party wall is 3600mm - well above the 2500 recommended, and seriously likely to affect the neighbours. It should be reduced in height.

Item 2 – the response to this and the next item are required by Thurs 20 Sep. The working group's proposed response is given below in each case.

### Demolition of existing conservatory and erection of a single storey rear extension at ground floor level.

Planning Application

74 Kilburn Lane London W10 4AH

Ref. No: 18/05933/FULL | Received: Fri 13 Jul 2018 | Validated: Fri 13 Jul 2018 | Status: Pending Consideration

#### Requests for consultation

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
DC/WCC /PDWLX8RP0F400	Queen's Park Community Council	Thu 23 Aug 2018	Thu 20 Sep 2018	13

 Consultee comment



Objection. The application appears to be for a side infill extension and a major addition into the garden. These are likely to damage the amenity of neighbours as witnessed by the objections already received. We cannot support the use of UPVC nor the use of slate effect tiles. We are unable to establish the height of the extension with measurements.

Item 3



Objection on grounds of noise.

Item 4 – the planning system gives an expiry date of 7 Sep; however it also gives ‘Statutory Expiry Date Wed 26 Sep 2018’. The comment pasted in below was posted on 13 Sep.

Ref. No: 18/06595/FULL | Received date: Fri 03 Aug 2018 | Status: Pending Consideration | Case Type: Planning Application

Erection of mansard roof extension at the rear and single storey side extension at ground floor. - 27 Oliphant Street London W10 4ED

Objection. Queen's Park Community Council objects totally to the proposed dormer window in accordance with WCC, Planning Inspectorate and QPCC policies. There is also insufficient information provided on either the extent of the ground floor extension or the proposed height of the new party walls.

Queen's Park Community Council

## Officers' report, September 2018

### Main tasks / issues over the last 7-8 weeks

The Voice	The summer edition was distributed.
Summer festival	A successful event was organised with a diverse range of performances and activities. Potentially troublesome incidents were dealt with thanks largely to an efficient security firm. The event has come in within budget.
Community Grants	The guidance has been thoroughly revised, with a view to establishing a round of applications in the early winter.
Fireworks event	Preparations are well underway, with particular emphasis on security and the road closures.
Office IT	A new basic desktop has been acquired and set up in the office
Phone & broadband	The transfer of our account from BT to Onecom involved numerous time-consuming complications but appears now to be complete.
Office relocation	Negotiations have begun and an office designer has been commissioned with a view to relocating to the Dart Street premises.
Website	We have worked closely with the developer who has submitted initial design work including a revision of the QPCC logo. Content is being prepared for loading in due course.
Volunteer development	A proposal has been submitted to the MyWestminster Fund for a 12 month programme to develop a network of civic volunteers.
HR	The CDO's appraisal has been completed. A temporary admin support worker has been recruited for a 4-week trial period. An intern has been identified to work on the council's branding and use of media, to begin in late September.
Working groups	The review of membership, terms and conditions is underway.

**Main tasks / issues over the forthcoming 2-3 months**

Fireworks event and winter festival	Organise and manage
The Voice	Prepare, publish and distribute autumn edition
Community grants	Establish publicity, process and timetable for first round of applications.
Councillors' training	Organise and follow up on training session(s).
HR	Manage temp admin support and consider options for possible recruitment on a longer term basis thereafter. Manage intern and ensure they gain benefit for their contribution.
Elections process review	Plans for an evaluative review of the elections process have been delayed due to competing priorities but could still be fulfilled.
Working groups	Gain momentum and strengthen membership. Begin improved process of reporting.
Office relocation	Continue to progress
Budget	Initial conversations with a view to draft budget being available at November council.

Kevin Harris and Lindsey Brown

13 September 2018



## 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 17 October 2018** commencing at **6.00pm**.

Kevin Harris, Chief Officer

11 October 2018

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### Agenda

- 073-18/19 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 074-18/19 Declarations of interest**
- 075-18/19 Minutes of the previous meeting** – to consider the minutes of the meeting of the Council held 19 September 2018 for confirmation and signing as a correct record.
- 076-18/19 Public session** – to receive any questions, representations or petitions from members of the Public. *(Members of the Public may speak for up to 3 minutes at the discretion of the Chair).*
- 077-18/19 Financial report.**
- 078-18/19 Avenues Youth Centre** – to receive an update from Fabian Sharp, Director of the Avenues Youth Centre.
- 079-18/19 Community Grants** - to approve revised documentation for the Community Grants programme and schedule; and to approve Terms of Reference and membership of the Grants Panel.
- 080-18/19 Fireworks event** – to receive an update on arrangements.
- 081-18/19 Harrow Road developments** – to receive a report on the background and current developments.
- 082-19/19 QPCC Office** – to receive an update on possible relocation.
- 083-18/19 Pop Up Fund** – to receive an application to the fund.
- 084-18/19 Planning applications** – to receive a report on the working group's recommendation.
- 085-18/19 Working Group terms of reference** – to approve terms of reference and membership for the Children & Young People Working Group, and the Events group.
- 086-18/19 Working Group reports.**
- 087-18/19 Champions** – to receive an update from the council's Champion of C4A.
- 088-18/19 Officers' report.**



Council  
19 September 2018  
056-072, 18-19

## Queen's Park Community Council

### Minutes of the Meeting of Council

held at the Beethoven Centre, Third Avenue. London W10 4JL

on **Wednesday 19 September 2018** commencing at 18:00.

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Present: Councillors Gill Fitzhugh (Chair), Alfrena Barbé, Leslie Barson, Ray Lancashire, Orrel Lawrence, Brian Nicholas, Eartha Pond, Susanna Rustin, Emma Sweeney, and Stella Wilson.

Also present: Kevin Harris, Chief Officer; Lindsey Brown, Community Development Officer; and three members of the public.

*The meeting began at 18:06.*

**056-18/19 Apologies for absence** were received from Cllrs Ryan Dalton and John McArdle.

**057-18/19 Declarations of interest** – there were no declarations of interest.

**058-18/19 Minutes of the previous meeting** – the minutes of the Council Meeting held 18 July 2018 were approved and signed by the Chair.

**059-18/19 Public session** – a member of the public asked council to address the problem of littering and called for a 'Minister for Streets'. The Chief Officer noted that progress could be expected following the re-organisation of the city inspectors.

**060-18/19 Financial report** – the Chief Officer was asked to clarify if there had been a transaction numbered BACS 45 and if so what it was. The Community Development Officer clarified the different rates received for stalls at the summer festival.

**061-18/19 QPCC Office** – Cllr Fitzhugh reported progress on negotiations with possible new premises at Dart Street. Discussions about the move involve two organisations with which the council currently collaborates.

**062-18/19 Community Grants Programme** – comments on the revised documentation for the Community Grants Programme were invited in time for the October meeting of council.

*Cllr Orrel Lawrence entered the meeting at 18:15.*

The introduction to the fund could be provided in languages other than English, with an interpreter found on subsequent demand.

**063-18/19 Pop Up Fund** – discussion of a proposal under the fund was deferred until later in the meeting. **Agreed** a virement of £500 from savings on *the Voice* printing, to increase the Pop Up Grants scheme.

*Cllr Stella Wilson entered the meeting at 18:24.*

**064-18/19 Website** – councillors voted on a revised council logo to be used on the new website, signage and documentation.

**065-18/19 Fireworks event** – Westminster City Council have agreed to waive the fee for road closures, however there are additional security and traffic management costs. Income projected at £8050 is contingent on ward budget funding, with projected expenditure being slightly higher.

*Cllr Brian Nicholas entered the meeting at 18:30.*

More income might be generated with the road closures; however, this would require more volunteers than are available. **Agreed** that the Fireworks budget shortfall be covered by a virement from the Festival surplus income. Cllrs Pond and Wilson will forward names of residents with experience and qualifications who could provide security and stewardship services in future.

**066-18/19 HR** – the first annual appraisals have been completed and were satisfactory. June Quammie will work as a part-time admin support worker for four weeks. The Community Development Officer's hours have been adjusted slightly on a temporary basis. Patricia Ng'ang'a will be working as an intern helping council with issues relating to media.

**063-18/19 Pop Up Grants** – this part of *item 63* had been deferred from earlier in the meeting. Cllr Nicholas declared an interest in the proposal about establishing a new Community Interest Company. The CIC's aim is to establish a community space for the Maida Hill market group of residents. The lack of suitable congregational spaces was noted, with particular reference to the future of the Jubilee centre. The use of health and well-being measures to demonstrate impact of the project was encouraged.

*Cllr Nicholas left the meeting at 19:02.*

**Agreed** to fund the grant of £180 to the C4A group for the cost of meetings.

*Cllr Nicholas returned to the meeting at 19:03.*

**067-18/19 Councillor induction** – the outline programme for the forthcoming training session was welcomed.

**068-18/19 Planning applications** – The United Reform Church on Harrow Road will continue to be used for religious purposes. The recommended responses of the Planning working group were **approved**.

**069 -18/19 Working Group membership**

**070 -18/19 Working Group terms of reference**

*Items 069 and 070 were taken together.*

**Air Quality** – the terms of reference were agreed as amended.

**Children and Young People** – the intention is to map what is being done and identify gaps in provision. Draft terms of reference will be brought to the October meeting of council, with Cllr Dalton as co-ordinator.

**Environment & Open Spaces** – Cllr Sweeney will withdraw from this group and be replaced by Cllr Rustin. Cllr Fitzhugh will join the group because of responsibility for the Neighbourhood Plan. The Chief Officer will discuss coordination with Katie Cowan.

**Events** – revised terms of reference will be brought to the October meeting. Cllrs Barbé and Lawrence will join this group.

**Forward Planning** – Cllr Pond will join this group.

**Grants Panel** - revised terms of reference will be brought to the October meeting. Cllr Sweeney will coordinate the group, with Cllrs Nicholas and Dalton also serving on it.

**Planning** – Cllr Fitzhugh is a member of this group, coordinated by Cllr McArdle.

**Public & Community Arts** – Cllr Wilson will join this group and will seek to recruit young people also to join.

**Resident Engagement** - draft terms of reference will be brought to a later meeting. Cllrs Nicholas, Sweeney, and Wilson will join this group, coordinated by Cllr Barson. The group needs to identify residents to contribute.

**Social Action** – the group needs to cover the interests and needs of older people, people with disabilities, unemployment, loneliness etc. The Chief Officer will invite those interested to a meeting to discuss draft terms of reference.

**The Voice** – Cllrs Lawrence and Wilson will join this group.

**Champions** – **agreed** that this topic should be added as a standing item. Cllr Nicholas will be Champion for the C4A community group.

#### **071-18/19 Working Groups –**

**Air Quality** – progress has been made on signage for anti-idling, and with the Mayor's office for a possible cycle docking station. A speed recording exercise outside the library on Harrow Road had identified nine vehicles speeding over 36mph. Further exercises are planned.

**Events** – plans for the Winter Festival on Saturday 8 December are underway. Turnout among the over-50s group tends to be higher on a weekday and the festival therefore could take place over several days.

**The Voice** – the next issue is in preparation, to be published ahead of the Fireworks event. Councillors were invited to suggest contributions.

*Cllr Nicholas left the meeting at 19:47.*

**Planning** – All Stars Boxing Club had lost their court case on two legal technicalities with £47,000 costs. The owner erected scaffolding on the day before the court case. An emergency meeting had been held to identify ways of raising the money. They still have a 12-year lease.

*Cllr Nicholas returned to the meeting at 19:51.*

The Harrow Road Community Steering Group has met with the Westminster place-shaping officers for Harrow Road. A meeting is planned for the residents of Canal Terrace on 9 October to see if they would agree to a design guide.

#### **072-18/19 Officers' report** – the October report was received.

*The meeting closed at 19:59.*

Date: 08/10/2018  
Time: 13:06

Queens Park Community Council  
Bank Reconciliation Statement as at 08/10/2018  
for Cashbook 1 - Current Bank A/c

Page 1  
User: KEVIN

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	27/08/2018	1	202,966.58
			202,966.58
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			202,966.58
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			202,966.58
		<b>Balance per Cash Book is :-</b>	<b>203,023.36</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>-56.78</b>
<u>Adjustments to Reconciliation</u>			
05/04/2018 Adj	Cashbook adjustment	-41.00	
05/04/2018 Adj!	Adjustment	82.00	
			41.00
		<b>Unreconciled Difference is :-</b>	<b>-97.78</b>

The difference is explained by a direct debit payment to Onecom for phone and internet provision.  
We are awaiting the invoice and VAT details.

>	28/09/2018	<b>DOUGLAS AND GORDON</b>	£1,500.00	£210,881.69
✓	28/09/2018	 <b>ONECOM SVS LIMITED</b> Direct Debit QUEE004 DDR	-£97.78	£209,381.69
>	27/09/2018	<b>PADDINGTON DEVELOP</b>	£285.00	£209,479.47



## Planning applications – Council October 2018

The following consultee comment was uploaded to the WCC Planning site on 2 Oct 2018.

**Erection of a single storey rear extension at ground floor level.**

Planning Application  
178 Kilburn Lane London W10 4AS  
Ref. No: 18/07793/FULL | Received: Mon 10 Sep 2018 | Validated: Mon 17 Sep 2018 | Status: Pending Consideration

**Requests for consultation**

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
DC/WCC/PF1CWKRP2AM01	Queen's Park Community Council	Wed 19 Sep 2018	Wed 10 Oct 2018	20

[Consultee comment](#)

No objection, subject to the height of the rear extension being confirmed as within guidelines.

Queen's Park Community Council

## Officers' report, October 2018

### Main tasks / issues over the last 4 weeks

Staffing	June Quammie's 4-week spell as temporary part-time admin support worker was successful and confirms that it is realistic to consider options for possible recruitment on a longer term basis thereafter. Patricia Ng'ang'a's engagement as an intern working on media is proving very productive.
Community Grants	The guidance has been thoroughly revised and terms of reference for the Grants Panel drafted.
Events	Preparations for the Fireworks event have been complicated by increased attention to safety and security regulations. Preparations for the winter festival are underway. The tree-planting event in the Community Orchard was organised, publicised and managed successfully.
Park Hut	We have identified a local surveyor who will prepare costs for the drawings for the hut, in return for some publicity.
The Voice	The autumn edition is in production.
Office relocation	Negotiations have progressed slowly.
Website	We have begun preparing content for the new site.
Volunteer development	Our proposal to the MyWestminster Fund for a 12 month programme to develop a network of civic volunteers was unsuccessful.
Relations with WCC	The CO met with Richard Barker and has scheduled a meeting with Linda Moodie, Public Protection and Licensing. The CDO and intern will be meeting WCC media team for advice on responding to public crises.

### Main tasks / issues over the forthcoming 4 weeks

Fireworks event and winter festival	Continue to organise and manage these events.
Budget	Initial conversations with a view to draft budget being available at November council.
The Voice	Distribute autumn edition.
Community grants	Publicise the first round of applications.
HR	Explore options for possible recruitment of admin support worker on a longer term basis. Continue to manage intern and ensure they gain benefit for their contribution.
Working groups	Establish Social Inclusion and Community Engagement groups.
Office relocation	Continue to progress.

Kevin Harris and Lindsey Brown

11 October 2018



## 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 21 November 2018** commencing at **6.00pm**.

Kevin Harris, Chief Officer

15 November 2018

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### Agenda

- 089-18/19 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 090-18/19 Declarations of interest**
- 091-18/19 Minutes of the previous meeting** – to consider the minutes of the meeting of the Council held 17 October 2018 for confirmation and signing as a correct record.
- 092-18/19 Public session** – to receive any questions, representations or petitions from members of the Public. *(Members of the Public may speak for up to 3 minutes at the discretion of the Chair).*
- 093-18/19 Financial report.**
- 094-18/19 Avenues Youth Centre** – to consider a proposal to renew funding to the Avenues Youth Centre.
- 095-18/19 Budget** – to consider a draft budget for 2019-2020.
- 096-18/19 Risk management** – to review and approve the council's Risk Management schedule.
- 097-18/19 Events** – to receive a report on the Fireworks and updates on arrangements for the Winter Fair and Winter Social.
- 098-19/19 QPCC Office** – to receive an update on possible relocation.
- 099-18/19 Pop Up Fund** – to receive an update on spend and any applications to the fund.
- 100-18/19 Planning applications** – to approve the working group's recommendations.
- 101-18/19 Working Group terms of reference and membership** – to approve terms of reference for the Children & Young People working group and membership of the Voice working group.
- 102-18/19 Working Group reports.**
- 103-18/19 Champions** – to receive an update from the council's Champion of C4A.
- 104-18/19 Officers' report.**



**Council**  
**17 October 2018**  
**18-19: 073-088**

## Queen's Park Community Council

### Minutes of the Meeting of Council

held at the Beethoven Centre, Third Avenue. London W10 4JL

on **Wednesday 17 October 2018** commencing at 18:00.

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

**Also present:** Kevin Harris, Chief Officer; Lindsey Brown, Community Development Officer; Fabian Sharp, Director of the Avenues Youth Centre; and four members of the public.

*The meeting began at 18:02.*

**073 Apologies for absence** – none were received.

**074 Declarations of interest** – Cllr Eartha Pond declared an interest in item 078 as a trustee of the Avenues Youth Project. Cllr Ray Lancashire declared an interest in item 083 as a member of the Friends of Queen's Park Gardens.

**075 Minutes of the previous meeting** – the minutes of the meeting of 19 September were approved with a minor amendment to the list of attendees.

**076 Public session** – those present introduced themselves.

**077 Financial report** – the Bank reconciliation statement, Council detail report and Receipts and payments detail report were approved.

**078 Avenues Youth Centre** – Fabian Sharp provided an update on the work of the Avenues Youth Centre, and presented a formal report and proposal.

*Cllr Brian Nicholas entered the meeting at 18:18.*

Council was invited to review and renew funding to the Youth Project, including the option to sponsor directly the provision of hot meals for children from families on low incomes during school holidays.

*Items 079 and 080 were deferred.*

**081 Harrow Road developments** – there will be a pre-application stage before a planning application is considered for the proposed canal boat project with London Waterways Projects. A design guide for Canal Terrace was circulated. The colour scheme for the frontages had been agreed at a recent meeting of owners, renters and managers. The legal fees for stage 1 for the case relating to Queen's Park Hall have been raised.

**082 QPCC Office** – the process of leasing new office premises has been held up by lack of clarity over wheelchair access and fire safety, and delays over trade references.

*Cllr Orrel Lawrence entered the meeting at 18:43.*

**083 Pop Up Fund** – an application for a contribution of **£200** for activities associated with Black History Month at the Beethoven Centre was **approved**.

*Cllr Ray Lancashire left the room at 18:46.*

An application for a contribution of **£61.27** for the Friends of Queen's Park Gardens to enhance the rose garden, was **approved**.

*Cllr Ray Lancashire returned to the room at 18:47.*

- 080 Fireworks event** – planning for the event was on track and expected to be within budget. Regulatory pressure has increased significantly with safety and security requirements from WCC and the Met Police. Funding from the Harrow Road ward councillors was still awaited. The need for more volunteers was stressed. Cllr Lawrence will give the introductory speech before the fireworks are set off.
- 079 Community Grants** – it was **agreed** to keep a maximum of £3,500 for grants and a maximum of £1,000 for individual grants. The grant guidelines and the terms of reference for the Grants Panel were **approved**. It was **agreed** that Lina Alchami will be invited to serve on the Grants Panel.
- 084 Planning applications** – the recommendations of the working group were accepted.
- 085 Working Group terms of reference** – Cllr Pond will join the **Children & Young People Working Group** and it was recommended that the membership of the group should be re-worded to include 'a representative of the Avenues Youth Centre'. The terms of reference should include items about training opportunities within and beyond Queen's Park; and ensuring that agencies working with children and young people in Queen's Park should have adequate safeguarding procedures. Revised terms of reference will be brought to the next meeting. It was also noted that checking that safeguarding procedures are in place could be a responsibility of the Community Grants panel. Terms of reference for the **Events Working Group** were accepted with the minor revision of the second bullet point to read 'with all relevant agencies'.
- 086 Working Group reports** - invitations and background information for the **Social Action** and **Resident Engagement** groups will be sent out with suggested dates for first meetings.
- Air Quality group** – the next air pollution studies will take place in November.

*Cllr Ryan Dalton entered the room at 19:23.*

The locations will be the same as in the previous study. Cllr Lancashire is also seeking to establish anti-idling signs on lamp-posts and this has been referred to WCC's Parking Department.

*Cllr Brian Nicholas left the room at 19:25 and returned at 19:26.*

**Environment & Open Spaces** – a local estate agent has offered, *pro bono*, to prepare a specification for the park hut upgrade. Builders will be invited to tender and funding bids can then be prepared.

*Cllr Brian Nicholas left the room at 19:32.*

**Planning** – a hearing had taken place concerning a proposed development at the Flora pub. A decision is expected in November.

**The Voice** – the next issue is currently being printed.

**087 Champions** – this item was deferred.

**088 Officers' report** – the report was accepted.

*The meeting closed at 19:43.*

Date 15/11/2018

Queens Park Community Council

Page 1

Time 15:23

Council Detail Report 15/11/2018

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>RECEIPTS</b>						
<b>Income</b>						
Misc Income	1,447	(1,000)	(2,447)			(144.7%)
Precept	157,999	155,184	(2,815)			101.8%
<b>Communications and Events</b>						
Summer Festival Income	1,164	7,500	6,336			15.5%
Income Fireworks	2,172	5,000	2,828			43.4%
Income Winter Fair	0	1,500	1,500			0.0%
INCOME QP Voice	285	750	465			38.0%
<b>VAT DATA</b>						
VAT refund	2,008	0	(2,008)			0.0%
<b>TOTAL RECEIPTS</b>	<b>165,075</b>	<b>168,934</b>	<b>3,859</b>	<b>0</b>	<b>0</b>	<b>97.7%</b>
<b>PAYMENTS</b>						
<b>Staff Costs</b>						
Wages	26,093	45,924	19,831		19,831	56.8%
Training	99	1,000	901		901	9.9%
<b>Administration</b>						
Councillor Expenses	1,768	2,400	632		632	73.7%
Training	1,081	2,500	1,419		1,419	43.3%
Insurance	999	1,100	101		101	90.8%
Office Rent	3,574	12,741	9,168		9,168	28.0%
Room Bookings	579	900	321		321	64.3%
Office Maintenance	0	100	100		100	0.0%
Catering	0	200	200		200	0.0%
Volunteer development	77	1,000	923		923	7.7%
Computers and Licence/Hosting	1,103	1,800	697		697	61.3%
Stationery and Materials	332	400	69		69	82.9%
Chairmans Allowance	50	50	0		0	100.0%
Grants	0	29,518	29,518		29,518	0.0%
Communications - Tel/Postage	298	750	452		452	39.7%
Pop Up Fund	269	1,000	731		731	26.9%
Subscriptions	2,359	2,300	(59)		(59)	102.6%
Donation - Avenues	20,000	20,000	0		0	100.0%
Travel expenses	0	500	500		500	0.0%
Professional Fees	527	1,000	473		473	52.7%
Audit Fees	914	1,250	336		336	73.1%
Elections Costs	2,809	12,652	9,843		9,843	22.2%
Miscellaneous	(721)	0	721		721	0.0%
<b>Communications and Events</b>						
Website	1,805	4,217	2,412		2,412	42.8%
Catering	87	200	113		113	43.5%
Queens Park Voice	2,005	4,500	2,495		2,495	44.6%
Winter Fair	125	3,000	2,875		2,875	4.2%
Winter Social	0	100	100		100	0.0%
Festival	12,875	12,500	(375)		(375)	103.0%

Continued over page

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Fireworks	2,765	7,750	4,985		4,985	35.7%
Advertising - recruitment	92	1,000	908		908	9.2%
<b>Environment and Opens Spaces</b>						
Queen's Park Gardens	7,500	15,000	7,500		7,500	50.0%
Dog Strategy	1,661	3,000	1,339		1,339	55.4%
Park developments	0	4,500	4,500		4,500	0.0%
Air quality monitoring & campa	0	250	250		250	0.0%
Miscellaneous	0	50	50		50	0.0%
<b>Neighbourhood Planning</b>						
Neighbourhood Plan	1,000	2,000	1,000		1,000	50.0%
Harrow Rd Study	0	1,000	1,000		1,000	0.0%
Retailers support	0	200	200		200	0.0%
<b>VAT DATA</b>						
VAT on Payment	2,743	0	(2,743)		(2,743)	0.0%
<b>TOTAL PAYMENTS</b>	<b>94,866</b>	<b>198,352</b>	<b>103,486</b>	<b>0</b>	<b>103,486</b>	<b>47.8%</b>
<b>Total Receipts</b>	165,075	168,934	3,859			97.7%
<b>Total Payments</b>	94,866	198,352	103,486	0	103,486	47.8%
<b>Movement to/(from) Gen Reserve</b>	<b>70,209</b>					



13/11/2018

## Queens Park Community Council

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## Detailed Receipts &amp; Payments by Budget Heading 13/11/2018

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Income</u>					
Misc Income	1,447	(1,000)	(2,447)		
Precept	157,999	155,184	(2,815)		
<u>Staff Costs</u>					
Wages	(26,093)	(45,924)	19,831		19,831
Training	(99)	(1,000)	901		901
<u>Administration</u>					
Councillor Expenses	(1,768)	(2,400)	632		632
Training	(1,081)	(2,500)	1,419		1,419
Insurance	(999)	(1,100)	101		101
Office Rent	(3,574)	(12,741)	9,168		9,168
Room Bookings	(579)	(900)	321		321
Office Maintenance	0	(100)	100		100
Catering	0	(200)	200		200
Volunteer development	(77)	(1,000)	923		923
Computers and Licence/Hosting	(1,103)	(1,800)	697		697
Stationery and Materials	(332)	(400)	69		69
Chairmans Allowance	(50)	(50)	0		0
Grants	0	(29,518)	29,518		29,518
Communications - Tel/Postage	(298)	(750)	452		452
Pop Up Fund	(269)	(1,000)	731		731
Subscriptions	(2,359)	(2,300)	(59)		(59)
Donation - Avenues	(20,000)	(20,000)	0		0
Travel expenses	0	(500)	500		500
Professional Fees	(527)	(1,000)	473		473
Audit Fees	(914)	(1,250)	336		336
Elections Costs	(2,809)	(12,652)	9,843		9,843
Miscellaneous	721	0	721		721
<u>Communications and Events</u>					
Summer Festival Income	1,164	7,500	6,336		
Income Fireworks	2,172	5,000	2,828		
Income Winter Fair	0	1,500	1,500		
INCOME QP Voice	285	750	465		
Website	(1,805)	(4,217)	2,412		2,412
Catering	(87)	(200)	113		113
Queens Park Voice	(2,005)	(4,500)	2,495		2,495
Winter Fair	(125)	(3,000)	2,875		2,875
Winter Social	0	(100)	100		100
Festival	(12,875)	(12,500)	(375)		(375)
Fireworks	(2,765)	(7,750)	4,985		4,985

Continued over page

## Detailed Receipts &amp; Payments by Budget Heading 13/11/2018

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Advertising - recruitment	(92)	(1,000)	908		908
<u>Environment and Opens Spaces</u>					
Queen's Park Gardens	(7,500)	(15,000)	7,500		7,500
Dog Strategy	(1,661)	(3,000)	1,339		1,339
Park developments	0	(4,500)	4,500		4,500
Air quality monitoring & campa	0	(250)	250		250
Miscellaneous	0	(50)	50		50
<u>Neighbourhood Planning</u>					
Neighbourhood Plan	(1,000)	(2,000)	1,000		1,000
Harrow Rd Study	0	(1,000)	1,000		1,000
Retailers support	0	(200)	200		200
<u>VAT DATA</u>					
VAT refund	2,008	0	(2,008)		
VAT on Payment	(2,743)	0	(2,743)		(2,743)
<hr/>					
Grand Totals:- Receipts	<b>165,075</b>	<b>168,934</b>	<b>3,859</b>		
Payments	<b>94,866</b>	<b>198,352</b>	<b>103,486</b>	<b>0</b>	<b>103,486</b>
<b>Net Receipts over Payments</b>	<b><u>70,209</u></b>	<b><u>(29,418)</u></b>	<b><u>(99,627)</u></b>		
<b>Movement to/(from) Gen Reserve</b>	<b><u>70,209</u></b>				

Date: 14/11/2018

Queens Park Community Council

Page 1

Time: 14:54

**Bank Reconciliation Statement as at 14/11/2018  
for Cashbook 1 - Current Bank A/c**

User: KEVIN

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	27/08/2018	1	196,924.36
			<u>196,924.36</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
		0.00	
			<u>0.00</u>
			196,924.36
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			196,924.36
			<u>196,924.36</u>
		<b>Balance per Cash Book is :-</b>	<b>196,883.36</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>41.00</b>
<b><u>Adjustments to Reconciliation</u></b>			
05/04/2018 Adj	Cashbook adjustment	-41.00	
05/04/2018 Adj!	Adjustment	82.00	
			<u>41.00</u>
		<b>Unreconciled Difference is :-</b>	<b><u>0.00</u></b>



## Report and Proposal to Queen's Park Community Council October 2018

Dear Councillors,

The Avenues Youth Project is grateful to the Community Council for its important support while we adjust to a funding model without support from Westminster Council.

As you will be aware Youth Services across the country have been decimated as the wording in legislation is so vague it allowed Local Authorities to cut these important preventative services with impunity. In Westminster this led to the removal of the entire £1m a year budget for core funding of youth services leading to the dismantling of a youth infrastructure across the city.

Queen's Park, however, is bucking the trend of closures and hollowing out of youth services. This is thanks in large part to the assistance provided by the Community Council, in a pattern that is repeating itself across parish council areas up and down the country.

The Avenues has capitalised on the Community Council's grant to date to:

- increase our financial resilience and fundraising success
- widen our network of supporters (crowdfunding, 1000 mailing list, 500 twitter followers)
- enhance our service to young people (hot meals, summer programme etc)
- promote our offer to young people more widely (leaflets, instagram, outreach in schools)
- shine a light on the successes of our service and the personal achievements of our alumni

Local support has been overwhelming. As well as the Community Council, businesses and individuals are working hard to help us develop the programme and to maximise our potential to transform the lives of young people from this area.

Despite the hard-won successes so far, we are a long way from guaranteeing a sustainable future for Avenues Youth Project. As we approach our 40<sup>th</sup> Anniversary year, we are planning a major sustainability drive with supporters. The continued support of the Queen's Park Community Council over the next three years would give this effort a major boost and give confidence to others who are considering investing in the youth of our area.

The case for support is set out below.

### **1. Overview**

Since 1979 Avenues Youth Project has been providing a stimulating and safe environment for children and young people from the local area to grow up in. The child-centred youth work approach we take ensures that young people have access to advice and support from trusted and professional adults. The

service which is aimed at 8-18 year olds and runs after school and in holidays was publicly funded until last year.

## **2. Funding and Policy Challenge**

### **2.1 Public Funding**

Against the phenomenal local support for young people, National and Regional support remains woefully insufficient. While a welcome boost, the London Mayor's recently announced £45M for knife crime projects around the capital also proved insufficient. The large grant pot to which the Young Westminster Foundation applied with PDT on behalf of a consortium of youth providers including Avenues Youth Project was 19 times over-subscribed, and their application turned down. At national level the Home Office invited applications for an anti-knife crime programme, which turned out to be no more than window dressing to get press headlines, while doing little to substantially change things on the ground.

The lack of political will and absence of a national financial strategy is glaring, yet we welcome the cross-party report and debate held last week in Parliament into the role of youth services in tackling youth violence. We are also supportive of the recent adoption of a public health approach to tackling the problems faced by our young people in growing up, from gangs and the fear of going out, to loneliness and self-harming. We have proposed to the CCG that they consider social prescribing for young people who GPs feel would benefit from the service we provide. We await to hear back, but do not anticipate this becoming a major new income stream for the sector any time soon.

### **2.2 Trusts and Foundations**

While Trusts and Foundations alone cannot make up the hole left by the removal of public funding, we are redoubling our investment in our fundraising capabilities and I am pleased to say that our ratio of successful applications is much higher this year than the sector average.

### **2.3 Fundraising Events**

The Board undertook a major crowdfunding drive this year which raised us £25,000. In addition we have hosted a number of fundraising events. The last of these, last month, was a Literary Legends evening in conversation with Joan Bakewell and Margaret Drabble which raised over £12,000. The next event will

be a party at Paradise By Way of Kensal Green on 22<sup>nd</sup> November – all welcome – tickets to be released shortly.

## **2.4 Financial Strengths / Weaknesses**

### 2017/18

Our last financial year ended in a relatively strong position. The principal factors were:

A) the relative success of our Trusts and Foundations fundraising strategy including our largest grant funder John Lyons Charity;

B) the fantastic local support we received from the Community Council and many generous individuals and corporate sponsors;

C) robust control of expenditure overseen by the management.

Together these have led to a reserve position at the end of March 2018 equal to six months operating costs in free reserves in line with our reserves policy, setting out a picture of sound financial management.

### 2018/19

This year has seen the board approve an increased budget on 17/18 and has led to increased delivery. Notably a very successful Summer Programme – see below.

### 2019/20

A significant threat next year, however, is the certain end to a three-year grant from John Lyons Charity of £37,000 a year to fund the role of the Senior Youth Worker. *This makes the case for continued support from the Community Council all the more urgent.*

## **3. Quality**

We believe that Avenues offers a unique neighbourhood amenity for residents of Queen's Park, a service of unrivalled quality for the community to enjoy and be proud of.

London Youth awarded Avenues Youth project its coveted Silver Quality Mark this year. It was awarded in recognition of the quality of the activities that we provide to young people. We aim to join the elite club of Gold Quality Mark holders by 2020, which requires us to strengthen the participation of young people in our governance, something we will be actively seeking to improve over the coming 12 months.

This year we also achieved Project Oracle validation, recognising our methods of measuring impact. Project Oracle is the academic partner to the voluntary youth sector aiming to assist youth providers to evidence scientifically the effect of their interventions in overturning the adverse childhood experiences that affect many of our members.

#### **4. 2018/19 Membership highlights**

Of the 514 members on our database >70% are from immediate local area (based on a random sample of 200 members taken in alphabetical order). I.e. We currently serve over 360 local children and young people.

As a neighbourhood service we are committed to continue providing a free service to all local families, though we are currently consulting on whether to re-introduce subscriptions or annual membership fees.

#### **5. Need**

According to Westminster Council's Ward Profiles 2018, the densely populated Queen's Park ward is home to the largest number of teenagers of any ward in Westminster (25% of the local population is aged 0-18), yet it enjoys the least amount of public open space (just 4%). The report also shows that three Westminster wards closest to the Avenues (Queen's Park, Harrow Road and Westbourne wards) housed 1160 Troubled Families at the end of 2017, more than a third of the total for the whole borough. 30% of all children in the area, meanwhile, were in receipt of free school meals in 2017.

#### **6. Case studies**

*"If it wasn't for the Avenues, I would have ended up in a gang and most likely be in prison by now. 100%. Instead I've got a job, am able to live with my friends and support myself and last week I was told I'm getting a promotion" Abdullah (19)*

##### **6.1 Summer Holiday**

Over the summer we recorded 1512 attendances and served 1000 hot meals to 209 individuals representing 23 nationalities each attending for an average of 61 hours over the five-week programme. On average 70 young people attended each day. Of these, 50 returned surveys during one evening at the end of the summer project - [please click here](#) to read the impressive survey results in full. Highlights include 80% of young people surveyed saying that the activities were "excellent", 84% said the staff are "awesome" and a resounding 98% would recommend Avenues to their friends.



Parents were also surveyed and the most interesting learning for us was their motivations for sending their child to us; many ticked "I am working so it helps me with childcare" and "allows my child to make new friends" but the highest by far was "Its a safe environment for my son/daughter to be in". This really speaks to fears and perceptions in our immediate area.

Our efforts to combat learning loss, reduce holiday hunger and inactivity and help parents to keep working through the holidays were recognised by the Childhood Trust who awarded us top prize for best summer provision in our category.

This would not have been possible without a dedicated effort by the Board of Trustees to drive a major Crowdfunding Campaign to which many local people gave generously.

## **6.2 Member Name: Abdul (name changed for this case study)**

Abdul is a 12-year-old boy that attends the Zone on both Wednesdays and Thursdays. He is a practising Muslim, the eldest of 5 children and the only boy. Abdul lives on the Mozart Estate with his mother who is a stay-at-home mum. Abdul's father is present during the weekends.

Abdul was involved in a violent incident at school whereby he injured another young person (female) with his belt and was excluded. He was referred to the Zone by his parents (as advised by a friend). Whilst initially at the club he would order the girls around, getting upset and calling them names when they would not respond in the way that he wanted them to.

Whilst trying to understand the source of his attitude, some cultural factors became apparent but more importantly the role modelling within the family highlighted how his relationships with and views of women and girls were formed. We worked hard to unpack some of this with Abdul and then introduce other ways of thinking as well as other behaviour choices that he could start to practice in order to lead to more pro-social behaviour and better overall relationships with his sister and his peers.

The unwavering commitment of our staff members to continually and positively challenge, and most importantly, give constant choices, led to a remarkable turnaround. Abdul is now back at school and remarkably respectful to our female staff and has increasingly positive relationships with other young women who attend, as well as his mother and sisters.

## **6.3 Member Name: Leon (name changed for this case study)**

Leon, aged 15, is of West African heritage living in Queens Park with his foster parents. Leon started attending the Avenues in April 2017 following a referral from a social worker.

Leon is currently in the UK alone; his mother and other siblings are still in West Africa

There is no explanation as to why Leon is here. He will not speak to anyone about his journey or why his family chose to send him and not his other siblings to the UK. He is currently attending a local school where he struggles to concentrate or follow instructions. Due to his basic understanding of English he has difficulty making new friends. Leon was excluded from school for six weeks due to a violent outburst towards a teacher.

Leon has been working with one of our more experienced youth workers who has been mentoring him and addressing issues that have been flagged by his social worker such as anger management, resilience and dealing with change.

Whilst Leon was excluded from school our youth worker supported him with schoolwork as the 2hrs tutor time he was entitled to was insufficient and he was unable to complete the work alone. Leon has



responded well to our support and developed a very good relationship with his allocated youth worker. His communication with peers at Avenues has improved too, though he revealed to us that he continues to be teased at school where he is made to feel like an outsider (this has been fed back to his social worker and foster carer).

Having a dedicated youth worker to speak to has resulted in Leon being able to process his emotions in a much calmer way, which is evident when he is challenged by young people within the youth club. He no longer reacts in a negative way and can ignore his peers should someone try to upset him. He has made new friends and participates in activities that are led by other youth workers. Leon is now back in school and thriving. His foster carer has reported a real difference in his overall attitude and desire to participate in activities away from home such as attending the Avenues and the Sierra Leone football club after we referred him there.

## **7. Details of request for funding**

The area of greatest organisational need at this time continues to be the securing of our core costs (which the Westminster Grant used to cover) and without which none of the service delivery would be possible. We therefore call on the Community Council to continue the core grant at £20,000 per year for three years 2019/20, 20/21 and 21/22.

We would like, in addition, to offer QPCC a unique sponsorship opportunity to directly support the provision of free hot meals to children and young people in holiday times to combat holiday hunger among children of Queen's Park residents. This has proved to be one of our most popular and successful new projects.

2 x chefs at £11/hr x 4hrs/day = £88 per day x 45 days/year = £3960 + contribution to overheads (gas, electricity, water, waste collection etc) = £5000

The £5000 will lead to the provision of 1800 hot healthy meals at a cost of just £2.77 per meal.

We are already working with Kitchen Social on this project who provide a proportion of the food costs, and we are hoping to work with the Felix Project who divert donated food to schools and who are looking for holiday partners like Avenues to receive the food donations.

Thank you for considering our proposal. We look forward to continuing to work in partnership with the Community Council for the good of our community.

Fabian Sharp, Director

Resources: Download our programme here: <https://www.avenues.org.uk/whats-on/>  
Twitter @AvenuesYouth79 Instagram @AvesYouth Facebook @AvenuesYouthProject

Queen's Park Community Council 2019-2020 BUDGET draft to council, Nov 2018

<i>Code</i>	<b>2017-18 Actual</b>	<b>2018-19 Budget</b>	<b>2018-19 Expected outturn</b>	<b>2019-20 Proposed</b>	<i>Notes</i>
<b>Income</b>					
1010 Project income	-	-	1,447	1,000	
1076 Precept	155,184	155,184	157,999	157,999	
1410 Summer Festival income	7,258	6,500	6,664	6,500	
1411 Fireworks income	5,958	5,000	5,172	5,000	
1412 Winter Fair income	3,138	1,500	1,500	1,500	
1413 Voice income	150	750	410	500	
<b>Total income</b>	<b>171,688</b>	<b>168,934</b>	<b>173,192</b>	<b>172,499</b>	
<b>Expenditure</b>					
<b>Staff costs</b>					
4100 Staff costs	39,047	45,924	41,886	47,000	<i>NB pensions increase april 2019 add 1%. London weighting?</i>
4105 Training	699	1,000	200	600	
	39,746	46,924	42,086	47,600	

<i>Code</i>	<b>2017-18 Actual</b>	<b>2018-19 Budget</b>	<b>2018-19 Expected</b>	<b>2019-20 Proposed</b>	<i>Notes</i>
<b>Administration</b>					
<i>Cllrs</i>					
4101 Cllr allowances	-	2,400	2,400	3,000	<i>reflects increase to £250: minute ref 095-17/18</i>
4105 Cllr training	922	2,500	1,081	1,000	
4133 Chair's allowance	-	50	50	75	
4150 Election costs	348	12,652	2,809	2,000	<i>Earmark £2k/yr to build up</i>
<i>Office /org maintenance</i>					
4125 Office Rent	2,620	12,741	8,814	10,000	*
4127 Office maintenance	-	100	-	300	
4126 Room Bookings	549	900	900	1,100	
4130 Computers and licensing	1,345	1,800	1,709	1,800	<i>anticipated price increases</i>
4132 Stationery and materials	452	400	400	500	
4135 Communications- Tel/Postage	956	750	700	800	
4110 Website	183	4,000	3,600	750	
4235 Advertising - recruitment	-	1,000	100	1,000	
<i>Professional costs</i>					
4120 Insurance	1,040	1,100	999	1,200	
4137 Subscriptions	2,164	2,300	2,359	2,575	<i>increases + NCVO sub, needs to be <b>2650</b></i>
4140 Professional fees	1,002	1,000	850	1,000	
4142 Audit Fees	1,162	1,250	914	1,250	<i>can reduce to <b>1000</b></i>
4139 Travel expenses	382	500	50	200	
<i>Grants</i>					
4134 Grants	15,482	29,518	22,500	24,000	*
4136 Pop Up Fund	-	1,000	1,000	1,500	
4138 Donations - Avenues	20,000	20,000	20,000	20,000	* <i>rename? - e.g. 'Special grants'?</i>
<i>Outward facing</i>					
4129 Volunteer support	-	1,000	200	1,000	<i>carry forward surplus</i>
4128 Catering	289	200	200	250	
4236 Other advertising/ publicity	411	-	-	400	
4999 Project costs	-	50	-721	500	

Total admin	49,307	97,211	70,914	76,200	
	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>	
<i>Code</i>	<b>Actual</b>	<b>Budget</b>	<b>Expected</b>	<b>Proposed</b>	<i>Notes</i>
<i>Events &amp; Voice</i>					
4110 Queen's Park Voice	5,924	4,500	3,750	3,750	
4200 Winter Fair	5,208	3,000	3,000	3,000	
4205 Winter Social	90	100	100	100	
4210 Summer festival	13,456	12,500	12,817	13,500	
4210 Fireworks	6,960	7,750	7,493	9,000	
	31,638	27,850	27,160	29,350	
<i>Environment &amp; Open Spaces</i>					
4300 Community gardening	15,000	15,000	15,000	15,000	
4301 Dog strategy	2,880	3,450	3,450	3,700	
4301 Miscellaneous	47	47	50	-	<i>Allotment keys</i>
4305 Park developments	-	4,500	-	4,500	<i>for QPG hut - carry forward</i>
4410 Air quality		250	250	750	<i>2 studies plus printing</i>
	17,927	23,247	18,750	23,950	
<i>Planning</i>					
4400 Neighbourhood Plan	5,720	2,000	2,000	4,000	
4402 Harrow Road design guide	-	1,000		-	
4403 Design guides				2,000	<i>new coding</i>
4404 Retailers' support	-	200		-	
	5,720	3,200	2,000	6,000	

	<b>2017-18 Actual</b>	<b>2018-19 Budget</b>	<b>2018-19 Expected outturn</b>	<b>2019-20 Proposed</b>
<b>Total council income</b>	171,688	168,934	173,192	172,499
<b>Total council expenditure</b>	144,338	198,432	160,910	183,100
<b>Income less expenditure</b>	27,350	- 29,498	12,282	- 10,601
Precept	155,184	155,184	157,999	157,999
Deficit/Surplus	182,534	125,686	170,281	147,398



### **Introducing the brand new QPCC pop-up fund!**

Got an idea for an event or mini-project in Queen's Park? Whether you want to run a street party, a workshop or a film screening, our new pop-up fund of up to £200 can help. QPCC welcome proposals for not-for-profit projects and events which benefit the wellbeing of residents and / or promote community cohesion. Initiatives can be open to the entire community or be targeted at specific groups, e.g. children or older people, so long as they are inclusive to all within that group.

Residents or organisations with a base in Queen's Park can submit applications on a rolling basis throughout the year, but ideally at least 6-8 weeks in advance of the proposed project / event date so the council can approve in time.

To submit your application, please consider the following questions and contact at Lindsey Brown, Community Officer at [lindsey@queensparkcommunitycouncil.gov.uk](mailto:lindsey@queensparkcommunitycouncil.gov.uk) or on 0208 960 5644 to arrange a time to pop in at a time when suits you. Once your proposal is complete, Lindsey will take it the next community council meeting for approval after which applicants will be notified immediately. If the next council meeting falls in August or December (when there are no council meetings), QPCC officers will be able to take the decision.

Following the event or project, applicants will be expected to provide a brief written report on the event, receipts and photos, if appropriate. We also ask that QPCC Officers and Councillors are invited to attend the event, if appropriate.

*(see below)*

## QPCC Pop Up Fund application November 2018

Name of event: Juniper House Christmas Party

Proposed dates: Tuesday 13<sup>th</sup> December 2018

Proposed times: 12 – 16:00

Brief description:

Working with Men would like to present the elderly Queens Park residents that reside at Juniper House Sheltered Housing Scheme with a Christmas party.

Who will attend / benefit from the project?

Residents from Juniper House, Warren Court and other old age pensioners who are living locally in the Queens Park area. This event was attended by 22 Queens Park old age pensioners last year.

Please describe which residents have expressed support for the event:

Due to the success of last years' event, the residents at Juniper House have put in a formal request via Sharon Francis, Community Scheme Manager to Working with Men.

How will the event be promoted?

Events at Juniper House are always advertised by way of flyers, information and notice from the Beethoven Centre and by word of mouth amongst the Queens Park elderly community.

How much money will the project require? £400 (£200 of which is kindly requested from Queens Park Community Council)

Please provide a brief budget outline, including any charges e.g. admission / refreshments:

£300 catering costs, £100 on light refreshments and deserts.

QPCC Pop Up Fund application November 2018

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Due to the success of last years' event, the residents at Juniper House have put in a formal request via Sharon Francis, Community Scheme Manager to Working with Men.

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How much money will the project require? £400 (£200 of which is kindly requested from Queens Park Community Council)

Please provide a brief budget outline, including any charges e.g. admission / refreshments:

£300 catering costs, £100 on light refreshments and deserts.



QPCC Pop Up Fund 2018-2019

As at: 14-Nov

Budget: £1,000

<i>Applicant/Project</i>	<i>Council mtg</i>	<i>Council minute</i>	<i>Amount</i>	<i>Claimed?</i>	<i>Paid date</i>
Textile arts	20/06/2018	038-18/19	£ 77.36	y	02-Aug
Kilravock Street Party	18/07/2018	053-18/19	£ 200.00	y	15-Oct
C4A	19/09/2018	063-18/19	£ 180.00		
Black History Month	17/10/2018	083-18/19	£ 200.00	y	
FQPG	17/10/2018	083-18/19	£ 61.27		
			£ 718.63		

## Additional planning applications to Council 21 November 2018

Ref. No: 18/06240/COFUL | Received date: Tue 24 Jul 2018 | Status: Pending Consideration | Case Type: Planning Application

Erection of a timber framed canopy structure within playground area behind front boundary fence. - 88 Bravington Road London W9 3AL

**No objection.**

Ref. No: 18/05945/FULL | Received date: Fri 13 Jul 2018 | Status: Pending Consideration | Case Type: Planning Application

Erection of a single storey rear infill extension, timber shed and new rear roof lights. - 8 Droop Street London W10 4DQ

**Strong objection.** One plan of the top roof shows two skylights; the other shows three. There is no indication of whether the skylights are conservation standard. There are no dimensions. The rear extension seems to protrude further than previously and may well be higher than 2.5 m. The shed results in overdevelopment.

The officer's decision in the previous application states that this property is in the conservation area.

Ref. No: 18/08169/TCA | Received date: Mon 24 Sep 2018 | Status: Pending Consideration | Case Type: Planning Application

Canary Palm(Phoenix canariensis) - fell to ground level. Owners believe that this tree has outgrown its space in the small garden. They are planning to replant with an alternative species. 71 Lothrop Street London W10 4JD

**No objection.**

## Planning applications from the WCC portal as at 13 Nov 2018

### Erection of a side return extension including raising the boundary wall, installation of a new window to rear elevation and retention of a burgular alarm to front elevation.

Planning Application

210 Peach Road London W10 4DY

Ref. No: 18/08519/FULL | Received: Thu 04 Oct 2018 | Validated: Mon 22 Oct 2018 | Status: Pending Consideration

#### Requests for consultation

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
DC/WCC /PGDHVRRP2B601	Queen's Park Community Council	Wed 24 Oct 2018	Wed 21 Nov 2018	8

### Erection of a timber framed canopy structure within playground area behind front boundary fence.

Planning Application

88 Bravington Road London W9 3AL

Ref. No: 18/06240/COFUL | Received: Tue 24 Jul 2018 | Validated: Tue 23 Oct 2018 | Status: Pending Consideration

#### Requests for consultation

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
DC/WCC /PCDPDCRP28B01	Queen's Park Community Council	Mon 29 Oct 2018	Mon 26 Nov 2018	13

### External alterations including installation of fire escape door and blocking up of existing, removal of weather vane, and brick cross feature, solar panels and dormer windows and the installation of new metal painted fencing,

Planning Application

Queens Park United Reformed Church Harrow Road London W10 4RQ

Ref. No: 18/09215/FULL | Received: Tue 30 Oct 2018 | Validated: Tue 30 Oct 2018 | Status: Pending Consideration

#### Requests for consultation

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
DC/WCC /PHK3GRRP28B01	Queen's Park Community Council	Wed 07 Nov 2018	Wed 05 Dec 2018	22

### Erection of single storey ground floor rear extension along side closet wing.

Planning Application

54 Nutbourne Street London W10 4HL

Ref. No: 18/09385/FULL | Received: Fri 02 Nov 2018 | Validated: Fri 02 Nov 2018 | Status: Pending Consideration

#### Requests for consultation

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
DC/WCC /PHRQQDRP27X01	Queen's Park Community Council	Thu 08 Nov 2018	Thu 06 Dec 2018	23

## Planning working group – recommendations November 2018

Ref. No: 18/08519/FULL   Received date: Thu 04 Oct 2018   Status: Pending Consideration   Case Type: Planning Application	Erection of a side return extension including raising the boundary wall to 2390mm high and then 2500mm to the roof. Installation of a picture window in the enlarged existing window opening of the kitchen. - 210 Peach Road London W10 4DY	<u>No objection.</u>
Ref. No: 18/08767/FULL   Received date: Mon 15 Oct 2018   Status: Pending Consideration   Case Type: Planning Application	Variation of condition 1 and removal of condition 19 of planning permission dated 03 July 2018 (RN: 17/07652/FULL) for the Demolition of existing buildings, construction of a part 5 and part 3 storey building containing 9 flats (2 x 1 bed, 4 x 2 bed, 2 x 3 bed, 1 x 4 bed) with private balconies/terraces, bicycle storage, waste storage and grass amenity areas. Namely, to allow works to set back the bedroom of flat 4 and change its roof to a pitched roof, and omit the requirement to submit details of removal of the first floor wing. - Victoria Wharf St John's Terrace London W10 4RB	<u>No objection....</u> ('don't think that there is any point in making an objection').
Ref. No: 18/09215/FULL   Received date: Tue 30 Oct 2018   Status: Pending Consideration   Case Type: Planning Application	Infilling of an existing fire escape door and the installation of new metal painted fencing along the existing boundary at north elevation, removal of the existing painted metal Weather Vane above the Tower, brick "Cross Feature" and glazed brick to the Tower, removal of the Thermal Solar Panel to the roof and 2No pitched roof dormer windows Installation of new signage at south elevation and installation of new a new fire exit door and roof feature above. Installation of new metal painted fencing at west elevation. - Queens Park United Reformed Church Harrow Road London W10 4RQ	<u>Objection.</u> Unable to work out the difference between this application and the earlier one 18/07198. I therefore think that we should follow the Environmental Health objection on possible noise grounds from the earlier application. The applicant has written asking for a meeting.
Ref. No: 18/09385/FULL   Received date: Fri 02 Nov 2018   Status: Pending Consideration   Case Type: Planning Application	Erection of single storey ground floor rear extension alongside closet wing. - 54 Nutbourne Street London W10 4HL	<u>Objection.</u> It appears that the window on the existing extension is being replaced in a style that is not in keeping with the rest of the house.

Queen's Park Community Council

## Officers' report, November 2018

### Main tasks / issues over the last 4 weeks

Events	A successful Fireworks event was held with no significant incidents, and some very positive feedback. Planning is underway for the Winter Fair.
Budget	A draft budget has been prepared and will be circulated for discussion at the November council meeting.
Community Grants	The scheme has been publicised and responses provided to a number of enquiries. guidance has been thoroughly revised and terms of reference for the Grants Panel drafted.
Pop Up Fund	Several more enquiries have been received and responses provided. Correspondence challenging our specific grant condition that does not allow funding to political or religious organisations has been dealt with. This condition and our response have been re-checked with NALC and endorsed.
Park Hut	The specification for the refurbishment is being finalised to be issued for tender.
The Voice	The autumn edition was distributed.
Office relocation	There have been continued delays over securing a bank reference. Builders' estimates for refurbishments are being secured.
Website	We have begun preparing content for the new site.
Relations with WCC and others	We met with Cllr David Harvey and Richard Barker and had a re-scheduled meeting with Linda Moodie, Public Protection and Licensing. The CDO and intern met the WCC media team for advice on responding to public crises. Meetings with other organisations include Open Age and Ealing Forum.
Audit	Preparations were made for the internal auditor and his report received. Following his recommendations action has been taken to engage June Quammie for further admin support on a casual basis.

### Main tasks / issues over the forthcoming 4 weeks

Events	Continue organising and preparing winter festival and community arts event.
Park Hut	Finalise specification for refurbishment and issue for tender.
Community grants	Process the first round of applications for the panel and council.
Air quality	Publicise pollution study.
HR	Prepare recruitment of admin support worker for January – March 2019. Continue to manage intern and ensure they gain benefit for their contribution.
Working groups	Establish Social Inclusion and Community Engagement groups.
Office relocation	Continue to progress.

Kevin Harris and Lindsey Brown

15 November 2018



## QUEEN'S PARK COMMUNITY COUNCIL

You are hereby summoned to attend a special meeting of the **Community Council**

to be held in the **Beethoven Centre, Third Avenue, London W10 4JL**

on **Wednesday 12 December 2018** commencing at **6.15pm**.

Kevin Harris, Chief Officer

6 December 2018

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### Agenda

- 105-18/19 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 106-18/19 Declarations of interest**
- 107-18/19 Minutes of the previous meeting** – to consider the minutes of the meeting of the Council held 21 November 2018 for confirmation and signing as a correct record.
- 108-18/19 Public session** – to receive any questions, representations or petitions from members of the Public. *(Members of the Public may speak for up to 3 minutes at the discretion of the Chair).*
- 109-18/19 Community Grants** – to approve the recommendations of the Community Grants panel, and decide on specific funding applications.
- 110-18/19 Internal auditor's interim report** – to approve the report.
- 111-18/19 City Plan** – to approve the council's response to Westminster City Council's *City Plan*.
- 112-18/19 C4A report** - to receive an update from the council's Champion of C4A.
- 113-18/19 Communications** – to review the council's communications procedures.
- 114-18/19 Press and media policies** – to approve the *Press & Media Policy*, and *Social Media Policy*.
- 115-18/19 Voice update** – to approve the report of the Voice working group.



Council

21 November 2018

18-19: 089-104

## Queen's Park Community Council

### Minutes of the Meeting of Council

held at the Beethoven Centre, Third Avenue. London W10 4JL

on **Wednesday 21 November 2018** commencing at 18:00.

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**Present:** Councillors Gill Fitzhugh (Chair), Ryan Dalton, Ray Lancashire, Orrel Lawrence, Brian Nicholas, Susanna Rustin, Emma Sweeney, and Stella Wilson.

**Also present:** Kevin Harris, Chief Officer; Fabian Sharp, Director of the Avenues Youth Centre; and three members of the public.

*The meeting began at 18:03.*

**089-18/19 Apologies for absence** were received from Councillors Leslie Barson, John McArdle and Eartha Pond.

**090-18/19 Declarations of interest** – Cllr Fitzhugh declared an interest in item 094 as a patron of the Avenues Youth Centre and asked for a dispensation in order to participate in the discussion and to vote. As this was a non-pecuniary interest and there were no opposing arguments the dispensation was agreed.

**091-18/19 Minutes of the previous meeting** – the minutes of the meeting of the Council held 17 October 2018 were agreed and signed by the Chair.

**092-18/19 Public session** – there were no questions, representations or petitions from members of the Public.

**093-18/19 Financial report** – discussion of the auditor's interim report was deferred to the next meeting. The bank reconciliation summary, council detail report and list of payments were **approved**.

**094-18/19 Avenues Youth Centre – agreed** to fund the centre for £20,000 per year for three years, subject to annual review as previously; with an additional £5,000 for 2019-2020 to support the 'holiday hunger' programme.

**095-18/19 Budget** – for the next draft, notional amounts will be included for Working Groups including the Social Action and Resident Engagement groups; and the staffing options for administrative support and volunteer management be clarified.

**096-18/19 Risk management** – the revised Risk Management Schedule was **approved**.

**097-18/19 Events** – the Fireworks event was generally felt to be a success.

*Cllr Brian Nicholas left the meeting at 18:55.*

Preparations for the Winter Fair and Winter Social were well in-hand.

**098-19/19 QPCC Office** – the problem of wheelchair access has been resolved. Refurbishment plans are being prepared and will be sent to the leaseholder.

*Cllr Brian Nicholas returned to the meeting at 19:00.*

**099-18/19 Pop Up Fund** – the application from Working With Men, for £200 towards catering for the Juniper House Christmas Party, was **agreed**. Council was advised on correspondence with Rev David Ackerman concerning the council’s funding guidelines, which preclude the council from funding religious organisations. At Father Ackerman’s request he has been removed from mailing lists and *the Voice* will not be delivered to St John’s church.

**100-18/19 Planning applications** – additional planning applications were tabled. The recommendations of the working group were **approved**.

**101-18/19 Working Group terms of reference and membership** – revised terms of reference for the Children & Young People working group were approved. The membership of the Voice working group will now include Patricia Ng’ang’a.

**102-18/19 Working Group reports**

**Air Quality** – data collection for the second air pollution study is about to begin. The group will respond to air quality issues in the City Plan.

**Children & Young People** – the group will meet in early December. Opportunities for training apprenticeships with City West Homes have been identified.

**Environment & Open Spaces** – a report was tabled. The Chief Officer will clarify whether or not the Harrington Court allotments can be returned to serviceable state. Contact will be made with Continental Landscapes before progressing the specification for refurbishment of the park hut. Nuno Reis will be returning to Queen’s Park as WCC Enforcement Officer after a short period elsewhere.

*Cllr Ryan Dalton entered the meeting at 19:17.*

**Planning** – the group is drafting responses to the City Plan and will consider its implications for the Neighbourhood Plan. The Chair had sent comments and questions to a meeting of the Harrow Road Steering Group that was taking place simultaneously with the council meeting.

**Public & Community Arts** – an open meeting covering all arts, for artists and all interested of all ages, has been organised on 8 December. A sustainable arts project will be explored through Artsmark and Arts Award.

**The Voice** – report deferred to next meeting.

**103-18/19 Champions** – report of the Champion of C4A was deferred until the next meeting.

*Cllr Brian Nicholas left the meeting at 19:35.*

**104-18/19 Officers’ report** – the report was accepted. Revised policies for Press and Media, and Social Media, will be put forward at the December meeting.

*The meeting closed at 19:43.*



Queen's Park Community Council

## Report from the QP Voice working group (Nov-Dec 2018)

Printing and delivery of the autumn issue of the Voice went smoothly.

Patricia Ng'ang'a joined the working group at the Nov council meeting and the working group met on Nov 28, and agreed the contents for the winter issue. This is a smaller (12-page) issue and we agreed the cover story would be the grants scheme/ funding to Avenues. As well as the news and regular features (Patricia is going to write a Speaker's Corner piece) we will in this issue provide readers with information about our 2019/20 budget and let them know how to send any comments or feedback (if the January council meeting is held on Jan 30, meaning there is enough time to do this).

The Voice working group will meet again in early Jan and discuss our 2019/20 budget. Any offers to help deliver the Voice in January will be gratefully received.



## 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 30 January 2019** commencing at **6.00pm**.

Kevin Harris, Chief Officer

24 January 2019

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### Agenda

- 116-18/19 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 117-18/19 Declarations of interest**
- 118-18/19 Minutes of the previous meeting** – to consider the minutes of the meeting of the Council held 12 December 2018 for confirmation and signing as a correct record.
- 119-18/19 Public session** – to receive any questions, representations or petitions from members of the Public. *(Members of the Public may speak for up to 3 minutes at the discretion of the Chair).*
- 120-18/19 Financial report.**
- 121-18/19 HR Committee report** – to consider for approval the recommendations of the HR Committee.
- 122-18/19 Budget** – to consider a draft budget and the setting of the precept for 2019-2020.
- 123-18/19 Community Grants** - to approve amendments to the Community Grants Programme in the light of revised advice concerning the funding of religious organisations; and to receive an amended application from Queen's Park School.
- 124-18/19 QPCC Office** – to receive an update on possible relocation.
- 125-19/19 QPCC website** – to receive a progress report.
- 126-18/19 Privacy policy** – to consider for approval a revised policy.
- 127-18/19 Press and media policies** - to consider for approval the revised Press and media policy and a new Social media policy.
- 128-18/19 Pop Up Fund** – to consider for applications funding from 'TrTrTr: Transforming Trash into Treasure' and St Luke's CE School.
- 129-18/19 Planning applications** – to approve the working group's recommendations.
- 130-18/19 Working Group reports** (Air Quality; Children & Young People; Environment & Open Spaces; Events; Forward Planning; Grants; Planning; Public & Community Arts; Resident Engagement; Social Action; The Voice).
- 131-18/19 Online shared calendar** – to consider options.
- 132-18/19 Chair's report.**
- 133-18/19 Officers' report.**

Kevin Harris, Chief Officer



Council

12 December 2018

18-19: 105-115

## Queen's Park Community Council

### Minutes of a Special Meeting of Council

held at the Beethoven Centre, Third Avenue. London W10 4JL

on **Wednesday 12 December 2018** commencing at 18:15.

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

Also present: Kevin Harris, Chief Officer and one member of the public.

*The meeting began at 18:16.*

**105-18/19 Apologies for absence** were received from Councillor Leslie Barson.

**106-18/19 Declarations of interest** – there were none.

**107-18/19 Minutes of the previous meeting** – the minutes of the meeting of the Council held 21 November 2018 were agreed and signed by the Chair.

**108-18/19 Public session** – there were no questions, representations or petitions from members of the Public.

**109-18/19 Community Grants** – the recommendations of the Community Grants panel, to fund All Stars, Working With Men, and Open Age; and not to fund Tiny Titans or Zodiac Acts, were **approved**.

*Cllr Brian Nicholas entered the meeting at 18:21.*

Council was asked to vote on the applications from Queen's Park Primary School, Westminster Children's University and Wilberforce Primary School. The first was postponed subject to clarification on a number of points. The application from Westminster Children's University was **approved**.

*Cllr Ryan Dalton entered the meeting at 18:39.*

Funding to Wilberforce Primary School was approved subject to clarification on making up the remainder of the required funding, and affordability for parents/guardians on low incomes.

**110-18/19 Internal auditor's interim report** – the report was **approved**.

**111-18/19 City Plan** – the council's response to Westminster City Council's *City Plan* was **approved** with amendments.

**112-18/19 C4A report** – The C4A group has met with Harrow Road ward councillors, Westminster City Council officers and others. The intention is to establish a social learning space for the elders, to create a domino league and to establish an Anglo-Caribbean cricket team.

*Cllr Susanna Rustin left the meeting at 19:24.*

**113-18/19 Communications** – the officers were asked to explore options for an online shared calendar and for video recordings of council meetings.

**114-18/19 Press and media policies** – this item was deferred.

**115-18/19 Voice update** – this item was deferred.

*The meeting closed at 19:31.*

Queen's Park Community Council

## HR Committee

### HR chair's report to council, 23 January 2019

Following a discussion of staffing needs at a meeting held on 9/1/19, we agreed to recommend the following to council:

Events organiser: To recruit an events organiser between May and December 2019, to organise the summer and winter festivals and fireworks. This will free up the CDO's time to focus especially on volunteer development and the website.

Staff working hours: To increase the chief officer's hours to 24.5 per week (an increase of two hours) from April 2019, with the aim of creating time for the ILCA and CILCA qualifications (and, once the qualification is completed, for fundraising and project development).

To agree to a temporary reduction in hours (and pay) between April and August, requested by the CDO, to enable her to complete a qualification. For these months she would work 15 rather than 22.5 hours.

Admin support: A budget of £3.5k for admin support for 2019-20. (In the meanwhile, June Quammie has been contracted to carry out additional admin support work between January and March 2019 - the current 2018/19 staffing budget allows for this).

We agreed to recommend the following adjustments to salaries:

London weighting: This was set by previous the previous clerk at £2,000 in 2017 - having researched London weighting in other organisations it seems clear this figure is too low. The figure recommended by London Councils is £3,543. We recommend that from April 2019 our staff receive £3,543 (pro rata) with their salaries. We recommend that this amount should increase by 2% annually in line with London Councils recommendation.

In addition, since the London weighting element of salaries was not increased in 2018/19, we recommend a backdated increase of 2% on the existing (£2000, pro rata) amount.

Annual increments: We recommend that both members of staff receive an annual increment - ie one point on the new NALC pay scales.

Pensions: We recommend an increase of employer's contributions to 3% (now the legal minimum).

Cllr Susanna Rustin  
23 January 2019

Queen's Park Community Council

*Note to council on precept options,  
January 2019*

	<i>2016-2017</i>	<i>2017-2018 (increased)</i>	<i>2018-2019</i>	<i>2019-2020 unchanged</i>	<i>2019-2020 1.5 % increase</i>	<i>2019-2020 3% increase</i>
Precept	£ 145,151	£ 155,184	£ 157,999	£ 162,149	£ 164,557	£ 167,004
Band D equivalent	£ 44.40	£ 46.38	£ 46.38	£ 46.38	£ 47.07	£ 47.77
Tax base	3269	3346	3407	3496	3496	3496

*Notes*

Technically, local councils have an unlimited power to precept, but government has said it 'expects restraint' (and referendum principles ('capping') could be imposed on the sector). A 3% increase would be well within this condition.

The tax base is the number of taxable properties: this figure is a given, established by WCC. The 'Band D' equivalent is an averaging device: there are 8 property valuation bands (A-H).

More information on how council tax bands are worked out:

<https://www.which.co.uk/money/tax/council-tax/council-tax-bands-apxvz5j37h67>

An annual rate of £47.77 equates to approximately £0.92 per week.

*KH, 24 Jan 2019*

Queen's Park Community Council

## Funding for religious organisations: summary

### Background paper to council, January 2019

This short paper summarises and records the recent developments affecting recommendations for our policy on funding religious organisations. It covers 1. the legal interpretation; 2. questions of religious discrimination; 3. suggestions for remedial action; and 4. Concluding remarks.

#### 1. Legal interpretation

October 2018

As reported to council in October, the officers had been advised by NALC not to give funding to religious organisations. This advice was double-checked by the Chief Officer because it was clearly not ideal from our point of view. The existing NALC legal advice note (dated 31 January 2018) appears to support the recommendation we received. The Chief Officer's advice to council was based partly on the fact that there is no case law and 'any court action started so as to resolve this point is likely to be expensive and time consuming;' and the statement that 'a council that considers making a payment in these circumstances needs to consider whether it is prudent to take a course of action that it cannot be certain is legally valid.'

November 2018

The above restriction was communicated by Cllr Lancashire to David Ackerman at St John's Church with reference to an intention to bid for funding from the Pop Up Fund to support a Royal British Legion concert at the church. On 4 November I received a message from Father Ackerman, forwarded by Cllr McAllister, which raised objections and quoted guidelines from Cambridge City Council which took a different approach. I pointed out in my first response that 'It's a very reasonable question and one that Lindsey and I asked of our national agency, NALC, several times.'

I updated council on the subsequent correspondence at the meeting on 21 November, including the following point that I made in an email shared with you all (6 November):

'I suggested three possibilities to David Ackerman (not mutually exclusive) as follows:

1. The legislation may be misguided
2. NALC's guidance may be flawed
3. Our interpretation and application of the NALC guidance may be wrong.

I have also suggested a meeting to discuss and clarify, and have asked Cllr McAllister to convene that.' (The meeting was declined).

I also went back to NALC for further clarification, particularly as Father Ackerman carried out further research which he sent to me, indicating the contrasting practice of other councils.

January 2019

On 3 January I received a forwarded note from Gary Barker, Solicitor at NALC, which I forwarded to you all: it included the following:

'the issue is not with the organisation but with what they are going to use the money for.... Section 138B of the 1972 Act specifically allows a parish council to support or facilitate a

religious event and that would seem to cover giving a grant for the event. So if a church was looking for money for example for a harvest festival or a religious remembrance day then that is acceptable’.

As I said in forwarding it to Father Ackerman and to councillors, this brings a degree of common sense to the question and confirms that the original guidance was flawed. In a reply Father Ackerman wrote:

‘It is clear given the confusing wording why you might have applied this advice to financial support in general for community activities undertaken by religious bodies, however may I suggest that your current guidance is wrong, as was the advice you received.’

I have twice since mentioned to Ben Murray at NALC that the legal advice note should be revised, and hopefully this will happen soon. You will also have seen that I acknowledged unequivocally Father Ackerman’s ‘diligent research and persistence’.

On 11 January, by way of confirmation, I received a comment from Roger Taylor, Honorary Solicitor to SSALC, agreeing this latest interpretation and saying that the advice from NALC ‘always appeared to contradict the clear intention of the statutes.’

## **2. Questions of religious discrimination**

Father Ackerman wrote to me on 8 January saying (among other points): ‘I have reason to believe, *after an approach*, that your policy was influenced by some on the council who do not like the church’ (emphasis added). And subsequently in a message to Cllr Fitzhugh, that he had been informed that ‘when the grant guidance was discussed some councillors were keen to exclude the church from funding’.

I replied as follows (11 Jan):

‘When the guidance was discussed, as Chief Officer I pointed out that the section in question was the result of advice from our national sector body which had been double-checked with them. Council accepted that we had sought and incorporated that advice and there was no further discussion. Regarding any councillor being ‘keen to exclude the church’, I have neither witnessed nor heard of any evidence whatsoever that comes anywhere near what you are suggesting. As you know, Council takes democratic decisions as a corporate body within certain strict regulations governed by law. If we believe in local democracy we have to trust local councillors, as I believe David Cameron once said. If you have evidence that any councillor has abused that trust, that would have to be remedied through the Code of Conduct.’

## **3. Suggestions for remedial action**

Father Ackerman also suggested (8 Jan) the following:

‘I would like to formally suggest ... that the council make a donation to the Royal British Legion of the amount of the grant requested.’

I promised to forward this request to the Grants Panel, noting that ‘the Legion does not have a presence in Queen’s Park, so it could come down to a question of when they are next doing something here, or the panel could discuss making an exception in this case.’ (I have passed the request on to Cllr Sweeney as coordinator of the Grants Panel).

In a message to Cllr Fitzhugh (10 Jan), Father Ackerman wrote suggesting that:



‘A grant could have been made directly to the musicians involved so again was there prejudice on the part of some involved in the grant making process and if not why was a grant so easily dismissed?’

I received the original message about Father Ackerman’s reaction to the message relayed by Cllr Lancashire, on 4 November, a Sunday. On the same day he tweeted a very negative message about QPCC. I did not have time to write on 5 November as we were running the fireworks event. I wrote to Father Ackerman on 6 November, responding to his points at length and offering a meeting, which, as mentioned, I asked Cllr McAllister to convene. This was declined. Father Ackerman took the option of writing to the Secretary of State about our policy and asked to be removed from our mailing lists. I was given no realistic opportunity to explore and suggest alternative funding options, although as I told Cllr McAllister at the time that is precisely what we would have wanted to do.

#### **4. Concluding remarks**

Council may wish to consider the following points and questions:

- The revised advice is far clearer, and more consistent with our values. NALC’s legal advice note now conflicts with this new advice but the officers’ recommendation is that the latter should be adopted. (A revised wording is proposed in the amended version submitted to council for 30 January 2019).
- Are there any issues to be considered concerning the allegations of religious discrimination?
- How does council wish to respond to the suggestions for making a donation to the Royal British Legion?

Kevin Harris  
Chief Officer  
January 2019

Queen's Park Community Council

## Proposed amendments to Community Grants guidelines

January 2019

### Page 5, section 2

A community grant cannot be approved for:

- the running costs of a statutory body. However, a statutory body can apply for funding for a one-off project.
- an organisation whose purpose is to generate profits primarily for private distribution.

In addition, we are not able to provide funding for work on property related to the affairs of the church or an ecclesiastical charity.

We are not able to provide funding for political publicity or campaigning.

### Page 5, section 3

These are **examples** of what the programme **cannot** fund:

- Individual domestic costs
- Loan repayments
- Political campaigning ~~or religious activities~~
- ....

### Page 6, section 4.d

**Timing and frequency** - Grants will not be made retrospectively. Organisations or individuals may receive only one grant from the Community Grants Programme in any one financial year. Receiving a grant from the Community Grants Programme does not prevent individuals or organisations then also applying to the Pop-Up Fund. An individual or organisation may receive funds from the Pop-Up Fund up to twice in any one financial year. Applicants to both the Community Grants Programme and the Pop-Up Fund may submit multiple applications in any one financial year if previous ones have been unsuccessful. Ongoing commitments to award grants or subsidies in future years will not be made: a fresh application will be required each year. If you wish to make a subsequent application, we will need to ensure that monitoring information for the first project has been submitted.

### Page 6, section h

**Monitoring and evaluation** – all funded projects will be ~~required to~~ expected to accommodate at least one monitoring visit from an officer or councillor.

<Ends>

## Proposed office relocation to 21 Dart Street

30 January 2018

This is a summary of the work done, to inform councillors whether or not they should agree to the move.

At this point the only money that has been spent on this is a £200 fee to the solicitors for the owner of the property.

When we had the original discussion there was concern that our staff would be working in the office alone and it might not be safe. We discussed this with the staff who are considering joining us (PDT's Community Champions, Maternity Champions and Working With Men). They supported this move and want us to be the leaseholders.

Since then we have discussed furnishing the building and this week Lizzie who manages the PDT team wrote to Kevin with a list of what they require in the office. Kevin and I will discuss this further if council agrees to the move.

### **The Lawyers: Dutch and Dutch**

The Singh's who run the Coronation Mini Mart next door have a long lease on 21 Dart Street. We have therefore had to seek an agreement with the Singhs and with the freeholders. We needed references from the bank, a lawyer, an accountant and voluntary sector organisations. We had good references.

In early January Dutch and Dutch wrote and said we had been accepted as tenants by the Singhs and we now need to negotiate a lease. Our lawyer who is from Queen's Park is starting to look at the terms of the lease.

### **The Building**

The officers and the PDT team have all seen round the building. Following their visit we have agreed the changes that will be proposed. We asked a Queens Park builder to come and look round the building and he wrote a list of everything that needed to be done. A Queen's Park architect has drawn the plans of the building for us.

We then asked a local estate agent to do the specification for us *pro bono*. He agreed and this is being done at present. We will then send the specification to three builders.

### **The Finances**

Currently £200 has been spent. The solicitors bill will be between £1000 and £2000. We do not yet know the cost of the building work but I think it will be between £10,000 and £20,000. As previously discussed, this could be paid for out of our reserves.

There will also be the costs of moving and a small amount of furniture will need to be bought.

### **Conclusion**

This has been a huge amount of work so far. As I have time I have been able to help Kevin. He would not have been able to do this with his workload.

I strongly recommend that you support this move because:

- It is in a busy area in the centre of QPCC
- The building will really put us on the map
- We will no longer be an office within an office
- We will have more flexibility of times when we can be open
- We will have room to hold our own meetings without having to pay to use the Beethoven Centre.

Cllr Gill Fitzhugh

Jan 2019

Queen's Park Community Council

## Planning application responses: report of the Planning Working Group

*The following four responses have been submitted because the expiry dates preceded council meeting at which they otherwise would have been considered. This is consistent with the delegation power approved by council March 2018 (minute ref 110-17/18).*

Ref. No: 18/10068/FULL | Received date: Mon 26 Nov 2018 | Status: Pending Consideration | Case Type: Planning Application

Use of the ground floor to a mixed Class A1/A2/A3/B1 and D1 use. - **591 - 593 Harrow Road London W10 4NN**

No objection.

Ref. No: 18/10218/FULL | Received date: Fri 30 Nov 2018 | Status: Pending Consideration | Case Type: Planning Application

Erection of a single storey side return and extension at ground floor to the rear. - **180 Kilburn Lane London W10 4AS**

**Objection.** There is a complete lack of measurements and we do not see how we can check the various heights of the extension without precise measurements. It is stated that the Planning Informaiton Guide has been have used as guidance but have not followed it in creating loo large an extension, and it is impossible to check this (or to ensure that any consent is complied with) in the absence of stated dimensions.

Ref. No: 18/10385/FULL | Received date: Sat 08 Dec 2018 | Status: Pending Consideration | Case Type: Planning Application

External alterations including installation of fire escape door and blocking up of existing, removal of weather vane, and brick cross feature, solar panels and dormer windows, installation of a new AC Plant enclosure and metal painted fencing, - **Queens Park United Reformed Church Harrow Road London W10 4RQ**

**No objection** provided the work is done in accordance with the Noise Impact Assessment of 16 November 2018 and the Memorandum from Public Protection and Licensing Regulatory services 1 of City Westminster Ref 18/40130/EEVAC being dealt with by Tamara Al-Obaidi of 2nd January 2019.

Ref. No: 18/10771/FULL | Received date: Thu 20 Dec 2018 | Status: Pending

Erection of a single storey rear/side extension. - **152A Bravington Road London W9 3AP**

**Objection.** No measurements have been provided so it is impossible to assess the impact on the neighbouring property or the proportion of garden space to be removed.

Queen's Park Community Council

## Planning applications – recommendations of the Planning group

### January 2019

Ref. No: 19/00143/FULL | Received date: Tue 08 Jan 2019 | Status: Pending Consideration | Case Type: Planning Application

Erection of side infill extension with rooflights and relocation of rooflight on main rear roof slope. - **207 Peach Road** London W10 4DX

Simon: No objection. **Ann: No objection.** John: Agreed, no objection as they have addressed the usual concerns in the design statement and shown dimensions on the drawings.

Ref. No: 19/00173/FULL | Received date: Thu 10 Jan 2019 | Status: Pending Consideration | Case Type: Planning Application

Construction of a floodlit multi use games area with artificial grass surfacing and new surround fencing in the existing school playground, including an access from Beethoven Street for public use and a new access for emergence vehicles. - **Wilberforce Primary School**, Beethoven Street London W10 4LB

Simon: No objection provided that future use is strictly in accordance with the letter from Max Jones of Westminster City Council to Materials Science Consultants of 27 June 2018. John: While it is disappointing that QPCC has not been involved at an earlier stage I agree that all aspects (including noise, security, and management) appear to have been considered and the letter of 27 June is particularly relevant. No Objection. **Ann: I continue to have concerns about noise, security and supervision. It is possible that my concerns would have been allayed if QPCC had been involved at an earlier stage.**

Queen's Park Community Council

Planning Applications – responses submitted 15 January 2019

Ref. No: 18/10068/FULL | Received date: Mon 26 Nov 2018 | Status: Pending Consideration | Case Type: Planning Application

Use of the ground floor to a mixed Class A1/A2/A3/B1 and D1 use. - **591 - 593 Harrow Road London W10 4NN**

**No objection.**

Ref. No: 18/10218/FULL | Received date: Fri 30 Nov 2018 | Status: Pending Consideration | Case Type: Planning Application

Erection of a single storey side return and extension at ground floor to the rear. - **180 Kilburn Lane London W10 4AS**

**Objection.** There is a complete lack of measurements and we do not see how we can check the various heights of the extension without precise measurements. It is stated that the Planning Information Guide has been used as guidance but have not followed it in creating too large an extension, and it is impossible to check this (or to ensure that any consent is complied with) in the absence of stated dimensions.

Ref. No: 18/10385/FULL | Received date: Sat 08 Dec 2018 | Status: Pending Consideration | Case Type: Planning Application

External alterations including installation of fire escape door and blocking up of existing, removal of weather vane, and brick cross feature, solar panels and dormer windows, installation of a new AC Plant enclosure and metal painted fencing, - **Queens Park United Reformed Church Harrow Road London W10 4RQ**

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**Objection.** No measurements have been provided so it is impossible to assess the impact on the neighbouring property or the proportion of garden space to be removed.

## Chair's report 30 January 2019

This report covers a range of activities carried out since the November meeting.

**Office relocation** – please see separate report.

### **Meeting with AXIS**

[Axis](#) is a property services company which prides itself on its social responsibility work. They have signed a ten year major works contract with Westminster City Council. I was invited to a meeting with them before Christmas. They are looking for building apprentices. Please let me know if you know anyone. I have signposted them to key people.

We also discussed funding for the Hut in Queens Park Gardens, and I have asked them to fund the alterations. They are looking into this and I will be talking to them again in February.

### **Further Apprenticeships**

The Presidency London College opened in The Harrow Road at the junction with Harrow Road in January. I have visited them. They offer free apprenticeship training in Business Admin, customer service, child care, hospital and catering, health and social care, and IT.

### **The Rev David Ackerman**

I have had two meetings with him following his request. Please see the Chief Officer's report on this. He invited me to the church to show me how the church is used for community events. I went and watched a very busy playgroup in action.

We found 2 areas where our work overlapped: community art and the work they are starting to do with people who need support in the community. Lindsey and I have been invited to meetings at St John's in February.

### **All Stars**

I have been asked to a meeting with Karen Buck in February with Muf Akay and The Octavia Foundation. Muf now wishes to repair and decorate the building. I am meeting someone who can do *pro bono* work decorating buildings.

### **Canal Terrace**

We now have three householders who say they are going to paint their shop fronts in the colours agreed in the design guide.

### **The Kensal Corridor**

I visited the Elephant and Castle to see a sample of the alterations they have done which will be used in Kilburn Lane as part of The new Kensal corridor.

### **Kindred Studios**

These are now on the market. I was asked to write a letter supporting their ACV application but was told by the council that their area did not cover Queen's Park.

Cllr Gill Fitzhugh  
January 2019



Queen's Park Community Council

## Officers' report, January 2019

### Main tasks / issues over the last 2-3 months

Staffing	June Quammie has accepted a further spell as temporary part-time admin support worker between January and March. Patricia Ng'ang'a continues to support us as an intern working on media.
Office relocation	See separate report.
Telecoms	Persistent and ongoing correspondence with both BT and OnceCom.
Website	We are rapidly developing content for the new site. Short videos and images have been prepared and edited.
Community Grants	Processing latest round of Grants (some outstanding documentation still awaited). Extensive correspondence re revision of guidelines, esp in relation to funding of religious organisations. Feedback from Claire MacFie, Head of Wilberforce, about being given a grant: "This is AMAZING. Thank you so very much. This is literally the difference between them going and not going. We are thrilled."
Events	Winter festival organised and managed successfully. Monitoring and evaluation prepared for Westminster. Some documentation and accounts for all three events still being finalised.
Wilberforce Primary School MUGA proposal	Correspondence with the school and WCC. The planning application is now being considered by the Planning Working Group.
The Voice	Latest issue has been produced and delivered.
Volunteer development	Plans have been developed to free-up CDO's time in order to prioritise this.
Budget preparation	Drafts prepared and circulated, meetings and correspondence
Time Credits	Progressing with Time Credits for QPCC eligibility so that we can offer time credits for our volunteers and they could be spent: a pilot has been agreed in theory to start quarter 1 of 2019-2020
Arts working group	Supporting the 'Express Yourself' group on a development plan.

**Focus of work for the next 1-2 months**

Website	Finishing and launching the website, with a view to reporting in February. The first stage is to get it live, content can be amended if needed.
Volunteer development	Start on volunteer development programme – meeting booked with OneWestminster on Feb 14 <sup>th</sup> to get advice on setting-up and everything we need to have in place; meeting booked on 12 <sup>th</sup> February with befriending team to discuss setting up partnership meeting. Would like to feedback in March meeting.
Community Grants	Grant monitoring visits. Deadline for the next round of grants is 27 Feb.
Children and Young People's working group	Helping the working group get established.
Address auditor's recommendations	Partly addressed by website but also hard copy filing system to be improved and other tasks.
Other issues raised	<p>Nuno Reis (who has returned to QP as our 'enforcer') has been responding to a concern that poison had been found in the park and digested by an animal. More information to follow.</p> <p>A resident has written complaining about 'the level of fly tipping and rubbish thrown out under trees and lampposts every day in the Harrow Road area.'</p> <p>A resident asking for 'a bike hangar at the Kilburn Lane end of Ilbert St'.</p> <p>Another writing about 'On Portnall Rd in particular, but also on the surrounding roads, there is new dog excrement every day in various places on the pavements'.</p> <p>Responses have been sent and the issues will be passed on to the E&amp;OS group.</p>



## 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 13 March 2019** commencing at **6.00pm**.

Kevin Harris, Chief Officer

7 March 2019

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### Agenda

- 134-18/19 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 135-18/19 Declarations of interest**
- 136-18/19 Minutes of the previous meeting** – to consider the minutes of the meeting of the Council held 30 January 2019 for confirmation and signing as a correct record.
- 137-18/19 Public session** – to receive any questions, representations or petitions from members of the Public. *(Members of the Public may speak for up to 3 minutes at the discretion of the Chair).*
- 138-18/19 Financial report.**
- 139-18/19 Office re-location** – to receive an update.
- 140-18/19 Community Grants** - to receive recommendations from the Grants Panel for the second round of the Community Grants scheme; to review two applications to the scheme; and to receive a proposal for Cllr Lancashire to become a member of the Panel.
- 141-18/19 Website** – to receive an update.
- 142-18/19 Planning applications** – to approve recommended responses of the Planning working group.
- 143-18/19 Volunteering** – to receive an update on plans to develop volunteer support for the council's work.
- 144-18/19 Working groups** – to receive updates from the following groups:  
  
Air Quality, Children & Young People, Environment & Open Spaces, Events, Forward Planning, Planning, Public & Community Arts, Resident Engagement, Social Inclusion and Social Care, The Voice.
- 145-18/19 Online shared calendar** – to consider a proposal.
- 146-18/19 Chair's report**
- 147-18/19 Officers' report.**



Council

30 January 2019

18-19: 116-133

## Queen's Park Community Council

### Minutes of the Meeting of Council

held at the Beethoven Centre, Third Avenue. London W10 4JL

on **Wednesday 30 January 2019** commencing at 18:00.

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

Also present: Kevin Harris, Chief Officer; Lindsey Brown, Community Development Officer; and four members of the public.

*The meeting began at 18:03.*

**116-18/19 Apologies for absence** were received from Councillors Alfrena Barbé, Leslie Barson and Stella Wilson.

**117-18/19 Declarations of interest** – there were none.

**118-18/19 Minutes of the previous meeting** – the minutes of the special meeting of the Council held 12 December 2018 were agreed and signed by the Chair. It was agreed that online communications should be added to the agenda for the next meeting.

**119-18/19 Public session** – it was reported that poison had been put down in Queen's Park Gardens and at least one dog has been affected. An advisory workshop for dog owners has been organised.

A representative of the Queen's Park Bangladeshi Association expressed interest in working with the council.

Tree bases around Queen's Park need to be cleaned and cut back: this item will be referred to the Environment & Open Spaces group.

*Councillors Orrel Lawrence and Ryan Dalton entered the meeting at 18:10.*

**120-18/19 Financial report** – the List of payments, Detailed Receipts & Payments by Budget Heading, Council Detail Report and Bank Reconciliation statement were approved. The Chief Officer will report back when the discrepancy in the bank reconciliation is clarified.

**124-18/19 QPCC office proposed relocation** – *this item was taken before item 121 as it had implications for subsequent discussions.*

If PDT staff are to be co-located council will want to be assured that the relationship with them is satisfactory before going ahead.

*Councillor Brian Nicholas entered the meeting at 18:23.*

It was **agreed** to proceed with negotiations. It was also **agreed** that councillors should have opportunities to view the property, and plans will be circulated.

**121-18/19 HR Committee report**

*The officers left the meeting at 18:30 and the public gallery was cleared. Video recording was stopped.*

*Councillors Emma Sweeney and Susanna Rustin left the meeting at 18:45. Councillor Rustin returned at 18:46.*

*Councillor Brian Nicholas left the meeting at 18:53 and returned at 18:54.*

The recommendations of the HR Committee, listed in the HR chair's report to council, 23 January 2019, were **approved**.

*The officers and one member of the public returned to the meeting at 18:55. Video recording of the meeting was re-started.*

**122-18/19 Budget** – the budget for 2019-2020 was **approved** with the following amendments:

- Catering to be increased to £350
- Office maintenance / relocation to be increased to £15,000
- Children & Young People Working Group to be allocated £5,000
- Public & Community Arts to be allocated £5,000.

It was **agreed** not to increase the precept.

**123-18/19 Community Grants** – the Community Grant guidelines had been revised because new information (concerning advice on funding religious organisations) had come to light. Allegations of religious discrimination are of concern but councillors are aware of no evidence that would support them. Any application for funding from the Royal British Legion would be welcomed. The revised guidelines were approved with one amendment, introducing the phrase 'to support a political party'. It was **agreed** that the terms and conditions will apply also to the Pop Up Fund.

*Councillors Brian Nicholas and Susanna Rustin left the meeting at 19:18.*

A revised grant application from Queen's Park School was referred to the Grants Panel.

**125-19/19 QPCC website** – the basic site is designed and ready but not live. Content is being prepared and added with a view to demonstrate it at the next council meeting.

*Councillor Ryan Dalton left the meeting at 19:32. Councillor Rustin returned to the meeting at 19:32.*

With reference to data privacy, the process of authentication of email contacts through online platforms was regarded as satisfactory but will be tested.

*Councillor Ryan Dalton returned to the meeting at 19:36.*

**126-18/19 Privacy policy** – the data privacy notice was **approved**.

**127-18/19 Press and media policies** – the policies were **approved** with minor amendments.

**128-18/19 Pop Up Fund** – the applications from TrTrTr and St Luke's School were **approved**.

**129-18/19 Planning applications** – recommendations from the Working Group for four planning applications had been submitted. Recommendations of No Objection to the construction of a floodlit multi use games area at Wilberforce Primary School, and for

an extension at 207 Peach Road were **agreed**. The Working Group was asked to share its recommendations with all councillors.

**130-18/19 Working Group reports**

**Air Quality** – results of the latest study are expected soon. Anti-idling documentation is ready. UK Power have a funding scheme in relation to light efficiency and a bid will be prepared in collaboration with All Stars.

**Children & Young People** – Cllr Ryan Dalton will contact residents and organisational representatives who could contribute to the group.

**E&OS** – Cllr Gill Fitzhugh is in discussion with Axis regarding possible funding for development of the Hut.

**Arts** – the ‘Express Yourself’ group had run a successful launch event in December supported by the Community Development Officer.

**Community Grants** – the application from Wilberforce School was **approved**. Grants will be processed as soon as organisations’ accounts and documentation have been checked. The deadline for the next round is 27 February.

**Forward Planning Group** - to be convened.

**131-18/19 Online shared calendar** – Cllr Pond will prepare a paper for the next meeting.

**132-18/19 Chair’s report** – the report was received.

**133-18/19 Officers’ report** – the report was received. Additionally: screen-boards outside a house on the corner of Third Avenue and Ilbert Street have been damaged by attaching posters for the Express Yourself event. An estimate of the costs will be sought and the matter addressed. The Chief Officer had attended an event of the Mayor’s Violence Reduction Unit; and together with Cllr Pond had contributed to a meeting of the Royal Borough of Kensington and Chelsea on models of community governance.

*The meeting closed at 20:09*

Date: 07/03/2019

## Queens Park Community Council

Page 1

Time: 14:04

## Current Bank A/c

## List of Payments made between 01/02/2019 and 28/02/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2019	NEST Pensions	DD	120.69		Pension contributions
04/02/2019	Russell Cooke	100299	1,000.00		Cares Fmly Solictrs re Dart St
04/02/2019	Barclays	TNSFR	8.72		Bank charges
07/02/2019	Wilberforce School	100181	3,500.00		Community grant
07/02/2019	All Stars	100182	3,500.00		Community grant
07/02/2019	Working With Men	100183	3,480.00		Community grant
07/02/2019	Open Age	100184	1,050.00		Community grant
21/02/2019	June Quammie	100185			Timesheet January
21/02/2019	A2 Dominion	BACS 201	15.00		Room Hire 21/02/19
21/02/2019	A2 Dominion	BACS 202	26.75		Room booking 27/2
21/02/2019	Microshade Business Consult.Lt	BACS 203	112.68		Hosting feb 2019
21/02/2019	Ben Kinsella Trust	BACS 204	175.00		Choices & Consequences workshp
21/02/2019	Viking	BACS 205	99.70		printer cartridges
21/02/2019	Kevin Harris	BACS 206	46.00		reimburse car prkng winter fr
26/02/2019	Russell Cooke	BACS 207	1,650.00		Solicitors costs re Dart St
28/02/2019	Lindsey Brown	BACS 208			Salary Feb
28/02/2019	Kevin Harris	BACS 209			Salary feb
28/02/2019	HMRC Employer Contributions	BACS 210	1,040.95		NIC & tax
<b>Total Payments</b>			<b>18,727.23</b>		



QPCC Community Grants Programme

Application form

Who is the fund intended for?	The fund is intended for voluntary or community organisations and individuals living, working or delivering services in Queen's Park Ward, Westminster, London.
How much can you apply for?	Constituted organisations can apply for any amount between £200 and £3500. Individuals and unconstituted groups can apply for any amount between £200 and £1000.
When can you apply?	<b>The next deadline for applications is Wednesday 27<sup>th</sup> February 2019 11.59pm.</b> <b>The intention is that funds will be distributed by the end of April 2019.</b>
How can you apply?	Complete this application and return via email to <a href="mailto:grants@queensparkcommunitycouncil.gov.uk">grants@queensparkcommunitycouncil.gov.uk</a> or to the office – refer to section 5 of the Guidelines for more information.
Who should you contact?	Queen's Park Community Council officers: Lindsey Brown <a href="mailto:lindsey@queensparkcommunitycouncil.gov.uk">lindsey@queensparkcommunitycouncil.gov.uk</a> Kevin Harris <a href="mailto:chiefofficer@queensparkcommunitycouncil.gov.uk">chiefofficer@queensparkcommunitycouncil.gov.uk</a>
Queen's Park Community Council Office 1, Beethoven Centre, Third Avenue, W10 4JL 0208 960 5644 / 07776 683 760 / <a href="http://www.queensparkcommunitycouncil.gov.uk">www.queensparkcommunitycouncil.gov.uk</a>	



## 1. About you and / or your organisation

Name of citizen, group or organisation:	Friends of Queen's Park Gardens
Name of main contact:	Astrid de Cosson
Full address:	c/o QPCC, Office 1, Beethoven Centre, Third Avenue, London W10 4JL
Telephone:	07793984007
Email:	<a href="mailto:gardens@queenspark.org">gardens@queenspark.org</a>
Website (if available):	<a href="http://www.queenspark.org">www.queenspark.org</a>
Applicant type: <i>Please highlight which applies</i>	Unconstituted community group
Registered charity number (if applicable)	N/A
Brief description of your organisation and its aims (if applicable)	<p>The objective of FQPG activities in Queen's Park Gardens (QPG) is to:</p> <ul style="list-style-type: none"> <li>• Provide a peaceful outdoor space for the local community to enjoy;</li> <li>• Encourage an appreciation of nature in the local community through the provision of an attractive, safe and sustainable area;</li> <li>• Provide and maintain a habitat for native species in the Wildlife Area; and</li> <li>• Encourage community involvement in the use, development and maintenance of QPG.</li> </ul>
Please state your organisation's most recent annual income (if applicable)	<p>Income from January 2018 to date (February 2019)</p> <ul style="list-style-type: none"> <li>• £100 from St John's Church, Kensal Green (26 January 2019). <i>This will be retained as a float so our balance doesn't dip below zero</i></li> <li>• £61.27 QPCC Pop Up Grant (October 2018): <i>This does not appear in the 2018 Annual Report Balance Sheet as the amount was not paid into our account until 2019, although the roses were purchased and planted in 2018.</i></li> <li>• £400 QPCC Main Grant (March 2018): <i>Our expenditure in 2018 totalled £250.73 (See Annual Report). There was an additional £102.89 spent in early 2019 (partly for 2018 activities). This expenditure does not include £61.27 used for buying roses. We therefore spent £353.62 of our £400 grant, and are carrying over £46.38</i></li> </ul>

## 2. About your project, event or activity

<p>Title of project, activity or event:</p>	<p>Expenses for running FQPG for 2019.</p>
<p>What grant theme(s) does your project, activity or event meet? <i>Please highlight those that apply</i></p>	<ul style="list-style-type: none"> <li>• Benefitting the health and well-being of local residents</li> <li>• Supporting parents, children and young people</li> <li>• Improving environmental conditions in Queen's Park</li> <li>• Promoting community cohesion</li> </ul>
<p>Please describe your or your organisation's connection with the Queen's Park community, Westminster:</p>	<p>The garden is at the heart of the Queen's Park ward and accessible to all residents of the ward, as well as others. We work closely with Westminster Council-funded gardening teams, complementing their activities. We also work closely with QPCC, including in particular organising stalls and activities in the Summer and Winter Festivals and contributing articles to QPV.</p>
<p>Where did the idea for this project come from? Please provide any evidence of need it intends to address:</p>	<p>The Friends of Queen's Park Gardens (FQPG) was formed in 2012, following complaints raised by several local residents on the state of the Wildlife Area and a request made by Ward Councillor Paul Dimoldenberg for people to come forward and help. Please see FQPG Annual Report attached for more information.</p>
<p>Please provide a summary of your project, activity or event, specifically addressing:</p> <ul style="list-style-type: none"> <li>• Aim(s) and objectives</li> <li>• Proposed actions to deliver aim(s) and objectives</li> <li>• Who it will benefit</li> <li>• Roughly how many people you expect to benefit</li> <li>• How it will benefit them</li> <li>• What proportion of these people are likely to be residents of Queen's Park ward?</li> <li>• Any specific measurable outcomes and outputs.</li> </ul>	<p>The objective of FQPG activities in Queen's Park Gardens (QPG) is to:</p> <ul style="list-style-type: none"> <li>• Provide a peaceful outdoor space for the local community to enjoy;</li> <li>• Encourage an appreciation of nature in the local community through the provision of an attractive, safe and sustainable area;</li> <li>• Provide and maintain a habitat for native species in the Wildlife Area; and</li> <li>• Encourage community involvement in the use, development and maintenance of QPG.</li> </ul> <p>We carry out various gardening tasks in Queen's Park Gardens, including maintaining existing planted areas in the Wildlife Area and the triangular bed by the Fourth Avenue entrance; planting and maintaining additional plants; weeding, pruning, watering, leaf raking; maintaining and refreshing the woodchip paths in the Wildlife Area; litter picking, etc.</p> <p>We also organise stalls and activities at the Summer and Winter Festivals.</p> <p>Queen's Park Gardens is at the heart of the Queen's Park Ward and benefits a very wide cross-section of our local community, who use the garden in many different ways.</p> <p>Maintaining and enhancing the garden as a green haven is an important focus of our work. In the 2017/18 air quality survey, the garden was the only location monitored within the area that achieved a green score – ie offering air quality within acceptable EU standards.</p> <p>As well as providing general upkeep to the gardens through our ongoing work, we also aim to improve it.</p>

	<p>In 2018, this included the removal of dead rose bushes from the triangular bed (close to the Fourth Avenue entrance) and the planting of new rose beds, together with the planting of a rowan tree, shrubs and other plants in the Wildlife Area.</p> <p>In 2019, we plan to revitalise the circular bed close to the Third Avenue entrance to the park by planting seeds and plants. This would be a major output that would be made possible by the QPCC grant we are applying for, with the aim of creating an attractive focal point for this prominent location in the park.</p>
<p>Please tell us how the project will be delivered, including:</p> <ul style="list-style-type: none"> <li>• Where it will be delivered</li> <li>• When it will be delivered, and over what timeframe</li> <li>• How the project will be managed, by who, and their relevant experience</li> <li>• Details of any partner organisations / individuals and their roles</li> <li>• How you will publicise the event to your target groups.</li> </ul>	<p>The project will be delivered in the Queen's Park Gardens throughout 2019.</p> <p>This will be delivered by a group of 6 – 10 volunteers, working with support and direction provided by the members of the FQPG committee (also volunteers). We generally work a minimum of two Saturdays a month (in 2018, this equated to 360 volunteer hours, not including administration or preparation time).</p> <p>We advertise the gardening sessions in the following ways:</p> <ul style="list-style-type: none"> <li>• Facebook</li> <li>• Twitter</li> <li>• By email to the FQPG mailing list</li> <li>• On our website</li> <li>• Signs and flyers on the park noticeboards (x2)</li> <li>• Queen's Park Voice</li> </ul>

### 3. Project, event or activity finances

What is the total cost of your project?	£400										
How much money are you requesting from QPCC?	£354.62 (taking account of the £46.38 carried over from previous grant)										
If the total cost is more than the grant, please explain how the remainder will be funded.											
<p>What will the money be spent on? Please provide a detailed budget breakdown, including:</p> <ul style="list-style-type: none"> <li>• Details of income and expenditure, including chargeable activities and staff costs</li> <li>• Any in-kind donations</li> </ul>	<p>Planned 2019 expenditure</p> <table> <tr> <td>Gardening tools</td> <td>£60</td> </tr> <tr> <td>Seeds and plants</td> <td>£90</td> </tr> <tr> <td>Manure and compost</td> <td>£130</td> </tr> <tr> <td>Consumables for Summer/Winter Festivals</td> <td></td> </tr> <tr> <td>+ refreshments for volunteers</td> <td>£60</td> </tr> </table>	Gardening tools	£60	Seeds and plants	£90	Manure and compost	£130	Consumables for Summer/Winter Festivals		+ refreshments for volunteers	£60
Gardening tools	£60										
Seeds and plants	£90										
Manure and compost	£130										
Consumables for Summer/Winter Festivals											
+ refreshments for volunteers	£60										

	FQPG website, phone + other admin £60 <b>TOTAL £400</b>
Please tell us how you plan to make your project sustainable in the future (if applicable):	<p>Our work aims to protect and extend the sustainability of Queen's Park Gardens as an attractive and flourishing park.</p> <p>To do this, we choose the plants we grow for their longevity (such as roses, trees, shrubs and perennials) and/or low-maintenance in order to maximise their impact, taking account of the limited resource that can be provided by a small group of volunteers.</p> <p>We further enhance the sustainability of the gardens and the plants we grow through the use of manure (which is a significant component of our grant bid this year), leaf mulch (produced through our own composting of leaves from the park) and other compost matter.</p> <p>We aim to ensure the longevity of the group by recruiting new members where possible, using the communication channels listed above, along with word of mouth.</p> <p>We are also trying to expand the membership of FQPG committee to spread the load of organising and running the organisation more equitably which will make it more sustainable; this process is already underway.</p>
How will you receive funding? <i>Please highlight which applies</i>	a) <b>I am an individual or represent and unconstituted organisation and would like to ask QPCC to act as banker. I will then claim back funds from QPCC against production of agreed receipts.</b>
If you selected (a) or (c) above, please provide the relevant bank details	<p>Name of bank / building society: Lloyds Bank</p> <p>Name of account: S.P Walton (although entire account dedicated solely to FQPG, statements available on request)</p> <p>Account number: 02188283</p> <p>Sort code: 30-98-71</p>
If you have selected (b) above, please provide the name of the organisation and their work, not personal, contact details. QPCC will need to confirm the organisation's agreement to receive funds.	

#### 4. Additional attachments

Please tick (or type 'Yes') that you have supplied the following attachments:

A copy of your organisation's constitution or that of your nominated organisation, if applicable	
Copies of your most recent annual accounts if your organisation is over 15 months old, or	Yes

those of your nominated organisation, if applicable	
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### 5. Declaration

Please read, tick (or type 'Yes') to agree to the following statements:

The above information is accurate and has been completed to the best of my knowledge.	Yes
My planned event, activity or project will be not-for-profit and is intended primarily to benefit the residents of Queen's Park, Westminster.	Yes
I have read and agree to the terms and conditions of funding as outlined in the <i>QPCC Community Grants Programme: Guidelines, terms and conditions</i> approved by Queen's Park Community Council January 2019.	Yes
I understand that all funds if not spent on the purpose for which they are granted must be returned to the Community Council.	Yes
I consent for my name and / or organisation to be used in QPCC publications that list QPCC grant funding awards.	Yes

### 6. Consent for further communication

An important part of the council's role is to keep people informed about our activities and projects, and how we spend public money. In order to share information with you, **we need your consent**. Please confirm your consent to our use of your contact information for this purpose, by ticking (or typing 'Yes') in the boxes below.

I give consent to be added to the QPCC mailing list to receive e-newsletters and updates to keep informed of news and events from QPCC and other local organisations, as well as what's going on in Queen's Park.	Yes
I would like to receive communications by email.	Yes
I would like to receive communications by mobile phone including text messages and WhatsApp.	No

You can find out more about how we use your data from our "Privacy Notice" which is available from our website [www.queensparkcommunitycouncil.gov.uk](http://www.queensparkcommunitycouncil.gov.uk) or from the Community Council office. You can withdraw or change your consent at any time by contacting the council office.

Sign:  .....

Name: ASTORIA DE COSSON

Date: 27.2.19



## QPCC Community Grants Programme

### Application form

Who is the fund intended for?	The fund is intended for voluntary or community organisations and individuals living, working or delivering services in Queen's Park Ward, Westminster, London.
How much can you apply for?	Constituted organisations can apply for any amount between £200 and £3500. Individuals and unconstituted groups can apply for any amount between £200 and £1000.
When can you apply?	<b>The next deadline for applications is Wednesday 27<sup>th</sup> February 2019 11.59pm.</b> <b>The intention is that funds will be distributed by the end of April 2019.</b>
How can you apply?	Complete this application and return via email to <a href="mailto:grants@queensparkcommunitycouncil.gov.uk">grants@queensparkcommunitycouncil.gov.uk</a> or to the office – refer to section 5 of the Guidelines for more information.
Who should you contact?	Queen's Park Community Council officers: Lindsey Brown <a href="mailto:lindsey@queensparkcommunitycouncil.gov.uk">lindsey@queensparkcommunitycouncil.gov.uk</a> Kevin Harris <a href="mailto:chiefofficer@queensparkcommunitycouncil.gov.uk">chiefofficer@queensparkcommunitycouncil.gov.uk</a>
Queen's Park Community Council Office 1, Beethoven Centre, Third Avenue, W10 4JL 0208 960 5644 / 07776 683 760 / <a href="http://www.queensparkcommunitycouncil.gov.uk">www.queensparkcommunitycouncil.gov.uk</a>	

Name of citizen, group or organisation:	The Parochial Church Council of St John's Church Kensal Green
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Name of main contact:	Father David Ackerman
Full address:	St John's church, Kensal Green, Kilburn Lane W10 4AA
Telephone:	0208 9692615
Email:	vicarstjohnskg@gmail.com
Website (if available):	stjohnskensalgreen.org.uk
Applicant type: <i>Please highlight which applies</i>	Individual Unconstituted community group Constituted community group <u>Registered charity</u> Community interest company (CIC) Social enterprise Other, please specify: church
Registered charity number (if applicable)	1163185
Brief description of your organisation and its aims (if applicable)	As a charity our aims are to promote the mission of the church, our PCC's mission plan includes community engagement. This including using the church and its grounds for anyone who would benefit, irrespective of religious affiliation. This application refers specifically and is restricted to a project that supports the mission plan.
Please state your organisation's most recent annual income (if applicable)	£154,000

**1. About you and / or your organisation**

## 2. About your project, event or activity

<p>Title of project, activity or event:</p>	<p>A new arts centre, perhaps called Festive Arts</p>
<p>What grant theme(s) does your project, activity or event meet? <i>Please highlight those that apply</i></p>	<ul style="list-style-type: none"> <li>● <u>Benefitting the health and well-being of local residents</u></li> <li>● <u>Supporting parents, children and young people</u></li> <li>● <u>Supporting adult learning (including for example ESOL costs)</u></li> <li>● <u>Improving quality of life for older residents</u></li> <li>● <u>Supporting individuals in becoming self-employed or in getting back into employment</u></li> <li>● Improving environmental conditions in Queen's Park</li> <li>● Supporting resident-led campaigns to address priority issues</li> <li>● <u>Promoting community cohesion</u></li> </ul>
<p>Please describe your or your organisation's connection with the Queen's Park community, Westminster:</p>	<p>The church has been here for 175 years, serving the local community in many ways. We currently seek new ways of sharing our space with the wider community.</p>
<p>Where did the idea for this project come from? Please provide any evidence of need it intends to address:</p>	<p>Local artist Theo Hobson approached us with the idea of a community arts centre focused on festive events. This chimed with our own sense that we would like to see our space used for further secular community purposes (it is already used for a playgroup and a dance class).</p>
<p>Please provide a summary of your project, activity or event, specifically addressing:</p> <ul style="list-style-type: none"> <li>● Aim(s) and objectives</li> <li>● Proposed actions to deliver aim(s) and objectives</li> <li>● Who it will benefit</li> <li>● Roughly how many people you expect to benefit</li> <li>● How it will benefit them</li> <li>● What proportion of these people are likely to be residents of Queen's Park ward?</li> <li>● Any specific measurable outcomes and outputs.</li> </ul>	<p>The plan is to launch a new community arts centre that uses the main space of the church, and perhaps sometimes the grounds also, eg to display artworks. To begin with it will meet one day per week, including in the evening. In future it may meet more often. To begin with, we propose a three-month trial.</p> <p>Its focus is on creating artworks that may used for public events, festivals, for example the Notting Hill carnival. This focus will encourage collaborative work, long-term projects, strong local links. It also means that non-artists might feel more inclined to get involved.</p> <p>It will mainly benefit two types of people: local amateur artists, who will have a new space to practice their art and craft; and local groups who would benefit from supervised daytime activity. One day this might be a group of excluded school pupils, another day it might be a group of elderly residents. All of these are likely to be local residents, or in the care of local social services.</p> <p>On an average day it might benefit a supervised group of 5-10 people, then in the evening it might be attended by about 5 local amateur artists, working together on a project.</p>



	<p>It will benefit all those attending by making them feel part of a fun and useful community project, in which they meet different types of people, learn new skills.</p> <p>The artworks that are created will of course benefit the community more widely, and will serve to publicise the project.</p>
<p>Please tell us how the project will be delivered, including:</p> <ul style="list-style-type: none"> <li>• Where it will be delivered</li> <li>• When it will be delivered, and over what timeframe</li> <li>• How the project will be managed, by who, and their relevant experience</li> <li>• Details of any partner organisations / individuals and their roles</li> <li>• How you will publicise the event to your target groups.</li> </ul>	<p>It will take place in the main space of the church.</p> <p>Publicity will begin in the summer of 2019. Its trial period will last from September until November 2019, but it is hoped that it will continue beyond that date.</p> <p>The project leader Theo Hobson is a local artist and teacher who has led various community arts projects. He currently works at Kensington and Chelsea College, where he has worked with members of the Grenfell Tower community group.</p> <p>We will seek to work with various partner organisations, to open the space to those groups most in need of such a resource. Of course all daytime visitors will be supervised, accompanied by their teachers/carers. We already have links with various local groups, so we are confident of reaching those in need of this service.</p> <p>There will be a large sign about the project on the church's railings during the summer; a website will be set up; direct contact will be made with possible partner groups.</p>

### 3. Project, event or activity finances

What is the total cost of your project?	£3000
How much money are you requesting from QPCC?	£3000
If the total cost is more than the grant, please explain how the remainder will be funded.	The PCC is happy to supply a 2019 budget to demonstrate its financial commitments.
<p>What will the money be spent on? Please provide a detailed budget breakdown, including:</p> <ul style="list-style-type: none"> <li>• Details of income and expenditure, including chargeable activities and staff costs</li> <li>• Any in-kind donations</li> </ul>	<p><i>(Please attach a separate budget table, if necessary)</i></p> <p>Costs are low as there is no need to hire the space/pay for utilities/facilities, and the project leader does not require a fee.</p> <p>About a third of the money will be spent on publicising the project during the summer of 2019. This will include a large sign displayed on the railings of the church, some posters/flyers, and the setting up of a website.</p>

	<p>Another third will be spent on art materials, craft tools etc. This will include storage equipment, as the project has to clear itself away from the church and be stored in a small space.</p> <p>Another third will be spent on staff costs: for some sessions we will hire a youth worker and/or art teacher.</p>
Please tell us how you plan to make your project sustainable in the future (if applicable):	<p>We will seek further funding - including donations from local residents with an interest in the arts. We will seek to attract a range of volunteers - artists, teachers, local forms that may supply materials.</p> <p>The church is planning a new building/extension - so there is a possibility of gaining a permanent space - eg. a small room dedicated to the storage of arts centre materials.</p>
How will you receive funding? <i>Please highlight which applies</i>	<p>a) <u>I am from a constituted organisation with its own bank account.</u></p> <p>b) I am an individual or unconstituted organisation and have a nominated constituted body which has agreed to receive and disburse the funds by agreement on my behalf.</p> <p>c) I am an individual or represent and unconstituted organisation and would like to ask QPCC to act as banker. I will then claim back funds from QPCC against production of agreed receipts.</p>
If you selected <b>(a)</b> or <b>(c)</b> above, please provide the relevant bank details	<p>Name of bank / building society:</p> <p>Name of account: PCC ST JOHN</p> <p>Account number: 4011338</p> <p>Sort code: 20 96 55</p>
If you have selected <b>(b)</b> above, please provide the name of the organisation and their work, not personal, contact details. QPCC will need to confirm the organisation's agreement to receive funds.	

#### 4. Additional attachments

Please tick (or type 'Yes') that you have supplied the following attachments:

A copy of your organisation's constitution or that of your nominated organisation, if applicable	
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Copies of your most recent annual accounts if your organisation is over 15 months old, or those of your nominated organisation, if applicable	x
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**5. Declaration**

Please read, tick (or type 'Yes') to agree to the following statements:

The above information is accurate and has been completed to the best of my knowledge.	yes
My planned event, activity or project will be not-for-profit and is intended primarily to benefit the residents of Queen's Park, Westminster.	yes
I have read and agree to the terms and conditions of funding as outlined in the <i>QPCC Community Grants Programme: Guidelines, terms and conditions</i> approved by Queen's Park Community Council January 2019.	yes
I understand that all funds if not spent on the purpose for which they are granted must be returned to the Community Council.	yes
I consent for my name and / or organisation to be used in QPCC publications that list QPCC grant funding awards.	yes

**6. Consent for further communication**

An important part of the council's role is to keep people informed about our activities and projects, and how we spend public money. In order to share information with you, **we need your consent**. Please confirm your consent to our use of your contact information for this purpose, by ticking (or typing 'Yes') in the boxes below.

I give consent to be added to the QPCC mailing list to receive e-newsletters and updates to keep informed of news and events from QPCC and other local organisations, as well as what's going on in Queen's Park.	yes
I would like to receive communications by email.	yes
I would like to receive communications by mobile phone including text messages and WhatsApp.	yes

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**DAVID ACKERMAN**

Sign: .....

Name: .....The Reverend David Ackerman.....

26 2 2019

Date: .....

**Thank you!**

Queen's Park Community Council <b>Planning Working Group</b> Recommendations to Council, March 2019	
1	<p>Ref. No: 19/00408/FULL   Received date: Mon 21 Jan 2019   Status: Pending Consideration   Case Type: Planning Application</p> <p>Erection of a single storey side extension and a single storey rear extension at ground floor. - 180 Kilburn Lane London W10 4AS</p> <p><i>Objection. Dimensions have not been provided, and it looks like a gross overdevelopment of the site.</i></p>
2	<p>Ref. No: 19/00441/FULL   Received date: Tue 22 Jan 2019   Status: Pending Consideration   Case Type: Planning Application</p> <p>Loft conversion - 459A Harrow Road London W10 4RG</p> <p><i>Objection. On the basis of the information given, the proposed room is too small for anyone to have a reasonable quality of life. Information needed about ceiling heights. Does not address either parking or waste disposal.</i></p>
3	<p>Ref. No: 19/00509/FULL   Received date: Thu 24 Jan 2019   Status: Pending Consideration   Case Type: Planning Application</p> <p>Proposed loft conversion with rooflights to the front roof slope and 2 conservation style dormers. - Flat 1 547 Harrow Road London W10 4RH</p> <p><i>No objection, although we note that it is very disappointing not to have proper dimensions.</i></p>
4	<p>Ref. No: 19/00651/FULL   Received date: Mon 28 Jan 2019   Status: Pending Consideration   Case Type: Planning Application</p> <p>Erection of single storey infill extension at lower ground floor - Basement 13 Beethoven Street London W10 4LG</p> <p><i>Objection on the basis of lack of dimensions and design of the folding doors not being in keeping with the rest of the estate.</i></p>
5	<p>Ref. No: 19/00655/P3JPA   Received date: Fri 25 Jan 2019   Status: Pending Consideration   Case Type: Planning Application</p> <p>Prior Notification requirement under Part O of the GPDO for the change of use of offices (Class B1a) to form residential units. - 459A Harrow Road London W10 4RG</p> <p><i>Objection as adequate consideration does not appear to have been given to the living standards of the proposed occupancies or to parking and environmental issues.</i></p>
6	<p>Ref. No: 19/00679/FULL   Received date: Tue 29 Jan 2019   Status: Pending Consideration   Case Type: Planning Application</p> <p>Erection of a single storey rear extension at ground floor level and the installation of two rooflights to the rear roofslope. - 74 Kilravock Street London City Of Westminster W10 4HY</p> <p><i>No objection.</i></p>
7	<p>Ref. No: 19/00853/EEN   Received date: Fri 01 Feb 2019   Status: Pending Consideration   Case Type: Planning Application</p>

	<p>Installation of six bells to celebrate the 175th anniversary of the opening of the church in 1844. - St Johns Church Kilburn Lane London W10 4AA</p> <p><i>No objection.</i></p>
8	<p>Ref. No: 19/00874/TCA   Received date: Tue 05 Feb 2019   Status: Pending Consideration   Case Type: Planning Application</p> <p>Rear Garden. 1. Lawson Cypress x 2. Remove. - 28 Huxley Street London W10 4QQ</p> <p><i>No objection.</i></p>
9	<p>Ref. No: 19/01209/FULL   Received date: Sun 17 Feb 2019   Status: Pending Consideration   Case Type: Planning Application</p> <p>Redecorate front and rear windows and doors, redecorate masonry, including stone sills, mullions, lintels, entrance porch, and walls to front and back gardens, repaint front railings, repoint and repair brickwork top of outlier boundary wall , Repair / replace guttering and down pipes and missing clay tiles to existing front porch roof, repairs to turret roof render, and associated works. (Linked to 19/01210/LBC) - 134 Fifth Avenue London W10 4DU</p> <p><i>No objection.</i></p>
10	<p>Ref. No: 19/01210/LBC   Received date: Sun 17 Feb 2019   Status: Pending Consideration   Case Type: Planning Application</p> <p>Redecorate front and rear windows and doors, redecorate masonry, including stone sills, mullions, lintels, entrance porch, and walls to front and back gardens, repaint front railings, repoint and repair brickwork top of outlier boundary wall , Repair / replace guttering and down pipes and missing clay tiles to existing front porch roof, repairs to turret roof render, and associated works. (Linked to 19/01209/FULL) - 134 Fifth Avenue London W10 4DU</p> <p><i>No objection.</i></p>
11	<p>Ref. No: 19/01233/ADFULL   Received date: Mon 18 Feb 2019   Status: Pending Consideration   Case Type: Planning Application</p> <p>Details of trees protection pursuant to condition 10 of planning permission dated 25 June 2018 (RN: 17/07020/FULL). - 553 Harrow Road London W10 4RH</p> <p><i>No objection.</i></p>
12	<p>Ref. No: 19/01289/FULL   Received date: Tue 19 Feb 2019   Status: Pending Consideration   Case Type: Planning Application</p> <p>Installation of two steel framed conservation grade rooflights to the rear roof slope. - 91 Nutbourne Street London W10 4HL</p> <p><i>No objection.</i></p>
13	<p>Ref. No: 19/01426/ADFULL   Received date: Mon 25 Feb 2019   Status: Pending Consideration   Case Type: Planning Application</p> <p>Details of glass in the first floor south elevation of 19 St John's Terrace pursuant to Condition 13 of planning permission dated 19 July 2018 (RN: 17/07652). - Victoria Wharf St John's Terrace London W10 4RB</p> <p><i>No objection.</i></p>
14	<p>Ref. No: 19/01581/ADFULL   Received date: Fri 01 Mar 2019   Status: Pending Consideration   Case Type: Planning Application</p>

	<p>Detailed drawing of refuse and cycle storage, pursuant to conditions 5 and 6 of planning permission dated 21 January 2019 (RN: 18/10068/FULL) - 591 - 593 Harrow Road London W10 4NN</p>
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*No objection.*

## **Chair's Report March 2019**

### **Visits to Dart Street**

I arranged 3 visits to Dart Street with viewings for Ray, Simon Walton, Leslie, Ryan and Eartha.

### **Financial work during Kevin's month out of the office**

Yudong has been responsible for our finances during the time Kevin was off. Emma and I have been signing the invoices. In addition we have sorted out the issues with Barclays. Susanna has at last been approved as a signatory.

### **Fundraising for the Development of The Hut in Queen's Park Gardens**

I spoke to Axis who told me that the Axis Foundation had no money in the Financial Year 2018-2019 but that an application for work to be done would be submitted in early April. Axis employees give their time for free to support the community. As they are a WCC approved provider this will make things much simpler.

### **The Development of the Hut**

A meeting was held to finalise the plans and arrangements for the development of the Hut. It was attended by David Sear (WCC) Marcin Berguis from Continental (who are responsible for the garden), Errol who looks after the garden, Katie Cowan, Kevin and myself. I wrote to David Sear after the meeting and we hope to arrange a meeting between AXIS and WCC to discuss future plans.

### **The Cares Family**

The Rev\_David Ackerman invited me to a meeting with the Cares Family, a charity which has been set up to combat loneliness in communities. They have a North and an East London Cares Family and now want to set up West London Cares Family. Father Ackerman offered his church as a possible centre where the Cares Family could be based. I said I would research what was being done in Queen's Park to combat loneliness.

### **Chopping off branches on trees in the Avenues**

I have spent two sessions doing this with Simon and Ray.

Cllr Gill Fitzhugh  
7 March 2019



Queen's Park Community Council

## Officers' report, March 2019

### Main tasks / issues over the last 2 months

Staffing	The Chief Officer was absent on sick leave throughout February. Yudong Gao provided temporary casual support as a part-time Finance Officer and will continue to do so through March.
Website	Continuing to develop content for the new site.
Community Grants	Processing latest round of Grants and updating documentation on previous rounds.
Volunteer development	We have begun the volunteer development programme. Meetings with OneWestminster and with befriending team and Time Credits.
Budget	WCC notified that council agreed no increase in precept.

### Focus of work for the next 1-2 months

Website	Progressing and launching website.
Volunteer development	Develop partnership with Octavia Trust and Time Credits. Develop volunteer policies, role profiles, risk assessments and other policies.
Meetings scheduled	with Cllr Bott and Andy Durance at WCC; with ward councillors; and for a visit from two RBKC councillors. Additional meetings with local groups.
Event organiser	Begin recruitment process
Public arts	Walkabout tour (30 <sup>th</sup> March) and proposals for work.
Procurement	Review contracts for HCGA and dog strategy.



## 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 24 April 2019** commencing at **6.00pm**.

Kevin Harris, Chief Officer

16 April 2019

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### Agenda

- 148-18/19 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 149-18/19 Declarations of interest**
- 150-18/19 Minutes of the previous meeting** – to consider the minutes of the meeting of the Council held 13 March 2018 for confirmation and signing as a correct record.
- 151-18/19 Public session** – to receive any questions or representations from members of the Public. *(Members of the Public may speak for up to 3 minutes at the discretion of the Chair).*
- 152-18/19 Ethical standards** - presentation by Joyce Golder, WCC Legal Team
- 153-18/19 Financial report**
- 154-18/19 QPCC website** – to receive an update
- 155-18/19 Office relocation** – to receive an update
- 156-18/19 Volunteer development** – to receive an update
- 157-18/19 HR** – to receive an update
- 158-18/19 Events Coordinator**– to receive an update on recruitment
- 159-18/19 Annual report** – to review a draft of the report
- 160-18/19 Annual meeting** – to receive an update on plans
- 161-18/19 Community Gardening** – to approve the renewal of the contract to HCGA
- 162-18/19 Dog Strategy** – to approve the renewal of the contract to Canine Culture
- 163-18/19 Planning applications** – to approve the recommendations of the working group
- 164-18/19 Working groups** – to receive updates from the following groups: The Voice, Social Inclusion, Public & Community Arts, Forward Planning, Events, Environment & Open Spaces, Community Engagement, Children & Young People, Air Quality
- 165-18/19 Chair's report**
- 166-18/19 Officers' report**



Council

13 March 2019

18-19: 134-147

## Queen's Park Community Council

### Minutes of the Meeting of Council

held at the Beethoven Centre, Third Avenue. London W10 4JL

on **Wednesday 13 March 2019** commencing at 18:00.

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Present: Councillors Gill Fitzhugh (Chair), Ray Lancashire, Orrel Lawrence, John McArdle, Eartha Pond, Susanna Rustin, and Stella Wilson.

Also present: Kevin Harris, Chief Officer; and one member of the public.

*The Chair expressed thanks to the Community Development Officer for her work during the Chief Officer's absence in February.*

*The meeting began at 18:04.*

**134-18/19 Apologies for absence** were received from Councillors Leslie Barson and Emma Sweeney.

**135-18/19 Declarations of interest** – Cllr Lancashire declared an interest in item 140 as a member of the Friends of Queen's Park Gardens and St John's Church.

**136-18/19 Minutes of the previous meeting** – the minutes of the Council meeting held 30 January 2019 were agreed and signed by the Chair.

**137-18/19 Public session** – there were no questions or representations from members of the Public.

**138-18/19 Financial report** – council approved the Bank Reconciliation Statement as at 07/03/2019, the list of payments for February, and the Council Detail Report 04/03/2019. It was **agreed** that the payment of £2,650 for solicitors' fees in relation to the office relocation could be drawn from reserves; and that end of year surplus from Community Grants and Volunteer Development be carried forward into the 2019-2020 budget. Final accounts for the summer festival, fireworks and winter fair are awaiting receipt of the ward budget contributions. Cllr Lancashire will sign bank statements and bank reconciliation reports in accordance with para 2.2 of the Financial Regulations.

**139-18/19 Office re-location** – Cllr Fitzhugh had arranged three group visits to the proposed location. Solicitors are preparing agreements and a tendering process for refurbishment work is being prepared.

**140-18/19 Community Grants** – the recommendations of the Grants Panel to fund Munro Health (£3,500); Musicus CIC (£2,751); Queen's Park Bangladeshi Association (£3,485); and Zodiac Arts (£2,615) were **approved**. Council voted on two further applications. Funding for Friends of Queen's Park Gardens (FQPG, £354.62) was **agreed**.

*Cllr Stella Wilson entered the room at 18:29.*

It was also **agreed** that in future, support for FQPG could become a standing item in the budget, subject to their agreement and acceptance of reporting requirements. Although they felt it was a good proposal, council could not approve funding for St John's Church on the level of detail provided.

Cllr Lancashire was **approved** as a member of the Grants Panel.

**141-18/19 Website** – design of the new website is now in the final phase as content is prepared. Councillors will be invited to comment on a pre-launch version.

**142-18/19 Planning applications** – the working group recommendations were **approved**. One application for a flat (19/00441) was described by a member of the public as ‘too small for anyone to have a reasonable quality of life’ (council’s objection has been submitted).

**143-18/19 Volunteering** – the CDO has begun work on developing a volunteer network.

**144-18/19 Working groups**

**Air Quality** – results of the second pollution study were tabled. By comparison with the summer 2017 study the air quality appears better, however the data were collected in November when the weather was generally wet. It was **agreed** to continue at least two studies each year to build evidence and increase awareness. Action on anti-idling will be discussed in a meeting with Westminster officers in April.

**Children & Young People** – an initial meeting has taken place. A youth council was being considered and youth violence will need to be a focus of attention.

**Environment & Open Spaces** – a meeting took place at the park hut with Westminster officers and Continental staff and as a consequence a briefing will go to Cllr Tim Mitchell who holds the relevant WCC portfolio. The Axis Foundation is being approached to see if they are willing to be involved. The Dog Strategy and community gardening contracts are due for renewal and a proposal will be brought to council in April.

**Events** – Cllrs Earth Pond and Stella Wilson will help to organise the annual community meeting.

**Forward Planning** – the group had met in February in order to plan officers’ work priorities. The Chief Officer will convene future meetings.

**Public & Community Arts** – a walkabout with the Express Yourself group will take place on 30 March, to identify possible locations for public art and to generate ideas.

**Resident Engagement** – terms of reference have been reviewed and will be circulated with an invitation for membership and to be presented to council in due course.

**Social Inclusion** – mapping research carried out by June Quammie, intended to help the group’s initial thinking, is being drawn to a close. The Community Development Officer is in discussion with the Octavia Trust regarding possible partnership in a befriending scheme. Terms of reference for the group have been reviewed and will be circulated with an invitation for membership and to be presented to council in due course.

**The Voice** – planning for the next issue will begin in late April / early May.

**145-18/19 Online shared calendar** – a meeting will be arranged for an IT consultant to meet the officers.

**146-18/19 Chair’s report** – WCC have agreed for QPCC to carry out a survey of trees that need trimming. This survey may be carried out by corporate volunteers in early April.

**147-18/19 Officers’ report** - priorities for the next 2-3 months include: progressing and launching the website; end-of-year accounts; office relocation; recruiting an Events Organiser; ILCA studies / qualification; preparing a volunteer development campaign and programme; preparing the annual report; and organising the annual community meeting and annual meeting of council.

*The meeting closed at 19:35.*

# QPCC and Westminster City Council

## Ethical Standards in Parish Councils

Wed 24<sup>th</sup> April 2019, 6pm

Westminster City Council Legal Service  
Joyce Golder, Principal Solicitor  
[Joyce.golder@rbkc.gov.uk](mailto:Joyce.golder@rbkc.gov.uk)  
Ph – 020 7361 2181



City of Westminster

## WCC - Principal Authority of QPCC

- Queen's Park Community Council is unique in London
- QPCC are bound by the rules and governance arrangements of Westminster City Council as the Principal Authority
- WCC has a Councillor/Member's Code of Conduct, found here which will govern Cllrs at QPCC:-

<https://www.westminster.gov.uk/complaints-against-councillors>

- WCC has a Councillor/Member's Arrangement for dealing with complaints found here which will govern Cllrs at QCC:-

<https://committees.westminster.gov.uk/documents/s30560/Complaints%20Against%20Members.pdf>



## 20<sup>th</sup> Report – Local Government Ethical Standards - Committee on Standards in Public Life

- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/777315/6.4896\\_CO\\_CSPL\\_Command\\_Paper\\_on\\_Local\\_Government\\_Standards\\_v4\\_WEB.PDF](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/777315/6.4896_CO_CSPL_Command_Paper_on_Local_Government_Standards_v4_WEB.PDF)
- Jan 2019 – local government review – see Executive Summary, Recommendations and Best Practice (provided). The report covers:-
  - Codes of Conduct
  - Declaring and Managing Interests
  - Declarations and Safeguards
  - Sanctions
  - **Town and Parish Councils – chapter 5**
  - Supporting Officers
  - Councils' Corporate Arrangements
  - Leadership and Culture



# Quotes from the Report of the Committee on Standards in Public Life

*“Local government impacts the lives of citizens every day, providing essential services to those it serves. Its decisions directly affect the quality of life of local people. High standards of conduct in local government are needed to demonstrate that those decisions are taken in the public interest and to maintain public confidence”.*

- *“It is clear that the vast majority of councillors and officers want to maintain the highest standards of conduct in their own authority. We have, however, identified some specific areas of concern. A minority of councillors engage in bullying or harassment, or other highly disruptive behaviour, and a small number of parish councils give rise to a disproportionate number of complaints about poor behaviour”.*





# The Seven Principles of Public Life (the Nolan Principles)

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership



## Chapter 5 – Town and Parish Councils

- *“While the vast majority of people who serve on town and parish councils do so for the benefit of their community and in doing so observe the Seven Principles of Public Life, the Committee received evidence suggesting that poor behaviour and serious misconduct by some councillors is creating significant disruption in those communities. The evidence also suggests that this misconduct can create a increased workload for the relevant principal authority”.*
- *Our predecessor Committees have excluded town and parish councils from their reviews into local government standards; we have chosen to focus on them because the number and nature of concerns shared with the Committee by those who work in and with parish councils was sufficient for us to question whether the present arrangements provide for good governance and meet the needs of the public.*



# Misconduct in Parish Councils

*“We regularly come across cases of serious bullying and disrespect towards officers and fellow councillors, threatening and intimidating behaviour towards staff, obsessive behaviour and deliberate flouting of the need to declare interests. While such behaviour is very much in the minority it can seriously damage the reputation of an authority, as well as causing huge amounts of stress and effectively gumming up the workings of a council. This is particularly true at parish council level..”*

**Hoey Ainscough Associates**



City of Westminster

## Misconduct in Parish Councils (cont...)

*“The impact often includes serious ill health, loss of employment, loss of confidence and a long-term detriment to their personal and professional lives. The parish sector experiences a high turnover of staff each year. In some areas of the country this can be up to 20-30% of clerks and a large element of this can be attributed to the underlying behaviour issues. We are aware of cases where the issues are long standing and repeated year on year, with multiple cycles of behavioural issues, loss of personnel and recruitment taking place...”*

**Society of Local Council Clerks**



City of Westminster

## Recommendations for Parish Councils

- Overall the Report included 26 recommendations in total – to be dealt with by way of legislative change.
- Recommendation 19: Parish council clerks should hold an appropriate qualification, such as those provided by the Society of Local Council Clerks.
- Recommendation 20: Section 27(3) of the Localism Act 2011 should be amended to state that parish councils must adopt the code of conduct of their principal authority, with the necessary amendments, or the new model code.
- Recommendation 21: Section 28(11) of the Localism Act 2011 should be amended to state that any sanction imposed on a parish councillor following the finding of a breach is to be determined by the relevant principal authority.



## Best Practice for Parish Councils

- Overall the Report included 15 Best Practice points - *“we expect any local authority can and should implement them now”*.
- **Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances.**
- **Best practice 12: Monitoring Officers’ roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.**



## Attendance at Meetings

- Section 85 of the Local Government Act 1972 states that if a member of a local authority (Parish Council) fails throughout a period of six consecutive months from the date of their last attendance to attend any meeting of the authority, they shall cease to be a member of the authority.
- The only exception is if their non-attendance has been approved by the authority before the expiry of the six month period.
- A full record of the meeting to be kept – who arrived and who left and timings (this may impact on validity of decision making).
- Remember Nolan Principles – attendance at entire meeting expected in order to fully represent your constituents.



# Q&A





# Queen's Park Community Council

**Meeting or Decision Maker:** Queen's Park Community Council

**Date:** 24 April 2019

**Title:** Review of Local Government Ethical Standards  
by Committee on Standards in Public Life

**Report of:** Tasnim Shawkat, Monitoring Officer for  
Westminster City Council and Queens Park  
Community Council

## Executive Summary

1. This report advises the Queen's Park Community Council on the outcome of the review by the Committee on Standards in Public Life (CSPL) on Local Government ethical standards. Attached as **Appendix 1** is copy of Chapter 5 of the report which relevant to Parish Councils.
2. The purpose of the report is to highlight the need for high standards of conduct at the QPCC. The Monitoring Officer is aware that there have been issues regarding Member conduct in the past as she has dealt with a number of formal complaints against QPCC Members.
3. Secondly, the report highlights the fact that Parish Councils continue to generate more complaints. This is a drain on resources, including Human Resources and can have an adverse impact on a council's reputation and its objectives to make a positive difference to the community it represents.
4. Thirdly, the reports asks Members of the QPCC to accept the recommendations below and consider what action they wish to take in the light of the CSPL report. Finally, the purpose and aim of the report is to prevent future complaints by raising awareness of the issues and the need to maintain high standards of conduct at the QPCC.

## Recommendations

5. As the Monitoring Officer I would make the following recommendations for QPCC:
  - i. To note the 26 recommendations made by the Review of Local Government Ethical Standards by Committee on Standards in Public Life and the 15 best practice points.

- ii. To adopt best practice no 11, as recommended by the Committee on Standards in Public Life, that is, formal standards complaints about the conduct of a Parish Councillor towards a clerk should be made by the Chair or by the QPCC as a whole, rather than the clerk in all but exceptional circumstances.
  - iii. To Note that the Westminster City Council's Code of Conduct and the Arrangements for dealing with complaints, which apply to the QPCC, have been updated since the Monitoring Officer last attended the QPCC meeting in 2016. The following changes have been made:
    - a) The Arrangements have been updated to allow six months as opposed to three months to bring complaints in relation to bullying and harassment, recognising that it often takes time for a complainant to come forward in such cases.
    - b) The Code para 2.10 has been amended to clarify that bringing the Council into disrepute comes within the Code of Conduct.
  - iv. To consider what further action is required in relation to the QPCC in the light of the recommendations and the changes to the Code.
6. I would also suggest more regular contact between the QPCC and the Monitoring Officer or one of her officers to further support the best practice recommendation no 12 (see below).
7. Further I note that the QPCC has adopted a policy for Councillors on the use of social media.

**Review of Local Government Ethical Standards by Committee on Standards in Public Life**

8. On 29 January 2018 CSPL launched a consultation on Local Government Ethical Standards. The terms of reference for the review were to examine the structures, processes and practices in local government in England for:
- maintaining codes of conduct for local councillors
  - investigating alleged breaches fairly and with due process
  - enforcing codes and imposing sanctions for misconduct
  - declaring interests and managing conflicts of interest; and
  - whistleblowing

And to:

- assess whether the existing structures, processes and practices are conducive to high standards of conduct in local government
- make any recommendations for how they can be improved

- note any evidence of intimidation of councillors, and make recommendations for any measures that could be put in place to prevent and address such intimidation.
9. The CSPL published its report on 30 January 2019. The report can be accessed here: <https://www.gov.uk/government/publications/local-government-ethical-standards-report>. The report proposes a range of measures which it mainly recommends to Government but also to the Local Authorities, including Parish Councils.
  10. The report reinforces the high standards of conduct required in local government to protect the integrity of decision-making, maintain public confidence and safeguard local democracy. Some of the recommendations require changes to primary legislation, secondary legislation and the Local Government Transparency Code. However, the good practice recommendations can be implemented immediately.
  11. The report concludes that there is no need to return to a centralised body to govern and adjudicate on standards, and that Local Authorities should retain ultimate responsibility for implementing and applying the seven principles of public life (Nolan Principles) in Local Government.
  12. QPCC members are specifically referred to the Executive Summary and the Recommendations as well as Chapter 5, which is attached to this report as **Appendix 1**.

### **Summary of key findings relevant to the QPCC**

13. The report is divided into 8 chapters. Chapter 5 deals with Parish Councils, which is attached to this report as **Appendix 1**. This report does not seek to reproduce what is in the report but aims to summarise some of the key issues relevant for the QPCC. The key findings the Council is asked to note are as follows.
14. Whilst it is recommended that there should be an updated model code of conduct, the review recognised that there are benefits to a council being able to adopt its own code depending on its own culture and the specific issues it may face.
15. The report highlights that areas such as bullying and harassment, social media use, gifts and hospitality have all increased but are not regularly reflected in the codes of conduct recommended by the Government and the Local Government Association.
16. In relation to Parish Councils the CSPL found that, while the vast majority of people who serve on town and parish councils do so for the benefit of their community and in doing so observe the Seven Principles of Public Life, the Committee received evidence suggesting that poor behaviour and serious misconduct by some councillors is creating significant disruption in those communities. The evidence also suggests that this misconduct can create an increased workload for the relevant principal authority.

## **Supporting Officers**

17. The report highlights the challenging and broad role of the Monitoring Officer and the Town or Parish Clerks, as well as the practical tensions and potential for conflicts of interest. In relation to conflict of interest the Monitoring Officer already has in place processes, in line with the recommendations and best practice recommendations, for example appointing a different legal officer to undertake a code of conduct investigation.
18. The CSPL found that the parish sector experiences a high turnover of staff each year. In some areas of the country this can be up to 20-30% of clerks and a large element of this can be attributed to the underlying behaviour issues. There were cases where the issues are long standing and repeated year on year, with multiple cycles of behavioural issues, loss of personnel and recruitment taking place.
19. The CSPL recommends best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances.
20. For example, where behaviour that is in breach of a code is observed by councillors or reported by a clerk, the parish council should lodge a formal standards complaint corporately or in the name of the chair. A clerk should not have to do so themselves. In addition to providing necessary support to the clerk in such circumstances, such measures signify to individual councillors that disruptive behaviour is not ignored or accepted by the council generally.

## **Bullying/ harassment**

21. The CSPL heard of a number of individual cases of serious bullying or other unacceptable behaviour, particularly directed towards local council clerks, leading to high turnover of staff.
22. Analysis of survey responses from over 800 parish clerks, undertaken by Hoey Ainscough Associates on behalf of the Society of Local Council Clerks, suggests that 15% of parish councils experience serious behavioural issues such as bullying and disrespect towards other councillors or the clerk, and 5% of parish councils experience these issues to an extent that they are unable to carry out some or all of their proper functions.
23. The impact often includes serious ill health, loss of employment, loss of confidence and a long-term detriment to their personal and professional lives.
24. In particular, codes do not specify behaviours that would amount to bullying. The Council can consider whether it would be helpful for the Council's code to include a definition of bullying/ harassment. There is no statutory definition of bullying but the report refers to a definition used by ACAS (Advisory, Conciliation and Arbitration Service). Harassment is defined in the Equality Act 2010.

25. The evidence the CSPL received from practitioners is that earlier case law has established that a parish council as a corporate body is vicariously liable for actions by an individual councillor which would involve an implied breach of their contractual obligations as an employer, including an implied obligation to provide a reasonable congenial working environment.
26. Councils may therefore legally take proportionate, protective steps to safeguard employees if they are experiencing bullying or other unacceptable behaviour, for example, requiring that a particular councillor does not contact directly that named member of staff. However, for sanctions to be imposed, which are by nature punitive, then a formal complaint must be made, with an investigation undertaken by the principal authority.
27. The CSPL recommend as best practice 12 that Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. This is already in place but regular attendance at Council meetings should be considered.

### **Social Media**

28. The report states that, at the moment, codes of conduct can only apply when a Councillor is acting in their capacity as a Councillor. The report recognises how the use of social media presents a challenge in determining whether a code of conduct applies to instances of behaviour. One of the recommendations is that Councillors should be presumed to be acting in an official capacity in their public conduct, including statements on publicly accessible social media. This will require a change in legislation to permit local authorities to presume so when deciding upon code of conduct breaches.
29. At its meeting on 6 December 2018 the Standards Committee at WCC considered and approved a guide to Members on the use of social media. The Committee suggested that a list of "do's and don'ts" be circulated on the Members bulletin on a regular basis, to publicise and remind members regarding use of social media. The same is recommended for QPCC.

### **Sanctions**

30. The report states that the current sanctions available to local authorities are insufficient, that a lack of robust sanctions can damage public confidence in the standards system, and that there is no means of addressing serious or repeated misconduct. The report recommends that local authorities should be given the power to suspend councillors without allowances for up to six months and any Councillor who is suspended should be given the right to appeal to the Local Government Ombudsman. This change will require legislation.
31. The evidence the CSPL received suggests that reintroducing a power of suspension for local authorities, which would be applicable to parish councillors, may address some of these problems. Although many parish councillors are not paid, a suspension of six months would nevertheless remove them from decisions and communications for all meetings during that period. It would also send a strong message to the individual member and the community.

## **Leadership and culture**

32. The report states that an ethical culture requires leadership from a range of individuals and groups. The Monitoring Officer has been particularly keen to reinforce the message that although rules and guidance are necessary, it is leadership and culture which has the most impact on the Council's ethical standard.
33. The CSPL also suggests a significant need for clerks to be formally qualified (for example, through qualifications run by the Society for Local Council Clerks). Such qualifications need not be costly for parish councils.

## **Legal Implications**

34. The Council and individual Members are required to promote and maintain high standards of ethical behaviour as is required under section 27 of the Localism Act 2011 ("the Act"). Under section of the 28 of the Act, the Council must have in place "arrangements" under which allegations that a member or co-opted member of the Council, or of a Committee of Sub-Committee of the Council, has failed to comply with Code of Conduct can be investigated and decisions made on such allegations.
35. In order to implement some of the recommendations, amendments would have to be made to sections 27, 28 and 31 of the Localism Act 2011. In addition, amendments would have to be made to The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015.
36. However, there are some recommendations and good practice recommended by the CSPL, which can be implemented without delay.

**Tasnim Shawkat, Monitoring Officer**

**Queens Park Community Council**

**Westminster City Council**

Queen's Park Community Council

## Financial report to council, April 2019

### *Attachments:*

- List of payments 1 March to 11 April redacted
- Council Detail Report 11/4/2019
- Bank Reconciliation statement 8 Apr 2019

### *Notes*

- The VAT claim for January-March 2019 has been submitted.
- Ward budget payments from WCC have been received and included in the accounts for 2018-2019.
- The Petty Cash account has been closed in accordance with the recommendations of the internal auditor.
- A new system for recording receipts has been implemented in accordance with the recommendations of the internal auditor.
- Cllr Lancashire has signed bank statements and bank reconciliation reports for 2018-2019 in accordance with para 2.2 of the Financial Regulations.
- Accounts for 2018-2019 have been completed and closed.

Kevin Harris  
Chief Officer  
April 2019

Queen's Park Community Council <b>Planning Working Group</b> Recommendations to Council, April 2019	
1	<p>Ref. No: 19/01796/CLEUD   Received date: Fri 08 Mar 2019   Status: Pending Consideration   Case Type: Planning Application</p> <p>Residential development of 5 converted flats and 2 new build houses. - 302 Kilburn Lane London W9 3EF</p> <p><i>No objection.</i></p>
2	<p>Ref. No: 19/01919/TPO   Received date: Thu 07 Mar 2019   Status: Pending Consideration   Case Type: Planning Application</p> <p>London Plane + lime at far end of car park to be pruned to previous points for maintenance and roadside safety. - 553 Harrow Road London W10 4RH</p> <p><i>No objection.</i></p>
3	<p>Ref. No: 19/02004/FULL   Received date: Mon 18 Mar 2019   Status: Pending Consideration   Case Type: Planning Application</p> <p>Erection of single storey rear extension at ground floor level. - 76 Kilravock Street London W10 4HY</p> <p><i>Objection as no dimensions are given and we want to be sure that it is not too high at the boundary wall.</i></p>
4	<p>Ref. No: 19/02309/FULL   Received date: Wed 27 Mar 2019   Status: Pending Consideration   Case Type: Planning Application</p> <p>Erection of rear infill extension at ground floor level, alterations to rear fenestration, installation of 2 rooflights in rear roof slope, replacement of windows to front elevation with double glazed timber sash windows. (Linked to 19/02310/LBC) - 139 Fifth Avenue London W10 4DT</p> <p><i>Objection. The height of the party wall supporting the new infill extension is not stated.</i></p>
5	<p>Ref. No: 19/02310/LBC   Received date: Wed 27 Mar 2019   Status: Pending Consideration   Case Type: Planning Application</p> <p>Erection of rear infill extension at ground floor level, alterations to rear fenestration, installation of 2 rooflights in rear roof slope, replacement of windows to front elevation with double glazed timber sash windows and internal alterations including conversion of loft space to habitable accommodation. (Linked to 19/02309/FULL) - 139 Fifth Avenue London W10 4DT</p> <p><i>Objection as above.</i></p>



6	<p>Ref. No: 19/02314/FULL   Received date: Thu 28 Mar 2019   Status: Pending Consideration   Case Type: Planning Application</p> <p>Variation of condition 2 of planning permission dated 22 May 2017 (RN 17/03194/FULL) for the Erection of a temporary modular two storey building on playground to the rear of the school for period of 2 years. NAMELY to allow the temporary modular buildings in the rear playground to remain on site until 31st July 2021. - The St Marylebone Bridge School 17 - 23 Third Avenue London W10 4RS</p> <p><i>No objection.</i></p>
7	<p>Ref. No: 19/02378/FULL   Received date: Sat 30 Mar 2019   Status: Pending Consideration   Case Type: Planning Application</p> <p>Loft conversion including the installation of three velux roof lights to the front slope and two conservation style dormers to the rear. - Flat 1 547 Harrow Road London W10 4RH</p> <p><i>No objection.</i></p>

## Officers' report to council, April 2019

### Past month

- The 2018-2019 accounts have been finalised and closed.
- The new website has been brought close to readiness for launch.
- The recruitment process for an Events Co-ordinator is underway.
- Final documentation for approved grants is being collected and the payments processed.
- The partnership with Octavia Housing Trust on a befriending scheme is being established.
- Volunteer policies are being drafted.
- We have registered as members of the National Council for Voluntary Organisations, which gives us access to training, documentation and advice.
- Cllr Lancashire and the Chief Officer met with Hayley Regan, WCC 'Greener City' Strategy and Development Manager and a colleague, to discuss our intentions for work on air quality and other sustainability themes.
- The Chief Officer met with the WCC legal team to discuss issues around the recent report on local government ethical standards from the Committee on Standards in Public Life.
- The Chief Officer met three RBKC councillors to discuss the practicalities and experience of a London parish council.
- The Chief Officer (along with councillors Fitzhugh, Lancashire and Pond) attended a public meeting on violence and anti-social behaviour, convened by Cllr Dimoldenberg.
- The officers convened a meeting with the ward councillors attended by Cllr Lancashire and Cllr McArdle, for information sharing and to discuss emerging key issues.
- The Community Development Officer has attended Time Credits training.

### Priorities in the next 1-2 months

- Publish annual report.
- Organise annual community meeting.
- Reviewing all policies for website and annual meeting of council, including policies on volunteering.
- Complete the recruitment of Events Coordinator.
- Formal launch of website, and filling out the content.
- Ongoing – office relocation.
- Grants timetabling.
- Training on safeguarding for our organisation.
- Time credits registration.
- Plan formal recruitment of casual admin office worker (from June).
- Preparation for Chief Officer handover.