



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 15 May 2019** commencing at **6.00pm**.

Kevin Harris, Chief Officer

9 May 2019

AGENDA

- 001-19/20 Election of Chair** – to elect a Chair of the Community Council for the 2019-2020 municipal year.
- 002-19/20 Chair's declaration of acceptance of office** – to receive the Chair's declaration of acceptance of office.
- 003-19/20 Election of Vice-Chair** – to elect a Vice-Chair of the Community Council for the 2019-2020 municipal year.
- 004-19/20 Apologies for absence** – to receive and approve any apologies for absence.
- 005-19/20 Declarations of interest**
- 006-19/20 Minutes of the previous meeting** – to consider for approval the minutes of the Council Meeting held 24 April 2019 for confirmation and signing as a correct record.
- 007-19/20 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).*
- 008-19/20 Befriending Project** – to receive a presentation about the proposed partnership with Octavia Foundation; and to approve the project.
- 009-19/20 Review of delegation arrangements.**
- 010-19/20 Committee terms of reference** — to review the terms of reference for HR and Appeals committees.
- 011-19/20 Committee membership** – to appoint members, chairs and vice-chairs to the HR and Appeals committees.
- 012-19/20 New committees** – to consider the establishment of any new committees for the municipal year 2019-2020.
- 013-19/20 Standing orders** – to review the council's Standing Orders for re-adoption.
- 014-19/20 Financial regulations** - to review the council's Financial regulations for re-adoption.
- 015-19/20 Representation on outside organisations** – to review representation and arrangements for reporting back and to appoint representatives to outside organisations for the municipal year 2019-2020.
- 016-19/20 Asset register** – to review the inventory of land and assets.

- 017-19/20 Subscriptions** – to review subscriptions for 2019-2020.
- 018-19/20 Insurance** – to review insurance cover for the 2019-2020 municipal year.
- 019-19/20 Complaints Procedure** - to review the council’s complaints procedure for re-adoption.
- 020-19/20 Member and officer protocol** - to review the council’s protocol for re-adoption.
- 021-19/20 Members’ code of conduct** - to review the council’s code of conduct for re-adoption.
- 022-19/20 Disciplinary policy and procedure** - to review the council’s disciplinary policy and procedure for re-adoption.
- 023-19/20 Grievance procedure** - to review the council’s grievance procedure for re-adoption.
- 024-19/20 Document retention policy** - to review the council’s document retention policy for re-adoption.
- 025-19/20 Policy on personal data re enquirers** - to review the council’s Policy on personal data re enquirers for re-adoption.
- 026-19/20 Office security policy** - to review the council’s Office security policy for re-adoption.
- 027-19/20 Diary of Meetings** – to agree dates of meetings for the 2019-2020 municipal year.
- 028-19/20 Planning applications** – to approve the recommendations of the Planning Working Group.
- 029-19/20 Climate emergency** – to receive a motion to declare a climate emergency.
- 030-19/20 Working groups** - to receive updates from the following working groups: The Voice, Social Inclusion, Public & Community Arts, Forward Planning, Events, Environment & Open Spaces, Community Engagement, Children & Young People, Air Quality.



Council

24 April 2019

18-19: 148-166

Queen's Park Community Council

Minutes of the Meeting of Council

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

on **Wednesday 24 April 2019** commencing at 18:00.

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

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

The meeting began at 18:06.

148-18/19 Apologies for absence were received from Councillor Eartha Pond.

149-18/19 Declarations of interest – there were no declarations of interest.

150-18/19 Minutes of the previous meeting – the minutes of the Council meeting held 13 March 2019 were agreed and signed by the Chair.

151-18/19 Public session – two representatives from a group of five school children asked Council to consider increasing the amount of safe public garden space in Queen's Park. A gardening group with young people was suggested.

152-18/19 Ethical standards - Joyce Golder, representing the Monitoring Officer, gave a presentation about the government report on the *Review of local government ethical standards* by the Committee on Standards in Public Life, and the Monitoring Officer's subsequent report.

Cllr Stella Wilson left the meeting at 18:26.

Given the particular relevance of the review to local councils, Westminster's Standards Committee had asked the Monitoring Officer to engage with QPCC. The Council was asked to implement Best Practice points 11 and 12. Ongoing training and support will be offered by the Monitoring Officer and her colleagues. The presentation reviewed the Nolan Principles and covered councillor behaviour and attendance. Training sessions will be provided on Declarations of Interest and other needs.

Cllr Ryan Dalton entered the meeting at 18:50.

Agreed:

1. To note the recommendations and best practice points from the review.
2. To adopt best practice point 11, as follows: '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.'

3. To amend the Code of Conduct 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. Bringing the council into disrepute comes within the code of conduct.

Cllr Stella Wilson returned to the meeting at 1852.

153-18/19 Financial report – the Chief Officer clarified details in the Council Detail Report for the financial year end. The report was noted and the List of payments 1 March to 11 April; Council Detail Report 11/4/2019; and Bank Reconciliation statement 8 Apr 2019 were **approved**.

154-18/19 QPCC website – delays in completing the new site were noted.

155-18/19 Office relocation – the solicitors' work was nearing completion and a ten-year lease was being secured. Quotes from two builders had been received with a third to come. Discussions with PDT regarding their interest in moving with the Council, are underway.

156-18/19 Volunteer development – the Council is now a member of the National Council for Voluntary Organisations which gives access to expertise and training. Policies and procedures are being prepared and the partnership with Octavia Housing, regarding a befriending service, is being developed. The Council is now eligible to manage time credits.

157-18/19 HR – it was noted that the Chief Officer has resigned his post. HR Committee will meet on 1 May to begin the task of recruiting a replacement. The mediation process is ongoing and a report will be brought to Council.

158-18/19 Events Coordinator– the role has been publicised with a deadline of 28 April.

Cllr Alfrena Barbé left the meeting at 19:13 and returned at 19:15.

159-18/19 Annual report – a draft of the report will be sent to councillors for comment on 26 April, with a view to sending final copy to print on 2 May.

160-18/19 Annual meeting – the planning group has not yet met but the event is being organised virtually.

161-18/19 Community Gardening – the renewal of the contract to HCGA was **approved**.

162-18/19 Dog Strategy – the renewal of the contract to Canine Culture was **approved**.

163-18/19 Planning applications –the recommendations of the working group were **approved**.

164-18/19 Working groups –

The Voice – the next edition will be delivered in June.

Social Inclusion – Cllrs Alfrena Barbé, Leslie Barson and Stella Wilson will meet together with the officers on 22 May.

Public & Community Arts – a meeting had been held followed by a walkabout to identify local spaces that could be improved through arts. The next meeting will explore ways to take the ideas forward. Attention was drawn to the need where necessary to have certificates of lawfulness. Space for arts projects has been offered at St John's Church.

Forward Planning – the group met recently and is scheduled to meet again on 26 June.

Events – planning for the events is dependent on the recruitment of an Events Co-Ordinator, which is in progress.

Environment & Open Spaces – final permission for the development of the hut in Queen’s Park Gardens is imminent. Meetings are being held with Axis with a view to funding for this work, and with David Sear from WCC.

Community Engagement - Cllrs Alfrena Barbé, Leslie Barson and Stella Wilson will meet together with the officers on 22 May.

Children & Young People – in Cllr Ryan Dalton’s absence due to illness, Cllrs Eartha Pond and Gill Fitzhugh had met with the Community Development Officer. Another meeting is planned.

Air Quality – Cllr Lancashire presented figures from the December 2018 study showing lower levels of pollution compared to June 2017. Cllr Lancashire had met with Hayley Regan from WCC to discuss joint approaches to anti-idling. A survey of trees has been carried out to identify those most needing attention and WCC have agreed to address these.

Neighbourhood Planning – it is now hoped to submit the plan in summer once the City Plan has been agreed.

165-18/19 Chair’s report – the items in the Chair’s report had been covered elsewhere in the agenda.

166-18/19 Officers’ report – the report was noted.

The meeting closed at 19:41.

Befriending Project: Octavia Foundation and QPCC partnership

Introduction and background

The Octavia Foundation and Queen's Park Community Council (QPCC) propose setting up a partnership to deliver a volunteer programme to provide befriending services for local older people in Queen's Park, Westminster. This proposal outlines an 8-month pilot.

About the Octavia Foundation and QPCC

Queen's Park Community Council (QPCC) is the first community (or parish) council in London, and was set up following a campaign and a local referendum in 2012. Elections are held every four years. The first 12 councillors were elected in May 2014, and our second elections were held in May 2018. Our councillors are all local residents with a wide range of experiences and views and the Community Council is not affiliated with particular political parties. QPCC aims to promote a strong sense of community and increase the quality of life for all residents of (and visitors to) Queen's Park. Our vision is of a neighbourhood that has a strong sense of community; a place where people of all ages, cultures, religious and social backgrounds live, work and socialise together.

Established by Octavia Housing Association, the Octavia Foundation is a registered charity (no 1065817) that connects people affected by unemployment, ill health, social isolation or low incomes in central and west London with opportunities for positive personal change. Much of their work takes place in Westminster, Kensington and Chelsea, and Hammersmith and Fulham. It includes:

- Care and support for older and vulnerable people
- Work with young people
- Help with training and employment
- Help with money and debt
- Involving the community.

What is Octavia's befriending service?

- Octavia's befriending service offers vital emotional support to older isolated adults. Each individual is carefully matched with a volunteer befriender who visits every week for at least six months.
- Befrienders offer their company, visiting a befriender in their own home or providing the emotional support they need to venture out. They promote independence and reduce isolation.
- Befriending can be tailored to the individual. A session might include just having a chat, taking a walk or accompanying a befriender as they go shopping. It depends on what the individual would like to do.
- It is:
 - Friendly: We take the time to find exactly the right befriender for each individual. We will make the best possible match, based on personality and shared experience.
 - Safe: All our volunteers are carefully recruited, police checked and trained to ensure a safe, professional service.
 - Flexible: Weekly sessions can be arranged for a day and time that suits the individual.
 - Improves wellbeing: Regular visits from someone who cares can have a significant positive impact on mental and physical wellbeing
- In Westminster, this service is funded by the City of Westminster
- Older people describe the befriending service as life changing:
 - *"I no longer have to spend my birthday on my own. I was isolated and alone, without friends or family. Now I have a friend who cares about me"* - Jacqueline

- Octavia’s befriending and outreach team also currently hold three coffee mornings a week in Central and West London for isolated and vulnerable individuals. One of these takes place in the Costa Coffee on Harrow Road on Wednesdays 11am-1pm.

Why partner?

The Octavia Foundation already has a well-established befriending programme in Westminster. However, they currently have more people in Queen’s Park who would like befriending than they have volunteers. They therefore need help with attracting and recruiting volunteers.

The Community Council is well-established in the area with networks into the community, and also conducts widespread publicity across the ward. However, volunteering opportunities have historically been relatively informal. In acknowledgement of the need to grow and formalise processes, the Community Council has tasked the Community Development Officer to develop a volunteer programme. Whilst this is underway and will include a number of different volunteer roles, QPCC does not as yet have the necessary experience, processes and capacity to deliver volunteering opportunities with potentially vulnerable adults. QPCC will also be able to help with incentivisation and retention of volunteers.

For these reasons the partnership is timely and mutually-beneficial.

The partnership

The table below outlines the proposed actions and roles and responsibilities of each partner.

Overall, Octavia will take responsibility for:

- All aspects concerning the delivery of the service between befrienders and befriendees, including all health and safety, safeguarding, training provision, risk assessments and relevant checks

QPCC will take responsibility for:

- Helping Octavia deliver the services within Queen’s Park Ward, including promotion and publicity, and incentivising and supporting? volunteers.

	Octavia	QPCC
Identification of befriendees	<ul style="list-style-type: none"> • Take referrals from NHS, Open Age etc. 	<ul style="list-style-type: none"> • Advertise on publicity channels
Registration of befriendees	<ul style="list-style-type: none"> • Conduct first visit to assess the individual, their suitability for befriending and preferences of befriendees and conduct a health and safety assessment of their home for volunteers to visit. 	
Attraction of befrienders		<ul style="list-style-type: none"> • Actively recruit and advertise on publicity channels
Recruitment and selection of befriendees	<ul style="list-style-type: none"> • Run training sessions (which includes safeguarding, confidentiality and boundaries etc.) • Conduct enhanced DBS 	<ul style="list-style-type: none"> • Support with training • Cover costs for training to be delivered within the ward
Matching of befrienders and befrienders	<ul style="list-style-type: none"> • Conduct initial matching • Facilitate an introduction meeting 	

Monitoring of befriending activities ongoing	<ul style="list-style-type: none"> • Offer an open-door approach whereby both befriendees and volunteers can contact Octavia for guidance around any concerns in befriending, and respond to these • Check-in with befrienders and offer space and time for volunteers to give guidance etc. • Collect evaluative data from the befriendees 	
Additional incentivisation of and support for volunteers		<ul style="list-style-type: none"> • Volunteers are able to access incentives and further opportunities to volunteer under QPCC's volunteer programme.

QPCC will also conduct a mapping exercise of opportunities available for older people in Queen's Park, and whether additional socials could be offered to residents as part of this pilot to compliment the coffee morning on Harrow Road.

Timelines

We expect this pilot to launch in time with the summer edition of the Queen's Park Voice (July). It will last 6-8 months (2 months volunteer recruitment and training, 6 months volunteering)

Key success indicators

For QPCC:

- To recruit 10-15 volunteers to participate in this pilot. QPCC will also identify a way to evaluate impact of befriending on the befrienders.

For Octavia:

- To achieve high indicators of success using the UCLA Loneliness Scale and Warwick-Edinburgh Mental Well-Being Scale before, measured after and during the 6-month period, to evaluate impact of befriending on befriendees. Octavia are also developing a new evaluation model.

Costs

- Costs for the befriending project itself (staff time / DBS / training) are covered by Octavia and their funding from the City of Westminster.
- QPCC will support with costs and staff time for publicity, venue hire to deliver training in Westminster and any costs associated with volunteer socials and incentivisation. Estimate 750: (Venue hire for 4hour training x 2 = 272; Refreshments for training = 80; Publicity = 200; interim social = 200)

Lindsey Brown

Community Development Officer

May 2019

Queen's Park Community Council

Diary of meetings and events 2019-2020 – agreed 15 May 2019

Council meetings	Events
19 June 2019 17 July 18 September 16 October 20 November 15 January 2020 26 February 18 March 22 April (Easter is w/b 13 th) 6 May Annual Community Meeting 20 May Annual Council Meeting	<ul style="list-style-type: none">• Summer Festival Saturday 3 August 12-6pm• Fireworks Display 5 November 5-7pm• Winter Fair Saturday 14 December, 2-4pm; concurrent Over 50s Winter party to be held in St Jude's Hall 12-3pm in the same week (day yet to be decided).

Queen's Park Community Council

Planning Working Group

Recommendations to Council, May 2019

1	Ref. No: 19/02629/FULL Received date: Mon 08 Apr 2019 Status: Pending Consideration Case Type: Planning Application	Insertion of two roof lights in the rear roof slope - 459 Harrow Road London W10 4RG	No objection.
2	Ref. No: 19/02631/FULL Received date: Mon 08 Apr 2019 Status: Pending Consideration Case Type: Planning Application	Use of a building as Sui generis in connection with creation of 5no. self contained units. - 459 Harrow Road London W10 4RG	Strongly object. The proposed units are simply too small to provide adequate housing for anyone.
3	Ref. No: 19/02678/FULL Received date: Tue 09 Apr 2019 Status: Pending Consideration Case Type: Planning Application	Amendments for a single storey rear infill extension. Namely, switching of position of rear doors and window and installation of two rooflights rather than three. - 44 Nutbourne Street London W10 4HL	No objection.
4	Ref. No: 19/02905/FULL Received date: Tue 16 Apr 2019 Status: Pending Consideration Case Type: Planning Application	Demolition of external store buildings and kitchen extension and extension and refurbishment of the existing Victorian school building including a raised play deck and canopy to the south west side. - Wilberforce Primary School Beethoven Street London W10 4LB	No objection.
5	Ref. No: 19/03063/FULL Received date: Mon 22 Apr 2019 Status: Pending Consideration Case Type: Planning Application	Erection of a single storey rear extension at ground floor level and installation of 2no. rear rooflights. - 30 Fifth Avenue London W10 4DN	No objection.

6	Ref. No: 19/03247/FULL Received date: Mon 29 Apr 2019 Status: Pending Consideration Case Type: Planning Application	Replacement of windows with mix of timber double glazed sash windows and UPVC casements and replacement door with UPVC door. - 242 Kilburn Lane London W10 4BA	Objection on the grounds of negative impact on the appearance of the building.
7	Ref. No: 19/03300/FULL Received date: Tue 30 Apr 2019 Status: Pending Consideration Case Type: Planning Application	Infill side extension and insertion of two roof lights on the rear main part of the roof in connection with loft conversion. - 5 Caird Street London W10 4RP	Objection. No dimensions are provided about the proposed boundary height and we are therefore concerned about a) the effect on a neighbour's daylight, sunlight, sense of enclosure or privacy and b) the appearance, bulk or height of the proposed development.
8	Ref. No: 19/03345/FULL Received date: Wed 01 May 2019 Status: Pending Consideration Case Type: Planning Application	Erection of single storey temporary building to contain 2 classrooms adjacent to the School, for a temporary period of July 2019 to January 2020 - Wilberforce Primary School Beethoven Street London W10 4LB	No objection.



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 June 2019** commencing at **6.00pm**.

Kevin Harris, Chief Officer

13 June 2019

AGENDA

- 031-19/20 Apologies for absence** – to receive and approve any apologies for absence.
- 032-19/20 Declarations of interest.**
- 033-19/20 Minutes of the previous meeting** – to consider for approval the minutes of the Council Meeting held 15 May 2019 for confirmation and signing as a correct record.
- 034-19/20 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).*
- 035-19/20 Annual return for year end 31 March 2019** – to consider for approval.
- 036-19/20 Internal Auditor's report** – to consider for approval.
- 037-19/20 Annual Governance Statement** – to consider for approval.
- 038-19/20 Annual Accounting Statement** – to consider for approval.
- 039-19/20 Insurance** – to receive an update.
- 040-19/20 HR** – to receive a report from the Chair of the HR Committee.
- 041-19/20 Office relocation** – to receive an update.
- 042-19/20 Grenfell tragedy second anniversary** – to receive an update on the council's response.
- 043-19/20 Operation London Bridge** – to consider actions on the occasion of the death of the Queen.
- 044-19/20 Pop Up Fund** – to receive an application.
- 045-19/20 Volunteer development** - to receive an update.
- 046-19/20 Planning applications** – to consider the recommendations of the working group.

Working Groups & Champions

- 047-19/20 Terms of reference** – to review terms of reference for the following working groups: Public & Community Arts; Community engagement; Social inclusion.
- 048-19/20 Updates** – to receive updates from the following groups: Events, The Voice, Community engagement, Social inclusion, C4A, Air Quality, Children & Young People, Environment and Open Spaces, Grants, Public & Community Arts.

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held at the Beethoven Centre, Third Avenue
London W10 4JL on **Wednesday 15 May 2019** commencing at 18:00.

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

Also present: Kevin Harris, Chief Officer; Lindsey Brown, Community Development Officer; Jemma Callue, Octavia Foundation; and two members of the public.

The meeting commenced at 18:04.

001-18/19 Election of Chairman – Cllr Gill Fitzhugh was elected as Chair of the Community Council for the 2019-2020 municipal year.

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 2019-2020 municipal year.

004-19/20 Apologies for absence were received from Cllr Emma Sweeney.

005-19/20 Declarations of interest – there were none.

006-19/20 Minutes of the previous meeting – the minutes of the Council Meeting held 24 April 2019 were approved and signed by the Chair.

007-19/20 Public session – Council was asked what action it proposed to take regarding the maintenance of trees in the streets. The question will be referred to the Environment and Open Spaces working group.

008-19/20 Befriending Project – Jemma Callue introduced the work of the Octavia Foundation and outlined the proposed Befriending Project. The Council will encourage volunteers who will be trained and supported by Octavia. Octavia will manage project administration including interviews, matching and DBS checking. The Council will cover some specific costs. The project is limited to residents aged over-55. Council **approved** the project, which is expected to start in September.

Cllr Brian Nicholas left the room at 18:26 and returned at 18:27.

009-19/20 Review of delegation arrangements – the delegation scheme was **approved**.

010-19/20 Committee terms of reference – the terms of reference for HR and Appeals committees were **approved**.

011-19/20 Committee membership – the following committee membership was **agreed**:

HR – Cllrs Susanna Rustin (Chair), Leslie Barson, Gill Fitzhugh, Brian Nicholas and Emma Sweeney (Vice-Chair).

Appeals – Cllrs Ryan Dalton, Ray Lancashire, Orrel Lawrence, John McArdle and Stella 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.

- 012-19/20 New committees** – a new committee for finances was proposed. It was **agreed** to add financial management to the terms of reference for the Forward Planning Group and to monitor how this works.
- 013-19/20 Standing orders** – the Standing Orders were **approved**.
- 014-19/20 Financial regulations** - the Financial regulations were **approved** with minor typographical amendments.
- 015-19/20 Representation on outside organisations** – **agreed** that Simon Walton will represent the Council on Westminster Amenities Society.
- 016-19/20 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.
- 017-19/20 Subscriptions** – subscriptions to SSALC, the SLCC and NCVO for 2019-2020 were **approved**.
- 018-19/20 Insurance** – the new insurance schedule has changes that need to be checked before payment. The Chief Officer will report to Council at the next meeting.
- 019-19/20 Complaints Procedure** – the procedure was **approved**.
- 020-19/20 Member and officer protocol** - the protocol was **approved**.
- 021-19/20 Members' code of conduct** - the code of conduct was **approved**.
- 022-19/20 Disciplinary policy and procedure** - the disciplinary policy and procedure was **approved**.
- 023-19/20 Grievance procedure** - the grievance procedure was **approved**.
- 024-19/20 Document retention policy** - the document retention policy was **approved**.
- 025-19/20 Policy on personal data re enquirers** - the policy was deferred with a view to incorporating it in another GDPR-related policy.

Cllr Orrel Lawrence entered the room at 18:42.

- 026-19/20 Office security policy** - the Office security policy was **approved**.
- 027-19/20 Diary of Meetings** – the following dates for meetings and events for the 2019-2020 municipal year were **agreed**:

Council meetings: 19 June 2019, 17 July, 18 September, 16 October, 20 November, 15 January 2020, 26 February, 18 March, 22 April, 6 May (Annual Community Meeting), 20 May (Annual Council Meeting).

Events: Summer Festival Saturday 3 August 12-6pm; Fireworks Display 5 November 5-7pm; Winter Fair Saturday 14 December, 2-4pm; concurrent Over-50s Winter party to be held in St Jude's Hall 12-3pm in the same week (day yet to be decided).

- 028-19/20 Planning** – the responsibility of applicants to provide dimensions in drawings will be explored with the City planning department with a view to being able to work with scaled images. The recommendations of the Planning Working Group were **approved**.
Three builders' quotations have been received for the refurbishment of the proposed Dart Street office space: the work is likely to cost around £5,200. Agreed that in sub-

letting the space, short-term tenancies would be suitable and welcomed, bringing a community resource back into use.

029-19/20 Climate emergency – a draft declaration will be brought to a future meeting. Cllr Rustin invited views.

030-19/20 Working groups

The Voice – the content deadline for the next issue is 29 May, to be published at the end of June.

The **Social Inclusion** and **Community Engagement** groups will both meet on 22 May.

Public & Community Arts – the ideas developed during the walkabout will be converted into a plan. Several arts project ideas are being discussed with Revd David Ackerman.

Events – HLEP have been appointed to organise the three 2019 events. The group will meet on 23 May.

Environment & Open Spaces – Axis will provide voluntary labour and some finance towards the development of the hut in Queen's Park Gardens. The location of the proposed serving hatch has not yet been decided. Wilberforce School has been carrying out a great deal of environmental sustainability work and the Chair will invite them to present to a future Council meeting.

C4A – The MyWestminster Fund has provided funding towards the cost of meetings in Lydford Hall. A meeting and domino session had been held with about 30 participants with further sessions planned.

Air Quality – a new study will be carried out in June. Anti-idling sessions are being organised with Westminster City Council, in the Harrow Road. The trees around the ward have been trimmed by volunteers.

HR – the advertisement for the new Chief Officer has been published. The post has been increased to 30 hours. Training for ILCA will be included in the 6-month probation period. The interview panel will be recruited by the Chair with a view to reflecting the diversity of the Council.

Children & Young People – a meeting is planned for June.

The meeting closed at 19:35.

Report to council on outcome of mediation process, June 2019

Following the resolution of the HR meeting on Feb 27th, a mediator was identified and approached to work with Cllr Brian Nicholas and CO Kevin Harris. Preliminary discussions took place by telephone and the parties agreed to mediate. A third party, Cllr Emma Sweeney, was brought into the process at the request of Cllr Nicholas, and she also agreed to mediate. Two mediation sessions were arranged for the same week - the first one between KH and Cllr Nicholas, and the second one between Cllr Brian Nicholas and Cllr Emma Sweeney.

The first meeting, between Cllr Nicholas and KH, began as planned but Cllr Nicholas opted to break it off following pre-meetings with the mediator and an initial joint discussion with both parties and the mediator - so the full session did not take place. At Cllr Nicholas's request, the second session with Cllr Sweeney was cancelled. The mediator explained to both parties that the mediation discussions are confidential, but the fact of mediation taking place or not continuing is not, and that she would need to share with the Council the fact that Cllr Nicholas declined to continue with the first mediation and requested that the second one be cancelled.

The mediator reported back to the chair of HR that the mediation had failed, and offered some general feedback on the process (this was limited by the confidentiality agreement between the parties). There are no plans for another attempt.

The HR committee is sorry that the mediation was not successful, but are not sorry that it was tried. We believe that mediation could be an effective tool in future, and will continue to think through what happened.

Cllr Susanna Rustin

Chair, HR Committee

June 2019



Operation London Bridge

Note to council, June 2019

As you may know, the code words when the Queen dies will be 'London Bridge is falling down'. When the occasion arises, there will be implications for our website and possibly other aspects of council business. Initial advice is as follows:

'In the sad event of the Queen's passing there are protocols that your council will be required to follow under the name of 'Operation London Bridge'. One of the actions you are asked to consider is the Home Page of your website being over written with a black page carrying a portrait of HM Queen and a tab link to your normal home page. The website can be restored to normal the day after the Queen's funeral.'

As I understand it this would likely be for a period of 10 days after the date of death. While the wording is 'to consider' this action, the tone of the material that I have seen very much emphasises sensitivity.

Local 'proclamations' are expected to be made by civic leaders (presumably in our case the Chair of Council) the day after the date of death, at 4pm. It is not yet clear as to whether or not for a council of our size and status this is required, expected or entirely optional. Advice will no doubt be available at the time. Some larger councils will have processes in place involving flags, church services, condolence books etc. Depending on the timing, council may also need to consider the postponement of meetings.

For the time being, because this might require a quick-response action, council is asked to decide on whether the Home Page of our website should be over-written with a black page carrying a portrait of HM Queen and a tab link to our normal home page.

Kevin Harris
Chief Officer
June 2019

Queen's Park Community Council
Planning Working Group

Recommendations to Council, June 2019

	Reference	Proposal	Recommendation
1	Ref. No: 19/03433/FULL Received date: Tue 07 May 2019 Status: Pending Consideration Case Type: Planning Application	Installation of external condensers into a rear yard area. - Queens Park Estate Office 82 Bruckner Street London	QPCC objects to this proposal as we are concerned that the airconditioners will disturb residents living nearby. We are very happy to withdraw our objection once Environmental Health confirm that they do not believe that there will be any disturbance.
2	Ref. No: 19/03471/FULL Received date: Tue 07 May 2019 Status: Pending Consideration Case Type: Planning Application	Erection of single storey rear extension. Installation door and rooflight to rear. - 31 Sixth Avenue London W10 4HB	QPCC has no objection as the proposals seem designed to minimise impact on neighbouring properties.
3	Ref. No: 19/03488/FULL Received date: Wed 08 May 2019 Status: Pending Consideration Case Type: Planning Application	Replacement of existing windows with timber double glazed windows at the front and UPVC windows at the rear. Replacement of existing rear timber door with UPVC door. Replacement of existing timber fascias and soffits with UPVC fascias and soffits. - 75 Lothrop Street London W10 4JD	This has been refused by the City Council on design grounds.
4	Ref. No: 19/03547/FULL Received date: Fri 10 May 2019 Status: Pending Consideration Case Type: Planning Application	Installation of CCTV cameras. (retrospective application) - 84 Droop Street London W10 4DD	QPCC has no objection to this proposal as the cameras are inobtrusive and can readily be removed if need be.
5	Ref. No: 19/03548/FULL Received date: Fri 10 May 2019 Status: Pending Consideration Case Type: Planning Application	Installation of handrail to the front door. (retrospective application) - 84 Droop Street London W10 4DD	QPCC has no objection to this proposal as the handrail is inobtrusive and can be removed if need be.

6	Ref. No: 19/03648/FULL Received date: Tue 14 May 2019 Status: Pending Consideration Case Type: Planning Application	Replacement of existing single glazed timber sash, casement windows and side elevation timber door with proposed double glazed timber sash windows to the front elevation, UPVC casement windows to the rear, side elevations and UPVC door to side elevation The existing timber black painted fascias will also be proposed to be replaced with UPVC fascia boards (black to match existing). - 55 Second Avenue London W10 4RN	QPCC objects to this proposal as we are not convinced that the changes will be in keeping with the existing materials. We will withdraw this objection if, having seen examples, the planning officers are satisfied that any impact is insignificant.
7	Ref. No: 19/03876/FULL Received date: Tue 21 May 2019 Status: Pending Consideration Case Type: Planning Application	Replacement of front rear and side elevation windows with double glazed timber sash windows to the front elevation, UPVC casement windows to the rear, UPVC door to side elevation, and replacement of fascia with UPVC fascia boards. - 35 Nutbourne Street London W10 4HW	QPCC objects to this proposal as we are not convinced that the changes will be in keeping with the existing materials. We will withdraw this objection if, having seen examples, the planning officers are satisfied that any impact is insignificant.
8	Ref. No: 19/04093/FULL Received date: Tue 28 May 2019 Status: Pending Consideration Case Type: Planning Application	Erection of a single storey side extension on ground floor Flat. - 98 Bravington Road London W9 3AL	QPCC objects to this proposal as the asymmetric pitched roof results in the extension being unnecessarily high and seem incongruous with the existing building.



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 July 2019** commencing at **6.00pm**.

Fiona Doherty Temporary Clerk

9 July 2019

AGENDA

- 049-19/20 Apologies for absence** – to receive and approve any apologies for absence.
- 050-19/20 Declarations of interest.**
- 051-19/20 Minutes of the previous meeting** – to consider for approval the minutes of the Council Meeting held 19 June 2019 for confirmation and signing as a correct record.
- 052-19/20 Public session** – to receive any questions, representations or petitions from members of the Public. *(Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).*
- 053-19/20 HR** – to receive a report from the Chair of the HR Committee
- 054-19/20 Finance Report**
- 055-19/20 Office relocation** – to receive an update.
- 056-19/20 Planning applications** – to consider the recommendations of the working group.
- 057-19/20 C4A – Report** /application for funding
- 058-19/20 Youth issues – Warwick Estate** – Crowd funding proposal
- 059-19/20 Chair's Report**
- 060-19/20 Officers Report**
- Working Groups & Champions**
- 061-19/20 Updates** – to receive updates from the following groups: Events, The Voice, Community engagement, Social inclusion, C4A, Air Quality, Children & Young People, Environment and Open Spaces, Grants, Public & Community Arts.

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held at the Beethoven Centre, Third Avenue
London W10 4JL on **Wednesday 19 June 2019** commencing at 18:00.

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

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

The meeting began at 18:02.

031-19/20 Apologies for absence were received from Cllr Emma Sweeney.

032-19/20 Declarations of interest – there were none.

033-19/20 Minutes of the previous meeting –the minutes of the Council Meeting held 15 May 2019 were approved and signed by the Chair.

034-19/20 Public session – students of Wilberforce School gave a presentation to council expressing concern about environmental sustainability and describing projects they have been working on, some part-funded through the Pop Up Fund. The students were invited to suggest project ideas for the council to adopt. A member of the public suggested that Harrow Road retailers could be discouraged from giving out plastic bags, for example if the council could provide a number of re-useable cloth bags for shoppers.

035-19/20 Annual return for year end 31 March 2019 – the return was **approved**.

036-19/20 Internal Auditor's report – the report was **approved**.

037-19/20 Annual Governance Statement – questions 1-8 in the statement were answered 'Yes' and the statement was **approved**.

038-19/20 Annual Accounting Statement – the statement was **approved**.

039-19/20 Insurance – the Chief Officer confirmed that the insurance was in order.

040-19/20 HR – the report on the mediation process has been circulated to councillors. There had been two applicants for the Chief Officer post. One was interviewed but not appointed.

Cllr Ryan Dalton left the room at 18:30 and returned at 18:34.

The next phase will involve using an agency, which has given advice on modifying the approach, including amending the documentation; and suggested an alternative job title, such as 'Director of Governance'. Advice from SSALC was to think 'outside the box' of the local government profession. There is some remaining budget but it may be necessary to ask council for a virement when costs are clearer.

Yudong Gao will continue to work as part-time finance officer. June Quammie will provide part-time admin support until the end of July.

041-19/20 Office relocation – the delays over the question of sub-letting have continued. It was confirmed that refurbishing costs will be around £5-6k with additional costs associated with re-furnishing.

042-19/20 Grenfell tragedy second anniversary – Cllr Pond had presented a wreath and a message had been sent to Justice4Grenfell.

043-19/20 Operation London Bridge – it was argued that the council should not have anything to do with this. **Agreed** to take no action at this stage.

044-19/20 Pop Up Fund – the application for £200 from A Future without Rubbish was **agreed**. A breakdown of the spend will be requested. While council supports the intention, more information should be provided in proposals. The Chair emphasised that this did not set a precedent.

Cllrs Ryan Dalton and Brian Nicholas left the meeting at 19:07.

Cllr Dalton returned to the room at 19:08.

045-19/20 Volunteer development – volunteer opportunities for the Befriending Project are being advertised in the Voice. Policies on volunteer support will be brought to council in September together with details of the Time Credit programme.

Cllr Nicholas returned to the room at 19:10.

046-19/20 Planning applications – the group is developing ideas for greater transparency and widening awareness of their role through community engagement, while also being more alert to issues.

Westminster's City Plan has been launched and a response will be considered. The Queen's Park Neighbourhood Plan dovetails with the plan.

Plans for Queen's Park Court have been seen by some councillors and members of the working group. Some parking space will be lost. The building in the present car park will be five storeys high, with solar panels on the roof.

The recommendations of the working group were **approved**.

Working Groups & Champions

047-19/20 Terms of reference – the terms of reference for the Public & Community Arts and Social Inclusion working groups were **approved**. The terms of reference for the Community Engagement group were **approved** with the amendment that members would be expected to attend three events per year 'where possible'.

048-19/20 Updates – to receive updates from the following groups:

Events – ward council funding for the summer festival has been confirmed. The group proposes to reduce significantly the amount of waste, especially plastic, at the events.

The Voice – the latest edition is about to go to print for delivery in July. It includes some free advertising for local groups and initiatives.

Community Engagement – the group will begin with a presence at the summer festival, using a questionnaire survey. This will take account of previous consultation exercises and findings.

Social Inclusion – the group will be working on initial ideas to do with information and awareness.

C4A – games sessions have been run at Lydford Hall with an average of 50 people per session over the first six weeks. The group is looking to become established on a more sustainable basis.

Cllr Brian Nicholas left the meeting at 19:57.

Air Quality – monitors have been installed for the next air pollution study, mostly indoors with one outdoor monitor. Results are expected by early August.

Cllr Nicholas returned to the room at 20:00.

Cllrs Ryan Dalton and Brian Nicholas left the meeting at 20:00.

Children & Young People – a meeting is currently being organised.

Environment and Open Spaces – Axis Europe will pay for alterations to the park hut.

Grants – there was no report.

Public & Community Arts – a proposal is being developed for street art and will be brought to the next meeting. Ideas are also being developed for school workshops.

As a point of information it was noted that the choice of Chair for individual groups was a matter for the groups themselves. A review of the role of chairs and convenors should be brought to a future meeting of council.

The meeting closed at 20:08.

Date 09/07/2019

Queens Park Community Council

Page 1

Time 08:46

Council Detail Report 30/06/2019

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
RECEIPTS						
Income						
Project income	103	1,000	897			10.3%
Precept	162,150	162,149	(1)			100.0%
Bank royalties (income)	3	0	(3)			0.0%
Communications and Events						
Income Summer Festival	0	6,500	6,500			0.0%
Income Fireworks	3,600	5,000	1,400			72.0%
Income Winter Fair	0	1,500	1,500			0.0%
Income QP Voice	0	400	400			0.0%
VAT data						
VAT refund	272	0	(272)			0.0%
TOTAL RECEIPTS	166,128	176,549	10,421	0	0	94.1%
PAYMENTS						
Staff costs						
Staff costs	10,748	53,307	42,559		42,559	20.2%
Training	800	500	(300)		(300)	160.0%
Administration						
Councillor allowances	650	3,000	2,350		2,350	21.7%
Training	0	1,000	1,000		1,000	0.0%
Insurance	988	1,200	212		212	82.3%
Office rent	0	12,000	12,000		12,000	0.0%
Room bookings	747	1,100	353		353	67.9%
Office maintenance/relocation	0	15,000	15,000		15,000	0.0%
Catering	10	350	340		340	2.7%
Volunteer development	0	2,923	2,923		2,923	0.0%
IT - hosting, computers, email	533	2,200	1,667		1,667	24.2%
Stationery and materials	7	500	493		493	1.5%
Chair's allowance	0	75	75		75	0.0%
Community grants	12,351	37,728	25,377		25,377	32.7%
Teleomms, postage	113	800	687		687	14.1%
Pop Up Fund	0	2,000	2,000		2,000	0.0%
Subscriptions	2,405	2,650	245		245	90.8%
Special grants	25,000	25,000	0		0	100.0%
Travel expenses	0	200	200		200	0.0%
Professional fees	35	1,000	965		965	3.5%
Audit fees	0	1,000	1,000		1,000	0.0%
Bank charges	29	0	(29)		(29)	0.0%
Elections costs	0	4,000	4,000		4,000	0.0%
Communications and Events						
Website	1,725	2,762	1,037		1,037	62.5%
Catering	108	350	242		242	30.9%
Queens Park Voice	375	4,000	3,625		3,625	9.4%
Winter Fair	0	3,000	3,000		3,000	0.0%
Winter Social	0	100	100		100	0.0%

Continued over page

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Summer Festival	1,357	13,500	12,144		12,144	10.0%
Fireworks	0	9,000	9,000		9,000	0.0%
Events organisation	0	7,800	7,800		7,800	0.0%
Advertising - recruitment	325	1,000	675		675	32.5%
Marketing & promotion	100	1,500	1,400		1,400	6.7%
Environment and open spaces						
Community gardening	0	15,000	15,000		15,000	0.0%
Dog strategy	1,575	3,700	2,125		2,125	42.6%
Park developments	0	4,500	4,500		4,500	0.0%
Air quality	0	750	750		750	0.0%
Neighbourhood planning						
Neighbourhood Plan	960	2,520	1,560		1,560	38.1%
Harrow Rd projects	0	1,000	1,000		1,000	0.0%
Development groups						
Community engagement	0	3,000	3,000		3,000	0.0%
Public & community arts	0	5,000	5,000		5,000	0.0%
Social inclusion	0	500	500		500	0.0%
Children & young people	0	5,000	5,000		5,000	0.0%
VAT data						
VAT on Payment	1,074	0	(1,074)		(1,074)	0.0%
TOTAL PAYMENTS	62,015	251,515	189,500	0	189,500	24.7%
Total Receipts	166,128	176,549	10,421			94.1%
Total Payments	62,015	251,515	189,500	0	189,500	24.7%
Movement to/(from) Gen Reserve	104,113					

Date: 09/07/2019

Queens Park Community Council

Page 1

Time: 08:43

Current Bank A/c

List of Payments made between 01/04/2019 and 30/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2019	ICO	DD	35.00		Data protection fee
03/04/2019		BACS 38	275.50		wages March 2019
03/04/2019	Alfrena Barbe	BACS 39	200.00		Cllr reimbursement 2018-19
03/04/2019		BACS 40			wages March 2019
04/04/2019	Barclays	COMMN	14.00		Bank charges
09/04/2019	Brian Nicholas	BACS 001	145.00		Re-imburement 2019-20 Q1
09/04/2019	Zodiac Arts	BACS 41	2,615.00		Community grant
09/04/2019	Ryan Dalton	BACS 42	200.00		Cllr reimbursement 2018-19
18/04/2019	A2 Dominion	BACS 002	66.00		Room bookings March
18/04/2019	Crissie Chambers (Canine Cul	BACS 003	930.00		Dog patrols
18/04/2019	NCVO	BACS 004	200.00		Safeguarding training
18/04/2019	Microshade Business Consult.Lt	BACS 005	167.82		Hosting April
18/04/2019	SSALC Ltd	BACS 006	2,249.30		Subscription 2019-20
18/04/2019		BACS 007	1,703.98		Salary April 2019
18/04/2019		BACS 008	1,030.32		Salary April 2019
18/04/2019	Kevin Harris	BACS 009	5.10		refreshments for young guests
18/04/2019	Q PARK BANGLADESH ASSOC	BACS 010	3,485.00		Community grant
25/04/2019	Vodafone	DD VODAFON	24.60		Mobile May
30/04/2019	Onecom	DD ONECOM	59.98		Telecoms April
03/05/2019	British Telecoms plc	BACS 011	105.00		Cllr re-imburement Claim 2
03/05/2019	The Avenues	BACS 012	5,000.00	094- 18/19	Holiday Hunger project grant
03/05/2019	The Avenues	BACS 013	20,000.00	094-18/19	Grant 2019-20
03/05/2019		BACS 014	292.13		April admin support
03/05/2019	British Telecoms plc	BACS011COR	-105.00		Correction to payee name
03/05/2019	Brian Nicholas	BACS011COR	105.00		Correction to payee name
09/05/2019	Barclays	TNSFR	8.05		Bank charges
16/05/2019	Lindsey Brown	BACS 015	25.00		WCC events license
16/05/2019	The Avenues	BACS 016	100.00		Room hire, annual commnly mtg
16/05/2019	Microshade Business Consult.Lt	BACS 017	167.82		Hosting May 2019
16/05/2019	Job Ladder Ltd	BACS 018	390.00		Charly Job recruitment advert
16/05/2019	Gill Fitzhugh	BACS 019	116.72		Catering etc, annual meeting
16/05/2019	Mail Boxes Etc (to KH)	BACS 020	120.00		Printing, annual report
16/05/2019	WCC (to KH)	BACS 021	480.00		Room booking & deposit for C4A
21/05/2019	HMRC Employer Contributions	BACS 022			PAYE & NI April
24/05/2019	NCVO	DD NCVO	156.00		Annual membership
28/05/2019	Came & Co	BACS 25	987.70		Insurance 19-20
28/05/2019	VISION ICT	BACS 26	21.60		Hosted email account 12 month
28/05/2019		BACS 27	290.00		Finance support April-May
28/05/2019	A2 Dominion	BACS	148.00		Room booking
28/05/2019	Cartridge Discount (to KH)	BACS 29	8.97		Printer Cartridge
29/05/2019	Vodafone	DD	24.60		Mobile
30/05/2019		BACS 023	1,703.78		Salary May
30/05/2019		BACS 024	1,030.11		Salary May
30/05/2019	HMRC Employer Contributions	BACS 30			PAYE Underpayment Mth12
30/05/2019	PORTABLE TOILET HIRE	BACS 31	402.00		Event Portable Toilet
03/06/2019	London Creative Designs	BACS 32	2,070.00		Website Design & Training
03/06/2019	URBAN VISION	BACS 33	1,152.00		Queens Park Neighbourhood Plan

Continued on Page 2

List of Payments made between 01/04/2019 and 30/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/06/2019		BACS 34	309.36		May 2019 Salary
03/06/2019	CoCo Photo Booths	BACS 35	760.80		Taxi Photo Booth
03/06/2019	Margaret Doyle	BACS 36	600.00		Mediation
04/08/2019	Barclays	DD0601	8.50		Commission Charges
06/06/2019	Microshade Business Consult.Lt	BACS 37	222.96		Hosting Fee June
22/06/2019	Musicus CIC	BACS 43	2,751.00	140-18/19	Community Grant
22/06/2019	Kevin Harris	BACS 44	4.50		Catering HR Panel
22/06/2019	Canine Culture	BACS 45	645.00		Dog Patrol April-June
27/06/2019	Munro Health	BACS 46	3,500.00	140-18/19	Community Grant
27/06/2019		BACS 47	208.88		June Timetable
27/06/2019	Rosamund Saunders Design	BACS 48	375.00		Rosamund Saunders Design
27/06/2019	Xtreme Vortex	BACS 50	435.00		Obstacle Course
27/06/2019		BACS 51	1,703.78		June Salary
27/06/2019		BACS 52	904.72		June Salary
27/06/2019	Vodafone	DD0602	26.24		Vodafone
28/06/2019	Onecom	DD0603	59.98		Quee004
Total Payments			62,015.10		

Queen's Park Community Council

Planning Working Group

- 1 While the normal process is for the approved decision of Queens Park Community Council to be submitted to the City Council by the Chief Officer on our behalf, it is proposed that in this instance, and until a new Chief Officer is in post, they be submitted by the Convenor of the Planning Working Group Councillor John McArdle.

- 2 The Planning Working Group wish to make the following recommendations to Council for July 2019

	Reference	Proposal	Recommendation
1	Ref. No: 19/04465/CLOPUD Received date: Fri 07 Jun 2019 Status: Pending Consideration Case Type: Planning Application	Use of 1 room in flat as a booking office for private hire vehicles (No visiting members of the public or drivers) - Flat 1 366 Ladbroke Grove London W10 5AB	QPCC has no objection to this proposal provided there are no objections from neighbours in the block.
2	Ref. No: 19/04531/FULL Received date: Tue 11 Jun 2019 Status: Pending Consideration Case Type: Planning Application	Conversion from single dwelling into two residential flats (Class C3). Installation of new entrance door. - 86 Sixth Avenue London W10 4HJ	QPCC objects to this proposal as although no drawing of the proposed elevation has been provided the formation of an additional door would not be in keeping with the conservation area.
3	Ref. No: 19/04619/FULL Received date: Thu 13 Jun 2019 Status: Pending Consideration Case Type: Planning Application	Replacement of the existing single glazed timber box sash windows with double glazed timber sash windows to the front and rear elevations. Redecoration of the existing timber doors. - 242 Kilburn Lane London W10 4BA	QPCC objects to this proposal as we are not convinced that the changes will be in keeping with the existing materials. We will withdraw this objection if, having seen examples, the planning officers are satisfied that any impact is insignificant.
4	Ref. No: 19/04940/FULL Received date: Tue 25 Jun 2019 Status: Pending Consideration Case Type: Planning Application	Construction of dormer window to rear roof slope and installation of rear French casement window access to the existing side terrace in connection with reconfiguration of first, second and attic floors. - Flat 1 547 Harrow Road London W10 4RH	QPCC has no objection to this proposal.

	Reference	Proposal	Recommendation
5	Ref. No: 19/04990/FULL Received date: Wed 26 Jun 2019 Status: Pending Consideration Case Type: Planning Application	Variation of condition 4 of planning permission dated 26 January 2012 (RN: 11/05334/FULL) for the: Use as a yoga, pilates and dance studio (Class D2). Alterations to front elevation and installation of bicycle stands. (Revised scheme including acoustic insulation and mechanical ventilation measures, including air conditioning condenser units on rear terrace and roof within timber enclosures.) Namely, to allow longer opening hours of 06.00-22.00 Monday to Saturday and 06.00-2130 on Sundays and bank/public holidays. - 27 Beethoven Street London W10 4LG	QPCC objects to this proposal. Although we will be guided by the Environmental Health Officer on the effectiveness and suitability of the plan we consider the operating hours to be too long and likely to disturb the neighbours.
6	Ref. No: 19/05072/FULL Received date: Mon 01 Jul 2019 Status: Pending Consideration Case Type: Planning Application	Replacement of existing barrier with an automatic vehicle gate and manual pedestrian gate. - Street Record Symphony Mews London W10 4JW	QPCC has no objection to this proposal.

Councillor John McArdle
Planning Working Group Convenor
9 July 2019



Background – set up

The project was set up in May 2019. It was started to support a group of elderly local men, predominantly Caribbean, who have worked and served the community their whole lives who now find themselves isolated with no meaningful statutory services and lack of social support or genuine human interaction. These men frequented Maida Hill Market and for many years and have requested a place where they could play dominoes and chess. In July 2018 Cllr Brian Nicholas requested support from QPCC to research the development of the project. A sum of £180 was agreed to support initial meeting space bookings.

Setting up C4A

A committee of 7 members was setup and became constituted a bank account was opened with the Metro Bank. The Lyford Hall was hired from 6.30pm to 10pm on Thursday nights. Board Games were purchased. It started on May 9th with 33 people attending. The average from then till now is 50 a week. Records have been kept which show that over 95% come from W9 and W10.

Finances

C4A has received £480 from QPCC and £2,500 from My Westminster. The project is currently costing £610 a month: £7320 a year basic cost. See the attached Income, expenditure and cash flow. C4A will apply to QPCC for £3,500 in September. Guthrie McKie a Harrow Road/Maida Hill ward Cllr has been approached for funding. Several organisations have also been approached and the Octavia Foundation are interested in projects that help vulnerable people and help combat isolation and mental health problems

In addition to applying for funds C4A is planning to generate income by charging a small entrance fee, running bingo nights and having a tuck shop

The cash flow shows that C4A will run out of funds in September and if they do not receive funds from elsewhere C4A wants to request 4 months funding from QPCC.

Longer term development

In the short term C4A wishes to establish the Domino and Chess club's security within the Lydford Hall until Dec 2019. It will then seek to develop it by developing a Ward Dominoes League team.

C4A has also been approached and asked to set up a youth Ward Cricket team.

Chair's Report July 2019

Office Move to Dart Street

A2 Dominion will not let us rent out any space in Dart Street. This makes it too expensive to rent. We could challenge their decision. However at present as we only have one permanent part time employee and we would not want her to move in alone. We have therefore cancelled our move out of Office 1 for the time being

In addition there is a possibility that we could move into xxxx Third Avenue...Marylebone Bridge School is moving out and moving into Wilberforce School. Social services may be moving back into xxxx. A floor of this would be a much better space for us to rent.

A2 Dominion rent rise

The rent for our small office is going up from £7000 to £10,000 in September

Appointment of Governance Director QPCC

We have shortlisted 4 people for interview as Governance Director (Kevin's job). The interviews will take place on July 17th and the interviewing panel will be Alfrena, Susanna and Gill

Issues relating to local young people and gangs

Karen Buck approached me about her major concern about the number of gangs and large groups of young people rampaging about the area. She is writing to me so that I can circulate her concerns

She asked what we could do to help. I discussed options with Ryan at the Hub and Carol Archibald at the Avenues and other local youth clubs. Carol has 4 youth workers who are highly trained to work with the most vulnerable young people. Ryan thinks we should raise money to be shared out with all the organisations who work locally so that they could put on extra activities. He has suggested crowdfunding and he knows someone who could do this for us. Could QPCC put in some funds for this. Karen has found 3 people to donate money

Working with our primary schools on Eco Issues

We have 3 primary schools in Queen's Park
Wilberforce
Queen's Park
St Luke's

Wilberforce and Queen's Park are working with an organisation called A future without Rubbish. (AAFWR)

The aims are to
Reduce waste generated
Improve recycling rates

Clear public spaces of Litter

The project at Wilberforce has and is being funded by My Westminster Fund (£3,300) QPCC (£400) and by The school itself and QPG hub. All the students have been given drinking flasks, they have lessons in reusing stuff and all their food waste is collected by Re-Foods and turned into oil and animal food products

AAFWR got funding for three schools but Westminster said they had to sue the funding in 3 different areas of Westminster. This is why Queen's Park School will apply for funding in our September funding round.

We at present have no links with St Lukes School. I have contacted the Head Teacher

Luke from AAFWR and I have discussed getting Bags for Life for residents and maybe having a competition for a drawing on the bags by kids and a statement saying QPCC sponsored Inspired by our young people

Please see Kevin's Proposal to write a History of QPCC

Before I left I had a couple of conversations with Joe Gordon about researching and writing a history of QPCC. I think it's sensible to try and get this done before too much is forgotten; and I feel well-equipped, with the help of Joe and others, to get it moving. I envisage desk research, interviews and focus groups leading to a short-ish booklet, digital version and learning materials for schools.

I've explored the Heritage Lottery Fund, and I think it would be highly appropriate to apply to them for this project. Local democracy is heritage of inestimable worth. **The application would need to come from QPCC**, which means that someone would need to register on the HLF portal on behalf of QPCC. I am very happy to draft the proposal, manage its progress and lead on the project bid, overseen by a councillor and hopefully with the help of folk like Joe and Alison Low Madigan. The project would come into the HLF 'small' (£3k-£10k) category – at the moment I suspect it will cost out at around £6-7k. I would then like some of this funding to pay for my research and writing time.

HLF likes organisations to make a contribution. The community council could consider paying venue and catering costs for interviews and focus groups; but other ideas might come up. These costs would probably be more than a Pop Up grant would cover, but less than the £1k that an individual can claim from the Community Grants programme. Also, there should be hard copy versions available at low price for residents, so I want to have a conversation with HLF about printing costs: if those costs aren't seen to fit into the HLF grant, it might be sensible to ask QPCC to cover them – and it makes sense for the council to be the publisher.

HLF grants at this scale have to be completed in a year: I think this is a good thing. If we can get it moving soon, this could run roughly from October 2019-to-September 2020.

So I'm writing now to ask if you think council would consider three things:

- to make a bid to HLF for this project, and if agreed, assign a councillor to oversee it
- to appoint me as the lead researcher

- to commit to cover venue and catering costs or some other costs such as printing (the amount could be capped).
-

The responses of the Forward Planning working group

- We would probably afford to fund this from our own funds
- It would not take up much of the Council's time as Kevin knows exactly what to do
- We have far more important things to do in particular improving our local profile and marketing our activities
- September would be too soon to start when hopefully we will have a new appointee doing Kevin's job

Marketing QPCC

Ideas please

- Sticky labels to go on the chess and domino boards saying sponsored by QPCC?
- Bags for lifesponsored by QPCC?
- Crowdfunding organised by QPCC?



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 September 2019** commencing at **6.00pm**.

Anna Tomlinson - Clerk

12 September 2019

AGENDA

- 062-19/20 Apologies for absence** – to receive and approve any apologies for absence.
- 063-19/20 Declarations of interest.**
- 064-19/20 Minutes of the previous meeting** – to consider for approval the minutes of the Council Meeting held 17 Jul 2019 for confirmation and signing as a correct record.
- 065-19/20 Public session** – to receive any questions, representations or petitions from members of the Public. *(Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).*
- 066-19/20 Finance Report**
- 067-19/20 Planning applications** – to consider the recommendations of the working group.
- 068-19/20 Boundary Changes** – Queen's Park & Harrow Road Wards
- 069-19/20 Summer Festival** - Report & proposals for 2020. To consider virement of surplus 2019 Summer Festival Funds to 2019 Fireworks
- 070-19/20 Jubilee Development** – Update and discussion
- 071-19/20 Chair's Report** – Canal Terrace; Neighbourhood Planning; Harrow Road Steering Group
- 072-19/20 Financial Regulations** – Procurement Policy

Working Groups

- 073-19/20 Public and Community Arts Working Group**
- 074-19/20 Children and Young People Working Group**
- 075-19/20 Standing Orders** - Proposal to alter standing order to agree working group spend
- 076-19/20 Updates** – to receive updates from the following groups: Events, The Voice, Community engagement, Social inclusion, C4A, Air Quality, Environment and Open Spaces, Grants,
- 077-19/20 Administration of Neighbourhood CIL Funds**

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held at the Beethoven Centre, Third Avenue
London W10 4JL on **Wednesday 17 July 2019** commencing at 18:00.

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

Also present: Fiona Doherty Temporary Clerk & RFO, and 1member of the public.

The meeting began at 18:02.

049-19/20 Apologies for absence none received.

050-19/20 Declarations of interest – there were none.

051-19/20 Minutes of the previous meeting –the minutes of the Council Meeting held 19 June 2019 were approved and signed by the Chair.

052-19/20 Public session – Simon Walton expressed concern if the council office relocates access to collect copies of the voice for delivery might be difficult. The chair asked that this be discussed once she had given the chairs report.

053-19/20 HR – Report from chair of HR committee – Fiona Doherty covering the post of Temporary Clerk and RFO until the new Governance Officer is appointed.

053.1-19/20 - The post for Governance Director/Chief Officer was shortlisted by the chair and Lindsey. Interviews were held by The Council Chair and the Chair of the HR committee on 16th & 17th July. An appointment will be made by end of week.

It was noted that the name change re-advertising on 3rd sector site, free website & and the guardian was successful.

A discussion will be held with the successful candidate on the name of the role as the councillors agreed chief Officer should be included in the job title as this is a recognised position on most councils.

054-19/20 Finance Report – Councillors had received the latest financial reports, a check is required to see if LSX invoice has been paid, there were no further queries at this time.

055-19/20 Office relocation - The Chair reported A2Dominion Housing group have leased the property at 21 Darts street to the Singh family for 20 years. A2Dominion would not allow the council to sublet space if they took on a tenancy form the leaseholder. The space at Dart street had also raised issues for lone working as at present the base at the Beethoven Centre always has reception staff.

055-19/20 The chair has identified another site at 56 Third Avenue which is housing the Marylebone Bridge school at present. They will be moving to Wilberforce when re-

refurbishment/building work has been completed in approx. 2 years' time. The council members agreed that this was a better option than either the Beethoven Centre or Dart Street.

The members agreed there are options available and Cllr Fitzhugh with assistance from Cllr Nicholas will pursue these options and report back with their findings.

056-19/20 Planning applications - While the normal process is for the approved decision of Queens Park Community Council to be submitted to the City Council by the Chief Officer on our behalf, it is proposed that in this instance, and until a new Chief Officer is in post, they be submitted by the Convenor of the Planning Working Group Councillor John McArdle.

Ref. No: 19/04465/CLOPUD |

Ref. No: 19/04531/FULL |

Ref. No: 19/04619/FULL |

Ref. No: 19/04940/FULL |

Ref. No: 19/04990/FULL |

Ref. No: 19/05072/FULL |

Cllr McArdle presented 6 planning application recommendations which were **approved**.

057-19/20 C4A – Report/ Application for funding

– Cllr Nicholas presented a report to the members on a dominos programme being run from Lydford hall estate. The newly constituted group have identified a shortfall to cover the period September to December have asked the council for special consideration to cover these costs until further funding can be identified. As Cllr Nicholas is a member of C4A he offered to leave to the room to allow open discussion.

Cllr Nicholas left the room at 19.04 and returned at 19.09.

The members agreed that they would authorise payments for three months and suggested to Cllr Nicholas that he re-apply for funding through the grants panel in September. C4A will have to provide all the relevant monitoring the a normal grant for the council would submit.

The proposal to support C4A with funding for £1830 was **approved**.

Cllr Ryan Dalton arrived 19.11

058-19/20 – Youth Issue Warwick Estate – Crowd Funding Proposal – After meeting with Siddique Khan, Karen Buck and members from the Avenues and All Stars regarding youth issues in North Westminster and Warwick Estate Space Hive page has been initiated in order to raise funds for more youth activities in the North of the borough. The page was set up to raise £30,000 which would be split 3 ways.

Council had concerns that they not authorised this set up, and had also had feedback from the avenues regarding use of photographs and not being consulted properly. The chair and Cllr Dalton explained that time constraints on funding deadlines had forced their hands. It was agreed that moving forward such items must be brought to council before being acted upon. Lindsey/Fiona will look to clarify current situation and report back to council.

059-19/20 Chairs report – Items have been covered in previous points. The only item to discuss was a proposal for Kevin Harris to write the history of the Queen’s Park Community Council, it was agreed that although this was an interesting idea that it was too early in the life of the council to consider, but would be reconsidered at a later stage.

Working Groups & Champions

060-19/20 Air Quality – Cllr Lancashire reported of the 20 tubes in place when taken down 3 tubes were missing presumed stolen.

061-19/20 Art Muriel Project- two potential sites have been identified, the first being at Yogi’s and the second site which is the convenience store on the corner of Ilbert Street and Kilburn Lane. The artists commissioned are Ashanti and Ezotta. The Muriel on Ilbert street will cost more as the wall needs a lot of pre-work. No planning permission is required, however this must be sought in writing, the Chair will follow this up. Cost and proofs of artwork must be agreed with council before work commences.

Funding for this project was **approved** subject to costs and proofs.

062-19/20 – Working Groups Budget – until the correct procedure is identified working groups must seek authorisation to spend budget to full council.

063-19/20 – Festivals – Volunteers are still required for the summer festival. The winter festival date has been set as 14th December.

064-19/20 The Voice – deliveries commencing from 18th July.

065-19/20 Children & Youth – Cllr’s Pond & Dalton to arrange a meeting.

Meeting closed at 20.04hrs

Report To:	Queens Park Community Council		
Title:	Planning Applications – September 2019		
Purpose:	For discussion and approval		
Author:	Cllr John McArdle,		
Date of Meeting	18 September 2019	Agenda Item	

- 1 While the normal process is for the planning comments to be approved by Queens Park Community Council before submission, because there is no meeting in August comments are submitted and then reported to the council. These are listed below in Table 1.
- 2 Recommended responses to later applications are shown in Table 2
- 3 The Planning Working Group met on Monday 2 September and having reviewed the Draft City Plan, on which consultation has just closed, agreed to continue the process towards publishing a Neighbourhood Plan with only minor amendments.
- 4 The Working Group also discussed the use of double glazing on street facing elevations, building into back gardens, and the cutting down of garden trees agreeing to continue research into these topics. The intention is to publish information for residents into good environmental practices in such matters.

Table 1: Submissions

	Reference	Proposal	Submission
1	Ref. No: 19/04609/FULL Received date: Thu 13 Jun 2019 Status: Pending Consideration Case Type: Planning Application	Replacement single glazed timber sash and casement windows with timber double glazed sash and casement windows to the front and rear elevations. Replace existing single glazed timber casements window to the left side elevation (rear back addition) with double glazed timber casement window. The existing timber door to be decorated. - 75 Lothrop Street London W10 4JD	QPCC objects to this proposal as we are not convinced that the changes will be in keeping with the existing materials. We will withdraw this objection if, having seen examples, the planning officers are satisfied that any impact is insignificant.
2	Ref. No: 19/05216/FULL Received date: Thu 04 Jul 2019 Status: Pending Consideration Case Type: Planning Application	Replacement of the existing single glazed timber sash and timber casement windows with new double-glazed timber sash and double-glazed timber casement windows. - 35 Nutbourne Street London W10 4HW	QPCC objects to this proposal as we are not convinced that the changes will be in keeping with the existing materials. We will withdraw this objection if, having seen examples, the planning officers are satisfied that any impact is insignificant.
3	Ref. No: 19/05620/FULL Received date: Thu 18 Jul 2019 Status: Pending Consideration Case Type: Planning Application	Installation of replacement windows to front elevation. - 5 Caird Street London W10 4RP	QPCC objects to this proposal as we are not convinced that the changes will be in keeping with the existing materials. We will withdraw this objection if, having seen examples, the planning officers are satisfied that any impact is insignificant.

Table 1: Submissions (continued)

	Reference	Proposal	Submission
4	Ref. No: 19/05692/TCA Received date: Sun 21 Jul 2019 Status: Pending Consideration Case Type: Planning Application	Remove one pear tree - to stop blocking out the light from what is already a shady area. - 74 Kilravock Street London W10 4HY	QPCC has no objection to this proposal.
5	Ref. No: 19/05709/FULL Received date: Mon 22 Jul 2019 Status: Pending Consideration Case Type: Planning Application	Replace existing single glazed timber sash and casement windows with double glazed timber sash and casement windows to the front, side and rear elevations. Replace side elevation existing single glazed timber door with double glazed timber door - colour white to match windows. The existing timber black facias to be painted black to match the existing. - 55 Second Avenue London W10 4RN	QPCC objects to this proposal as we are not convinced that the changes will be in keeping with the existing materials. We will withdraw this objection if, having seen examples, the planning officers are satisfied that any impact is insignificant.
6	Ref. No: 19/05978/COFUL Received date: Tue 30 Jul 2019 Status: Pending Consideration Case Type: Planning Application	Part a) proposed demolition of block b and c of Wilberforce Primary School following their relocation to block a. part b) proposed new build special school in place of blocks b and c to accommodate the relocation of St Marleybone CE Bridge School, together with associated access, parking and landscaping works. - Wilberforce Primary School Beethoven Street London W10 4LB	QPCC has no objection to this proposal.

Table 1: Submissions (continued)

	Reference	Proposal	Submission
7	Ref. No: 19/06213/FULL Received date: Wed 07 Aug 2019 Status: Pending Consideration Case Type: Planning Application	Continued use as public house (Use Class A4) at basement and ground floors and conversion of upper floors into six residential units together with roof extension to existing building. Erection of four storey mixed-use building over beer garden restating Class A4 use at ground floor level and provision of three residential units on upper floors. Demolition of pub garden outbuildings and boundary wall to Harrow Road. - 525 Harrow Road London W10 4RH	QPCC wish to object to this proposal as we do not believe it does enough to enhance the neighbourhood or create a positive connection to the canal. In this respect it is a missed opportunity.
8	Ref. No: 19/06267/ADV Received date: Fri 09 Aug 2019 Status: Pending Consideration Case Type: Planning Application	Display of non illuminated entrance sign measuring 0.75m X 1.0m and non illuminated side entrance sign measuring 1.0m X 1.5m - Queens Park Court, Katherine Bruce Day Nursery Ilbert Street London W10 4QA	QPCC has no objection to this proposal.
9	Ref. No: 19/06333/FULL Received date: Mon 12 Aug 2019 Status: Pending Consideration Case Type: Planning Application	Installation of two conservation roof lights windows in the pitch of the main rear roof slope. (Linked to 19/06334/LBC) - 139 Fifth Avenue London W10 4DT	QPCC has no objection to this proposal.

Table 1: Submissions (continued)

	Reference	Proposal	Submission
10	Ref. No: 19/06334/LBC Received date: Mon 12 Aug 2019 Status: Pending Consideration Case Type: Planning Application	Installation of two conservation roof lights windows in the pitch of the main rear roof slope. Internal alterations including partial removal of the existing cupboard and ceiling in the corridor on the first floor, to install new stairs and create access to existing storage space. (Linked to 19/06333/FULL) - 139 Fifth Avenue London W10 4DT	QPCC has no objection to this proposal.
11	Ref. No: 19/06354/FULL Received date: Tue 13 Aug 2019 Status: Pending Consideration Case Type: Planning Application	Construction of a rear side infill extension at ground floor level and the modification of the existing window on the rear wall of the existing lean-to. Alterations include the removal, restructuring of walls at ground floor, the installation of a WC under the existing staircase and the relocation of the ground floor shower room to the first floor by using the bedroom in the centre of the corridor. (Linked to 19/06355/LBC) - 139 Fifth Avenue London W10 4DT	QPCC has no objection to this proposal.
12	Ref. No: 19/06355/LBC Received date: Tue 13 Aug 2019 Status: Pending Consideration Case Type: Planning Application	Construction of a rear side infill extension at ground floor level and the modification of the existing window on the rear wall of the existing lean-to. Alterations include the removal/restructuring of walls at ground floor, the installation of a WC under the existing staircase and the relocation of the ground floor shower room to the first floor by using the bedroom in the centre of the corridor. (Linked to 19/06354/FULL) - 139 Fifth Avenue London W10 4DT	QPCC has no objection to this proposal.

Table 2: Recommendations

	Reference	Proposal	Recommendation
1	Ref. No: 19/06706/FULL Received date: Fri 23 Aug 2019 Status: Pending Consideration Case Type: Planning Application Deadline 25 Sep 19r	Installation of double-glazed timber sash windows to front elevation. - 5 Caird Street London W10 4RP	QPCC objects to this proposal as we are not convinced that the changes will be in keeping with the existing materials. We will withdraw this objection if, having seen examples, the planning officers are satisfied that any impact is insignificant.
2	Ref. No: 19/04609/FULL Received: Thu 13 Jun 2019 Validated: Fri 16 Aug 2019 Status: Pending Consideration Deadline 23 Sep 19	Replacement single glazed timber sash and casement windows with timber double glazed sash and casement windows to the front and rear elevations. Replace existing single glazed timber casements window to the left side elevation (rear back addition) with double glazed timber casement window. The existing timber door to be decorated. 75 Lothrop Street London W10 4JD	QPCC objects to this proposal as we are not convinced that the changes will be in keeping with the existing materials. We will withdraw this objection if, having seen examples, the planning officers are satisfied that any impact is insignificant.
3	Ref. No: 19/06444/FULL Received: Thu 15 Aug 2019 Validated: Tue 20 Aug 2019 Status: Pending Consideration Deadline 30 Sep 19	Retrospective works including removal of internal walls using rsjs, glazed side return and replacement of like for like wooden sash windows. (Linked to 19/06445/LBC) 100 Fifth Avenue London W10 4DS	No objection
4	Ref. No: 19/06891/FULL Received: Wed 04 Sep 2019 Validated: Wed 04 Sep 2019 Status: Pending Consideration Deadline 30 sep 19	Erection of single storey rear extension at ground floor. 46 Huxley Street London W10 4QQ	We are likely to object to this proposal due to concerns over the lack of detail in the drawings, particularly around heights and the removal of the chimney stacks.



Date: 13th August 2019
Classification: Confidential
Title: **Jubilee - Phase 2 Update**

1. Executive Summary

- 1.1 Following completion of Moberly and Jubilee Phase 1, which includes a new sports centre and 71 homes for sale on the Moberly site, as well as 28 homes (12 affordable) on the Jubilee site, Council Officers are concluding final negotiations with EcoWorld Limited (EWL) to progress Phase 2 of the Moberly and Jubilee project, which includes the redevelopment of Jubilee Sports Centre.
- 1.2 Following extensive negotiations with EWL it has been agreed that Phase 2 will be split into two parts; 2a will include the redevelopment of the Jubilee sports centre and 19 homes, and 2b will provide the remainder of the 37 residential units, totalling 56 homes.
- 1.3 Akin to Phase 1, EWL have enacted a contractual mechanism stating there is a viability shortfall requiring mitigation action to continue. The viability gap is largely due to construction costs increasing and a decline in values in the central London residential sales market.
- 1.4 The Council and EWL have agreed that Phase 2a will be funded entirely by a fixed purchase price for the 19 market units, which will be acquired by the Council's wholly owned company, along with the sports hall. The finance arrangement at 2a negates the need for the developer to go to the market for development finance with the intention to expedite start on site.
- 1.5 It is proposed that the 19 market units purchased from the developer will be used for discounted market rent that will align with Westminster's intermediate rental bandings.
- 1.6 All existing viability mitigation terms as agreed at Phase 1 will be carried forward, maintaining clawback of WCC contributions to restore viability where the scheme outperforms the agreed base position. Further, the Council's loan to the developer at Phase 1 will be repaid with interest on completion of 2b.



2. Key Milestones

- 2.1 An indicative programme for the lead in to mobilisation and demolition for Phase 2 is outlined in the table below.
- 2.2 The lead-in to approval and start on site is currently on programme.

Jubilee Timeline	
Heads of Terms Agreed	August '19
Internal governance approvals	September '19
Cabinet Member Decision	September '19
Transfer of lease to Ecoworld	October '19
Mobilisation and start on site	October '19

3. Next Steps

- 3.1 Proceed to seek approval for delivery of Phase 2 (per table at 2.2).
- 3.2 Officers are currently considering an early works license that may enable commencement of site clearance and demolition. Demolition works will be subject to a Thames Water Build-over agreement being in place.



City of Westminster

Briefing Note

Date: 13th August 2019
Classification: Confidential
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Terms and Conditions for working groups

- A working group is a group of councillors and others who agree to take on the role of developing a special area of work.
- A working group can only be formed by the council
- Terms of reference for the working group are agreed by full council.
- Any changes need to be taken to Council
- Working groups can make recommendations to the Council but have no decision making powers
- A working group must have at least one councillor and a membership with a minimum of 3 people
- A quorum is a minimum of 2 people
- The group should choose its own co-ordinator whose responsibility is to report to the council and to the Director. The coordinator does not have to be a councillor
- Verbal reports of meetings are required at monthly council meetings under reports from working groups
- Proposals for change need to be agenda items for the meeting
- **Financial Arrangements for working groups** The full council can delegate a sum of money, not to exceed £1000, to a working group. The Director can be given delegated authority to approve the spend following discussion with the Councillors on the working group. The Community Development Officer can also be given delegated authority by The Council

Proposed changes to standing orders

Change the title of section 4 from Committees and Sub Committees to Committees and Sub Committees Working Groups and Champions

Financial Arrangements for working groups

The full council can delegate a sum of money, not to exceed £1000, to a working group. The Director has delegated authority to approve the spend following discussion with the Councillors on the working group. The Community Development Officer can also be given delegated authority by The Council

Report To:	Queens Park Community Council		
Title:	Administration of Neighbourhood CIL Funds in Queens Park		
Purpose:	For discussion and decision		
Author:	Cllr John McArdle,		
Date of Meeting	18 September 2019	Agenda Item	077

- 1 This Report provides an update on the Community Infrastructure Levy (CIL), proposes a mechanism for distributing funds received through this channel, and sets out some decisions to be made.
- 2 Westminster's CIL is part of a national programme whereby developers contribute to a fund which is then used on neighbourhood projects which contribute to delivery of the Council's strategic aims. The focus of the fund is on infrastructure projects. For most parts of Westminster, the process for applying to draw down funds is through the Neighbourhood Forum to the City Council where a decision is then made by a special Committee established for this purpose. In Queens Park, however, the CIL funds are passed directly to the Community Council so it must now put in place a system for their distribution.
- 3 This is not fully reflected in the information published by the City Council but has been explicitly confirmed in an email from Michael Clarkson, a Principal Policy Officer in the Policy Performance and Communications Department who has said "Queen's Park is a somewhat special case compared to the other neighbourhood forums in Westminster and indeed in London, due to its status as a community council. For the purposes of the CIL regulations, it is treated in the same way as parish councils are outside of London, which means that the neighbourhood portion of CIL is transferred directly to the community council to administer and distribute as per the regulations. This is not the case for the other forums in Westminster, who will need to apply to the City".
- 4 The sums concerned are not large in respect of Queens Park, being entirely dependent on major developments taking place, and for the period 2017 to 2019 amount to less than £2,000. For that reason, it is proposed not to establish a separate framework for administration of CIL but instead to use the existing framework for Community Grants. The existing Community Grants Application Form captures the necessary information and can be used for both programmes.
- 5 It should be noted that the MINIMUM CIL Grant direct from the City Council is £5,000 but it is not practicable for Queens Park to operate such a system so an appropriate maximum and minimum will have to be set.
- 6 The Community Council may also wish to consider whether it would be appropriate for Queens Park to retain the funds for its own use rather than distribute them although legal advice would need to be sought on this option.
- 7 Other matters to be decided are whether applicants must bid for EITHER a CIL or Community Grant or can bid against both, whether the Grants Panel can allocate

applications between funds during evaluation, and whether the Grants Panel should be strengthened to take account of this additional work.

8 Consequential modifications will have to be made to the accounting system and to the Terms of Reference of the Grants Panel to enable proper monitoring of both finance and activity.

9 It is recommended that Queens Park Community Council:

- (a) Confirms that CIL should be administered alongside Community Grants
- (b) Decides on an appropriate minimum and maximum for such grants
- (c) Decides on whether the funds are to be retained or distributed
- (d) Decides on processes and membership of the Grants Panel

External References

Westminster Cabinet Committee Report, 5 December 2018

<https://committees.westminster.gov.uk/documents/s30328/Final%20Cabinet%20CIL%20Committee%20Report%20Dec%202018.pdf>

Typical CIL Application Form

https://www.knightsbridgeforum.org/media//documents/neighbourhood_cil_application_form_110619.pdf



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 16 October 2019** commencing at **6.00pm**.

Anna Tomlinson - Clerk

12 October 2019

AGENDA

- 078-19/20 Apologies for absence** – to receive and approve any apologies for absence.
- 079-19/20 Declarations of interest.**
- 080-19/20 Minutes of the previous meeting** – to consider for approval the minutes of the Council Meeting held 18 September 2019 for confirmation and signing as a correct record.
- 081-19/20 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).*
- 082-19/20 Finance Report**
- 083-19/20 Community Grants** to receive recommendations from the Grants Panel for the first round of the Community Grants Programme 2019/2020; to review answers to follow-up questions; to review a revised application; to review amendments to terms and conditions of the grant guidelines

- 084-19/20 Planning applications** – to consider the recommendations of the working group.
- 085-19/20 Boundary Changes** – Queen's Park & Harrow Road Wards
- 086-19/20 Declaration of a climate emergency**
- 087-19/20 Chair's Report**

Working Groups

- 088-19/20 Standing Orders** - Proposal to alter standing order to agree working group spend
- 089-19/20 Air Quality Working Group**
- 090-19/20 Updates** – to receive updates from the following groups: Events, The Voice, Community engagement, Social inclusion, C4A, Children and Young People, Environment and Open Spaces.

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held at the Beethoven Centre, Third Avenue
London W10 4JL on **Wednesday 18 September 2019** commencing at 18:00.

Present: Councillors Gill Fitzhugh (Chair), Leslie Barson, , Ray Lancashire, Orrel Lawrence, John McArdle, Susanna Rustin, and Emma Sweeney,

Also present: Anna Tomlinson - Director, Lindsey Brown – Community Development Officer and 3 members of the public.

The meeting began at 18:04.

The Chair introduced Anna Tomlinson, the newly appointed Director.

062-19/20 Apologies for absence Cllr Eartha Pond (lateness), Cllr Ryan Dalton, Cllr Brian Nicholas, Cllr Stella Wilson.

063-19/20 Declarations of interest – there were none.

064-19/20 Minutes of the previous meeting –the minutes of the Council Meeting held 17 July 2019 were approved and signed by the Chair.

065-19/20 Public session - Chrissie Chambers had found a dead fox on 3rd Avenue, and as a result had found out the Westminster City Council emergency reporting number, which it was suggested should be publicised in The Voice.

Simon Walton reported that the minutes of the previous meeting had not been posted on the website.

Following discussions at previous meetings, it was noted that some of the tree bases had been cut back,

In response to a question from a member of the public , the Chair explained that the council was funded from a council tax precept.

066-19/20 Finance Report – Councillors received the latest financial reports. The Chair reported that there may be a revision in financial reporting at future meetings.

067-19/20 Planning applications - While the normal process is for the approved decision of Queens Park Community Council to be submitted to the City Council by the Chief Officer, because there was no meeting in August, comments on 12 applications were submitted and reported to the Council.

Cllr McArdle presented 4 planning application recommendations which were **approved**.

068-19/20 Boundary Changes – The Boundary Commission’s final report has not yet been published. The Director will follow up on the process and the implications for QPCC and report back to a future meeting.

69-19/20 Summer Festival – The Festival was a great success. Security was effective and there was no trouble on the day. Happy Lizzie were excellent event organisers. The proposal to vire the £2931 surplus from the Summer Festival budget to the budget for the 2019 fireworks was **agreed**

Councillor Eartha Pond arrived at 18.34

070-19/20 Jubilee Development – a briefing note with a timeline on the development had been circulated. Representations on the development would be most appropriately made to the Westminster Planning Committee rather than by letter from the Council. Director to check the WCC Planning Committee timetable, for the development and QPCC Planning Committee to follow up on the progress of the development, and discuss sending a letter regarding pollution from the site.

071-19/20 Chairs Report- The **Canal Terrace development** is proving problematic due to multiple ownership of the properties. There is a meeting to discuss the Canal Terrace Proposals at the Beethoven Centre on Monday 30 September from 16.00-20.00 part of the model can be displayed in the office. **Harrow Road Retailers Association** - Harrow Road is now becoming more important and visible. Although the general campaign against shops pavement displays and window shutters seems to have receded, Cllr Eartha Pond has been contacted by a shop owner who has been told to remove his pavement display. Director to create a GDPR compliant form to update Harrow Road Retailers contact details. **Neighbourhood Planning** There are 16 neighbourhood plans being developed in Westminster, most of the others are in the wealthiest parts of Westminster.

072-19/20 Financial Regulations – Procurement Policy The current financial regulations require the Council to seek at least three quotations for purchases of goods and services over £1000, for events like the fireworks display. An amendment to the financial regulations will be needed to agree contracts for periods of up to three years. A proposal to use last year’s suppliers for the 2019 fireworks display (for the display itself and for event security) and to use the time until the 2020 display to revise the financial regulations was **agreed**.

Working Groups

- 073-19/20 Public and Community Arts** – The working group met on 16 September. Following a walkabout identifying sites, the group has identified possible sites in Dart Street, where people from both sides of the Mozart Estate could work together; the wall of the sports pitches in Queens Park Gardens; and floor mosaics in the park which could be expanded to different streets. The group is examining the idea of a competition for artists to create the art and public consultation before moving forward with any of the possible sites.
- 074-19/20 Children and Young People Working Group** – Cllr Ryan Dalton is standing down from his role as coordinator of the CYPWG. Cllr Eartha Pond agreed to take responsibility for the WG, organise a meeting at which a new coordinator can be elected
- 075-19/20 Standing Orders** – A need has been identified for the working group standing orders to be amended to the Council to delegate authority to the Director and Community Development Officer for approval of expenditure which groups need to carry out their work. The Director will present a draft to the next meeting.
- 076-19/20 Working Group Updates – Queens Park Voice** the next issue is coming out soon any material should be sent to the CDO as soon as possible. **Community Engagement:** The Summer Fair stall was very successful, and the WG is now looking at ways of gathering residents views including an online survey alongside a non online option which would be publicised in the Queens Park Voice. Suggestions included distributing surveys at school parents evenings, Open Age, The Avenues, Maternity Champions, Ward Councillors email and via Carers Network to get a variety of age groups views. **Air Quality** – Cllr Ray Lancashire distributed graphs showing pollution levels in different parts of Queens Park, using data from pollution monitoring stations and ways of reducing emission were discussed, including signs advising drivers not to idle or rev their engines. **Environment and Open Spaces** – The CDO has spoken to Kyla Fry about the Hut in Queens Park Gardens, this may need to be escalated to her line manager. **Grants-** grant monitoring is now underway, there has been some tightening up so that no further grants will be made to groups who don't submit monitoring with support being offered to groups who need help with monitoring.
- 077-19/20 Administration of Neighbourhood Community Infrastructure Levy (CIL) Funds** – Cllr John McCardle spoke to his paper on the CIL. Queens Park gets only about £2000 CIL funds because there is so little land available for development. This compares to tens of thousands in some other wards. CIL funds are aimed at infrastructure improvements, so the council should consider distributing it through the Grants Committee or it could be used for a single project – possibly public art, refurbishing the hut in Queens Park Gardens, providing a drinking fountain or a bike repair station. Proposals for the use of the CIL will be brought forward to a future council meeting.

The meeting closed at 19.58

Grants panel summary sheet

The deadline for Round 1 grant funding 2019/20 was Sunday 15th September. In total 7 applications were received, details of which can be found on the 'Grants September 2019' spreadsheet.

The grants panel reviewed the applications and made their recommendations, details of which can also be found in the spreadsheet. The panel recommended funding four of the applicants, three of the recommendations were pending further clarifications / revised applications. The panel also noted clarifications / amendments needed to the grants budget, and to the process and guidelines.

C4A received an emergency grant fund for September – November 2019. The community grant guidelines states that previous monitoring needs to be submitted before a subsequent application is made. The CDO discussed with C4A providing interim monitoring for the month of September 2019 of the emergency grant in time for the October council meeting followed by subsequent monitoring for the months of October and November.

This summary sheet notes the clarification / revised applications received by the CDO between the grants meeting and the October council meeting (1), the clarifications / amendments needed to the grants budget (2), and then to the process and guidelines (3).

1. Update on recommendations

	Details of clarification / amendments	Recommended amount	Status
Association A Future Without Rubbish	The panel noted that AAFWR's Metro Bank letter did not count as a constitution so they are only able to apply for funds of up to £1000. The panel liked the education workshop elements of the programme more than the provision of canvas bags and waterbottles. They therefore requested the CDO go back to the AAFWR and ask what the organisation could do for up to £1000 and take this to Council.	Opportunity to receive up to £1000 dependent on revised proposal delivered to Council.	Council to review revised application.
Community 4 all (C4A)	<ul style="list-style-type: none"> • Clarification on staff costs: are staff receiving £17.50 each per session or £35 each per session? • Clarification on what part of the costs QPCC money would go towards • Information on what Black History month might be • Clarification on what the entrance fee is and how this factors into the cost breakdown 	£3,500	See answers below
Happy Lizzy Event Planning	n/a - but application withdrawn as venue no longer available.	£0	

Kosovar Albanian Youth Against	n/a	£0	
Musicus CIC	n/a	£0	
Open Age	n/a	£3,500	
The Screen	<ul style="list-style-type: none"> • What coding language is used. • Whether the premises hire can be lowered given in-kind, or if the cost per session could be brought down in other ways / more sessions delivered for the cost. • Whether the outputs stated on the application were achievable, and also achievable in the four-day time period. <p>As Paul Madigan and Cllr Brian Nicholas stated that they had knowledge and experience of coding, the panel recommended that the proposal be revised and delivered to the council for the next council meeting with Paul and Brian's input.</p> <p>The Director and the CDO discussed the CDO sending questions on to the applicant. The CDO reached out to Paul and Brian for their questions in advance.</p>	Opportunity to receive up to £3500 dependent on revised proposal delivered to Council.	See answers below

A. Association A Future Without Rubbish

See attached '*Association A Future Without Rubbish application*'.

B. Community 4 All (C4A)

Written responses from C4A

- Clarification on staff costs: are staff receiving £17.50 each per session or £35 each per session?

The lower staffing cost amount of £17.50 per person per session is for the additional day only and is due to shorter length of these day sessions and (C4A) felt the project delivery was what was more important so staff has accepted these sessions being paid @ £17.50 per person per session and this will be dealt with as part of any funds raised on the BHM event or and via the new membership concession being applied starting in November 2019.

- Clarification on what part of the costs QPCC money would go towards

Community For All (C4A) QPCC Grant Application Expenditure Details

September 2019

Areas covered by QPCC Funding as outlined below

Venue hire for additional day	£1,440	6-month period
Refreshments for additional day	£300	6-month period
Activities (TBC)	£200	
Expansion of Dominoes night	£710	6-week period
Black History Day Month Show	£850	1 Off Community Events Day

- Information on what Black History month might be

See attached '*C4A Black History Month Day project proposal synopsis and bio*'.

The black history month fund raising day show will include the interactive show, food and refreshments all being provided as part of small ticket price concession of perhaps £5 per person - the show requires hire equipment plus music sets hire as well as payment to the presenter and we are hiring a professional catering service to serve the attendees and ticket holders food and refreshments, all funds raised on the day will go towards the sickle cell foundation charity and will also help to give (C4A) further sustainment over a number of additional weeks for rent to Westminster City Council and other necessities.

- Clarification on what the entrance fee is and how this factors into the cost breakdown

The new concession for membership will be introduced in November 2019 again this has nothing to do with the (C4A) BHM show and there is no cost breakdown to be factored into what QPCC are awarding if the award is given this is strictly for our service users who will be encouraged to either pay a weekly £3 or monthly £10 concession and this will help continuity of the overall Thursday sessions and will also include ongoing provisions back to our service users such as the tea and coffee toiletries etc. within both sessions.

The new concession which has nothing to do with the BHM show is for new membership and will be introduced in November 2019 where service users will be encouraged to either pay weekly concession of £3 or monthly concession of £10 and this will help continuity of the overall sessions

which cost £30 per hour or £110 per session and will also help to include providing ongoing provisions such as the tea and coffee toiletries etc. within the sessions.

C. The Screen

Written responses from The Screen

- Are you able to provide more detail on what is involved (taught) in day 3+4 of the programme and what the young people would end up with at the end of Day 4?

In day 3 &4, it is a more in depth teaching of what starts in day 2.

Day 1 is an introduction to gaming, the various games that are out there, including a wider range including more games that appeal to girls and also educational games. They have fun playing which enables the teacher to describe how games are scripted and designed.

Then they are introduced to the software and how to begin navigating around it.

Day 2 - is where they start creating a level - which is the world that the character will live in. But on this day the level is still quite basic. They will also begin to create their character, and incorporating it into the level, with some basic elements of movement. They will start attributing action to the character, how it moves and where it moves.

Day 3 & 4 - will be an extension of day 2, whereby the level design gets more complicated, and depending on how quickly the student learns then they might add some additional levels at this point. The level will begin to have detail added such as trees, other items, such as other characters, objects etc. The student can get very creative at this point.

The character will also get more complicated - and will have new attributes as it works its way around the level. As the student begins to get more involved in the complexities of the design they are using computer code to make the character do things. So the student will also be learning code as they go along.

By the end of Day 4 they will have finished a level of their game.

The aim will be to join all the games up from all the students to make a multi level game about Queens Park.

- Has this course been run before and, if so, are we able to see any previous outputs and hear from any previous participants?

The course has been run before. Some of our previous games can be seen here : <https://ignite-studio.itch.io/>

We can get one of our young people to talk to you about the work we have done. We also have some filmed testimonials which we can send you if required.

- What coding language will be used?

Java Script - which is the language of the future due to its ability to be creative and adaptable.

- Who owns the intellectual rights to the work on the creations?

Our charity owns the intellectual rights of the creations, as these have been funded projects, and they have also been a team effort.

- Whether the premises hire could be lowered or given in-kind, or if the cost of the session could be brought down in other ways or more sessions delivered for the cost?

We can potentially bring the premises hire down, it will probably be given for free. However, we just kept this in just in case something changes, but can refund this should the premises come in for free.

We could also bring the tutors fee down to £200 and we could possibly run this for 5 days. We have worked out that a 4 -5 day session keeps a range of young people engaged long enough to produce something without them getting distracted.

- How applicants will be chosen to attend / how the opportunity will be promoted to young people throughout the Queen's Park ward area so they know it is available and can participate in it?

We will first liaise with Avenues Youth Club as they have a cohort of young people interested in games design, but then we will also promote to the local schools, and organisations such as Beethoven Centre and the local libraries. Also through your Westminster Council newsletter and also through our own social media.

Summary of conversation from The Screen

The Screen have wanted to run a coding course at Avenues for a while but have not been able to for a few reasons, which includes Avenues not having computers good enough to run the course on. The course will be publicised to young people who attend the Avenues but also young people across the area. It is most likely now that the project will take place over the Christmas holidays.

The games are created using Unity which is gaming software used professionally, so young people are learning industry standard software. It runs on JavaScript which is used widely in the creative industries. It comes in different levels with menu options to create game functionality and there are some pre-scripted coded options. The pre-scripted options can be edited using code or new options can be written using code. Therefore, the young people are learning in the principles of coding and how to change code.

The output is dependent on the young people and they can all go at their own pace. By Day 4 those who are more advanced will be able to put their own code in. They will achieve something moderately like the games on the Ignite link by the end of Day 4. It would result in a simple game similar to the functionality of Angry Birds. Having the theme of Life in Queen's Park rather than starting from an open ended position will help speed up the beginning part of the process. It is also possible to reduce planned activities on day 1 to half a day so designing of the game can start earlier on.

The young people can work individually or in pairs. If there are 20 young people who work in pairs they could create a game together which would have 10 levels. They are able to have a closing event where at the end of the last day where family and friends can attend and play the game.

After the course, the young people are able to participate in a gaming club hosted at Westminster College. There they are able to further develop their skills and get future careers advice. This club is free of charge.

Intellectual rights do remain with The Screen, who do so in line with their charitable aims. However, the games designed at this level are unlikely to be sellable. They are put on the Ignite platform so others can view the work of the children. If young people do create something in the computer club which is sellable, any profits are shared out amongst the computer group of individual creator (depending on who inputted into the game design).

2. Clarifications / amendments needed to the grants budget

- The community grants programme was allocated £25,000 for 2019/2010 plus carryover of the last round of community grants for 2018/19. In the September 2019 report this was all distributed except for £354.62 for the Friends of Queen's Park Gardens (who are claiming upon receipts as an unconstituted community group without a bank account).
- The Rialtas report delivered to Council in September showed that the community grants programme to have £23,347 in it (of which £354.62 is reserved for FQPG). This deficit is a result of the pop-up fund for £200 from June and an emergency grant for £1830 being put under the community grants programme (with a discrepancy of £22).
- The £200 can be reallocated to the pop-up fund budget, however it needs to be decided if the £1830 is to come out the community grants programme or if not what budget it should come out of. The grants panel expressed that this should not be taken out the community grants budget.
- In addition, the CDO thought there to have been a £2282.38 underspend from 2018/19 which should have been carried over. The grants panel expressed that this underspend should be put back into the community grants programme.

3. Clarifications / amendments to the process / guidelines

- The guidelines currently state that the applicants have to submit monitoring within six months which was viewed as too long.
- The CDO was not always able / invited to attend some of the projects last round. The working group expressed that they would also like to visit projects (as well as officers and councillors).

Suggested amendment to Section 4h of the guideline's terms and conditions:

*Monitoring and evaluation – all funded projects will be expected to accommodate at least one monitoring visit from an **officer, councillor or grant panel member**. In addition, they will be required to collect some monitoring or evaluation data, by agreement with the officers, and submit this within **one month** of project completion. In discussion with each project we will seek to ensure that the collection and processing of this data is appropriate, mutually beneficial and not onerous: but some level of data collection is a condition of funding unless specifically waived by the Council. Compliance with data protection legislation is the responsibility of the funded project, not the Community Council. If you need advice on what information to collect or on data protection, please contact the QPCC officers.*

- The guidelines currently say that that monitoring needs to be submitted before a subsequent application can be made. However, projects may be due to finish after an application is submitted but before a next grant is awarded (e.g. Musicus this round, who did offer to send interim monitoring but after the grants panel had taken place).

Suggested addition to Section 4d of the guideline's terms and conditions:

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. If the first project is mid-way through at the time of a subsequent application, interim monitoring must be submitted with the new application. However, all monitoring for the first project must be received before subsequent funds are distributed.

- The need to clarify level of financial monitoring as the panel felt the current ask was high.

Council to discuss

- Clarity over what counts as having an interest in an application and therefore not being able to participate in the discussion as it was thought that that some of the connections were tenuous.

Council to discuss

Meeting date: 25-Sep-19

Grant panel attendees: Cllr Emma Sweeney, Cllr Brian Nicholas, Paul Madigan, Angela Singhate, Lina Alchami, Philip Andokou, Ray Lancashire

Officer attendee: Lindsey Brown

Organisation	Project / Activity	Status	Constitution supplied	Accounts supplied	Previous grant awarded	Previous monitoring received	E requested	Grants panel comments and recommendations	Money recommended to award
Association A Future without Rubbish (AAFWR)	A Future Without Rubbish	Constituted community group	Metro Bank letter for association UPDATED 25/09/19	N/a - too recent	Jan 19 - TrFrTr - Transforming Trash into Treasure (A Future without rubbish project) Step 1 - £200 (Pop-up fund) June 19 - TrFrTr2 - Transforming Trash into Treasure 2 (A Future without Rubbish project) - £200 (Pop-up fund)	Jan 19 - received June 19 - received	£3,500.00	There were no declarations of potentially-relevant interests for this applicant. Philip Andokou did not score this applicant. The panel noted that AAFWR's Metro Bank letter did not count as a constitution so they are only able to apply for funds of up to £1000. The panel liked the education workshop elements of the programme more than the provision of canvas bags and waterbottles. They therefore requested the CDO go back to the AAFWR and ask what the organisation could do for up to £1000 and take this to Council.	Opportunity to receive up to £1000 dependent on revised proposal delivered to Council.
Community 4 All (CAA)	C4A Dominoes and Games Night Expansion Black History Month Day / Evening Isolation and loneliness within the Ward of Queen's Park	Constituted community group	Constitution for an unincorporated association (small community group) - previously supplied	N/a - too recent	Sept 18 - C4A Community Group Meetings - £180 - (Pop-up fund) July 2019 - (CAA) Queens Park / Harrow Road Wards MHMF Dominoes/Chess Games Nights - £1830 (Special / emergency grant)	Sept 18 - received. July 19 - project due for completion end Sept 19. However, monitoring has been received for the project so far. CDO has gone back with some questions. Will provide update at the grants panel 25/09/19	£3,500.00	Cllr Brian Nicholas and Philip Andokou declared an interest in this application as board members of CAA so did not participate in the discussion. The panel thought this was a good project and wanted to fund the project for the full amount pending the following clarification: • Clarification on staff costs: are staff receiving £17.50 each per session or £35 each per session? • Clarification on what part of the costs QPCC money would go towards • Information on what Black History month might be • Clarification on what the entrance fee is and how this factors into the cost breakdown	£3500, pending clarification
Happy Lizzy Event Planning	Ring in the New Year! Queen's Park New Years Eve Celebration	Community interest Company	Articles of Association UPDATED 25/09/19	N/a - too recent	None	n/a	£3,500.00	Cllr Ray Lancashire did not participate in the discussion due to being a volunteer for St Johns; Cllr Brian Nicholas did not participate in the discussion as he works with Happy Lizzy Event Planning; Lina Alchami did not participate in the discussion due to the application stating that the community champions would be invited to the event. The panel thought that this application did not demonstrate good value for money, that it was a short event which would not benefit a lot of people and would not be inclusive for the whole community. They therefore recommended not funding this project.	£0.00
Kosover Albanian Youth Against Violence	Dance Without Borders	Constituted community group	Memorandum and rules of small charity	N/a - too recent.	None	n/a	£3,500.00	There were no declarations of potentially-relevant interests for this applicant. The panel thought this was an interesting application from a new applicant but had some questions around providing a more detailed budget, understanding how many Queen's Park residents would benefit as a result of the project (rather than as a percentage), and clarification on the fee breakdown. They therefore recommended not funding the applicant this round but inviting them to reapply with further information. They also requested the CDO advise that the panel might recommend offering reduced funding in the future as they have a broader participant base than just Queen's Park.	£0.00
Musicus CIC	The Avenues Youth Music Programme	Community interest Company	Articles of Association	Supplied	June 17 - Guitar lessons - £2700 (Community grants) Feb 19 - Guitar lessons - £2751 (Community grants)	June 17 - Monitoring was submitted. However, CDO went back with questions as the number of sessions that were delivered for the money plus over the fact that the proof of spend provided did not align to the breakdown of spend on the application this is an ongoing project that we fund part of plus some receipts not delivered. Applicant came back with a revised form detailing more sessions provided and additional proof of spend but the information provided was still was not clear. Chief Officer emailed Musicus and said that he was happy to proceed with the next grant (Feb 19) but more accurate data should be submitted in the future. Musicus confirmed 22 sessions would be delivered for Feb 2019 round. Feb 19 - None received as yet. CDO emailed 09/09 to say monitoring due within 6 months, but also emailed 09/09 to remind previous grant recipients that previous monitoring needs to be received before subsequent applications are made. CDO to request. Will provide update at the grants panel 25/09/19	£3,500.00	Musicus did provide monitoring for their previous grant. The panel therefore wish to invite Musicus to apply in the next round of grant funding.	£0.00
Open Age	Open Age Queens Park and Harrow Road - volunteer and extended activity project	Registered Charity	Charitable Incorporated Organisation	Supplied	Feb 16 - One year of art classes and guitar lessons and royal birthday event - £3570 (Community grants) Jan 17 - Creative and well-being week - £500 (Community grants) Nov 18 - Queen's Park and Harrow Road Activity Provision - £1050 (Community grants)	Feb 16 - Yes, but no proof of spend. CDO does not believe this was requested previously. Jan 17 - Yes, but no proof of spend. CDO does not believe this was requested previously. Nov 18 - Yes. Proof of spend provided for core running costs for activities provided Jan-March 2019 (the time of the grant). The £1050 QPCC provided went towards these costs, e.g. not £1050 not attributed towards specific proof of spend.	£3,500.00	There were no declarations of potentially-relevant interests for this applicant. The panel thought this was a good project and recommended awarding the full amount of requested funding.	£3,500.00
The Screen	Queen's Park Games Collective	Registered Charity	Articles of Association for a Charitable Company	Supplied	Feb 16 - Games Design Workshop (coding) - £2642.50. CDO does not believe this was ever claimed as file says the grant depended on match funding and no date of receive. Unable to check accounts currently (Community grants)	n/a	£3,500.00	There were no declarations of potentially-relevant interests for this applicant. The panel really liked the concept of this project and wanted to see if happen in Queen's Park as it was equipping young people with coding skills. They therefore wanted to recommend funding it but had a few questions which they wanted to clarification on before recommending it be funded: • What coding language is used. • Whether the premises hire can be lowered given in-kind, or if the cost per session could be brought down in other ways / more sessions delivered for the cost. • Whether the outputs stated on the application were achievable, and also achievable in the four day time period. As Paul Madigan and Cllr Brian Nicholas stated that they had knowledge and experience of coding, the panel recommended that the proposal be revised and delivered to the council for the next council meeting with Paul and Brian's input.	Opportunity to receive up to £3500 dependent on revised proposal delivered to Council.

£24,500.00

Report To:	Queens Park Community Council		
Title:	Planning Applications – October 2019		
Purpose:	For discussion and approval		
Author:	Cllr John McArdle,		
Date of Meeting	16 October 2019	Agenda Item	084-19/20

1 The recommended responses to current applications are shown in the table below.

	Reference	Proposal	Recommendation
1	19/07140/CLEUD	Certificate of Lawfulness to demonstrate a conservatory style side infill at rear ground floor level has been in place for in excess of 4 years and is therefore lawful. - 61 Oliphant Street London W10 4ED	QPCC has no objection to this proposal.
2	19/07141/FULL	Erection of replacement side infill extension and replacement of windows and doors at rear ground floor level. - 61 Oliphant Street London W10 4ED	QPCC has no objection to this proposal.
3	19/07382/FULL	Conversion from single dwelling into one 1-bed flat (ground floor) and one 3-bed flat (first floor) by creating infill extension at rear of property. Proposal includes internal structural works. - 86 Sixth Avenue London W10 4HJ	QPCC wishes to object to this proposal on the grounds that insufficient information has been provided on the detail of the extension into the existing garden and that the proposal results in a three bedroom home with no access to open space.
4	19/07512/CLOPUD	Modification of existing single storey rear extension to allow for full height rear door. - 61 Oliphant Street London W10 4ED	QPCC has no objection to this proposal.



Report To:	Queens Park Community Council		
Title:	Boundary Changes		
Purpose:	For information and discussion		
Author:	Anna Tomlinson		
Date of Meeting	16 October 2019	Agenda	085-19/20

1. Background

The Boundary Commission for England has published the final recommendations of its 2018 Review of Parliamentary Constituencies. This is the first review of constituencies since 2011, and the aim is to revise constituency boundaries to reflect changing population levels, and to attempt to equalise the numbers of electors in the constituencies.

All three volumes of the Review are available on the Boundary Commissions website at <https://boundarycommissionforengland.independent.gov.uk/2018-review/2018-review-final-recommendations-for-england/>

2. Effect on Queens Park Ward and the QPCC

The final report has proposed a new constituency, Paddington and Queens Park, comprising the following wards, two from Brent and the rest from Westminster

Kilburn (Brent)

Queens Park (Brent)

Bayswater

Church Street

Harrow Road

Hyde Park

Lancaster Gate

Little Venice

Maida Vale

Queens Park (Westminster)

Westbourne

The boundary of Queens Park (Westminster) ward will not change. QPCCs boundaries are the same as those of Queens Park Ward, and therefore concerns at earlier proposals, which

did contain changes to the ward boundaries and the possible effect that might have on the Council.

3. **Next Steps**

The report has been 'laid before Parliament', and a Statutory Instrument containing the recommendations, will be debated by Parliament. If parliament agrees the changes, the new constituencies take effect at the next scheduled general election in 2022.

Standing Order Amendment - Proposal

The full council can delegate authority to the Director and Community Development Officer to approve expenditure of up to £1000 by working groups from their agreed budgets, following discussion with the Councillors on the Working Group.



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 November 2019** commencing at **6.00pm**.

Anna Tomlinson - Clerk

13 November 2019

AGENDA

- 091-19/20 Apologies for absence** – to receive and approve any apologies for absence.
- 092-19/20 Declarations of interest.**
- 093-19/20 Minutes of the previous meeting** – to consider for approval the minutes of the Council Meeting held 16 October 2019 for confirmation and signing as a correct record.
- 094-19/20 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).*
- 095-19/20 Finance Report**
- 096-19/20 Community Grants** – Association A Future Without Rubbish
- 097-19/20 Planning applications** – to consider the recommendations of the working group.
- 098-19/20 Chair's Report**

Working Groups

- 099-19/20 The Voice Working Group**
- 100-19/20 Updates** – to receive updates from the following groups: Air Quality, Events, Community engagement, Social inclusion, C4A, Children and Young People, Environment and Open Spaces.

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held at the Beethoven Centre, Third Avenue
London W10 4JL on **Wednesday 16 October 2019** commencing at 18:00.

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

Also present: Anna Tomlinson - Director, Lindsey Brown – Community Development Officer and 2 members of the public.

The meeting began at 18:05.

078-19/20 Apologies for absence – none were received.

079-19/20 Declarations of interest – Cllr Ray Lancashire declared an interest in the Church of St John the Evangelist

080-19/20 Minutes of the previous meeting –the minutes of the Council Meeting held 18 September 2019 were approved and signed by the Chair.

081-19/20 Public session - The Chair invited Luke Douglas-Home to speak about 'A Future Without Rubbish's (FWR) grant application. FWR are in the process of finalising their constitution, and following discussion with QPCC CDO have reduced their application to £1000.

Cllr Ryan Dalton arrived at 18.11

082-19/20 Finance Report – The finance report was unavailable due to technical issues. The Director reported that after a planned training session in early November, officers and one councillor would be able to use the Rialtas system to produce finance reports so that this situation would not recur and that a full financial report would be available for the next meeting of the Council.

083-19/20 Community Grants - The Community Development Officer presented a report setting out details of the applications, including information on follow up questions to applicants.

Councillor Brian Nicholas and Mr Luke Douglas-Home, who both had grant applications under consideration were asked to leave the room while the Council discussed this item.

Applications from **Open Age** (£3.5k) and **The Screen** (£3.5k) were agreed.

The Application from the **Association A Future Without Rubbish** (AFWR) was agreed at the reduced figure of £1000. AFWR are in the process of agreeing a constitution, and as an unconstituted body this is the maximum which can be awarded.

The application from **Community 4 All (C4A)** was approved at a slightly lower level than the £3500 which had been requested. The council agreed a grant of £2450 to support its activities for six months. The council was unable to support the proposed Black History Month activities or for the non specific 'activities to be confirmed'.

The application from **Kosovar Albanian Youth** was rejected, because it was unclear from the application how much of the benefit of the project would go to Queens Park residents. They have been advised apply again in a future grants round with more information about how the project will benefit Queens Park residents.

The application from **Happy Lizzy Event Planning** was withdrawn by the applicants as the venue was no longer available.

Changes to grant conditions were **agreed**:

- Funded organisations to submit monitoring reports no more than one month after the conclusion of the project.
- Monitoring template to be used by all funded organisations to make monitoring requirements clearer and easier for organisations to fulfil.

A review of community grants is to be carried out by the Director who will submit a report to the council's meeting in January 2020.

Following the council's discussions of the grant applications, Cllr Brian Nicholas and Mr Luke Douglas-Home came back into the room

Cllr Ryan Dalton left the meeting at 19.18

Cllr Emma Sweeney left the meeting at 19.20

084-19/20 Planning Applications

Cllr McArdle presented 4 planning application recommendations, which were **approved**.

085-19/20 Boundary Changes

The Boundary Commission's final report has been published. In addition a report entitled "New electoral arrangements for Westminster City Council Draft recommendations October 2019" is currently in consultation. This proposes that no changes be made to the boundaries of Queens Park Ward. Consultation closes on 9 December 2019. Cllr John McArdle proposed that QPCC responds to the consultation supporting the proposal regarding the boundaries of Queens Park Ward. The proposal was **agreed**. The Director will write to the consultation on behalf of the Council supporting the proposal.

Cllr Brian Nicholas left the meeting at 19.28

086-19/20 Declaration of a Climate Emergency

The Director will present a paper on and what the council can do to make a meaningful contribution to the climate emergency campaign to the January Council meeting.

087-19/20 Chair's report – The Harrow Road Steering Committee has made an application to the Good Growth Fund; All Stars Boxing and Youth Club which is based in Queens Park Hall has been funded by CIL money to renovate their part of the building. The Canal Terrace Meeting on 30 September went very well, the main outcome was the

recognition that a clear set of planning rules or a planning guide was needed. Follow up meetings looking at the detail are planned. Director looking into using consultants to create GDPR compliant data collection tool.

Working Groups

088-19/20 Standing Orders

The following amendment to Standing Orders was **agreed** to allow officers to approve working group expenditure without taking the proposed expenditure to a full council meeting.

The full council can delegate authority to the Director and Community Development Officer to approve expenditure of up to £1000 at any one time, by working groups from their agreed budgets, following discussion with the Councillors on the Working Group.

089-19/20 Air Quality Working Group: Cllr Ray Lancashire proposed that Alison Madigan Low join the Air Quality Working Group. This was **agreed**

090-19/20 Working group Updates

Events – 5 November. Planning for **Guy Fawkes** night is well under way. Volunteers are needed for the day and should contact Lindsey. Planning for the **Winter Festival** is also underway

Voice – the latest edition has gone to the printers. Deliveries start next week.

Community Engagement/Social Inclusion. A piece is going into The Voice. A survey is being planned and plans are being made to go out into the community to meet more residents.

Children and Young People – Emails are going out to set up the first meeting and hope to have a date fixed by the end of next week.

Environment and Open Spaces – A meeting is being set up to agree the final plans for the hut. Once these are agreed the plans will go to Westminster City Council Cabinet and QPCC.

Air Quality – A report from Imperial College suggests that there are high levels of air pollution in parks in central London. Cllr Ray Lancashire to follow this up.

Meeting Closed at 20.03

18/11/2019

Queens Park Community Council

Page 1

13:52

Detailed Receipts & Payments by Budget Heading 18/11/2019

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u> <u>Income</u>							
1010 Project income	103	1,000	897			10.3%	
1076 Precept	162,150	162,149	(1)			100.0%	
1105 Bank royalties (income)	13	0	(13)			0.0%	
Income :- Receipts	162,265	163,149	884			99.5%	0
Net Receipts	162,265	163,149	884				
<u>101</u> <u>Staff costs</u>							
4100 Staff costs	23,339	53,307	29,968		29,968	43.8%	
4105 Training	800	500	(300)		(300)	160.0%	
Staff costs :- Indirect Payments	24,139	53,807	29,668	0	29,668	44.9%	0
Net Payments	(24,139)	(53,807)	(29,668)				
<u>102</u> <u>Administration</u>							
4101 Councillor allowances	650	3,000	2,350		2,350	21.7%	
4105 Training	0	1,000	1,000		1,000	0.0%	
4120 Insurance	988	1,200	212		212	82.3%	
4125 Office rent	10,000	12,000	2,000		2,000	83.3%	
4126 Room bookings	1,096	1,100	4		4	99.6%	
4127 Office maintenance/relocation	1,515	15,000	13,485		13,485	10.1%	
4128 Catering	151	350	199		199	43.3%	
4129 Volunteer development	0	2,923	2,923		2,923	0.0%	
4130 IT - hosting, computers, email	1,345	2,200	855		855	61.1%	
4132 Stationery and materials	191	500	309		309	38.3%	
4133 Chair's allowance	0	75	75		75	0.0%	
4134 Community grants	14,575	37,728	23,153		23,153	38.6%	
4135 Teleomms, postage	776	800	24		24	97.0%	
4136 Pop Up Fund	245	2,000	1,755		1,755	12.3%	
4137 Subscriptions	2,405	2,650	245		245	90.8%	
4138 Special grants	25,000	25,000	0		0	100.0%	
4139 Travel expenses	0	200	200		200	0.0%	
4140 Professional fees	2,860	1,000	(1,860)		(1,860)	286.0%	
4142 Audit fees	0	1,000	1,000		1,000	0.0%	
4144 Bank charges	89	0	(89)		(89)	0.0%	
4150 Elections costs	363	4,000	3,638		3,638	9.1%	
Administration :- Indirect Payments	62,248	113,726	51,478	0	51,478	54.7%	0
Net Payments	(62,248)	(113,726)	(51,478)				

Continued over page

Detailed Receipts & Payments by Budget Heading 18/11/2019

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201 Communications and Events							
1410 Income Summer Festival	710	6,500	5,790			10.9%	
1411 Income Fireworks	3,600	5,000	1,400			72.0%	
1412 Income Winter Fair	0	1,500	1,500			0.0%	
1413 Income QP Voice	0	400	400			0.0%	
Communications and Events :- Receipts	4,310	13,400	9,090			32.2%	0
4110 Website	2,265	2,762	497		497	82.0%	
4128 Catering	108	350	242		242	30.9%	
4200 Queens Park Voice	2,325	4,000	1,675		1,675	58.1%	
4205 Winter Fair	300	3,000	2,700		2,700	10.0%	
4206 Winter Social	0	100	100		100	0.0%	
4210 Summer Festival	15,993	13,500	(2,493)		(2,493)	118.5%	
4220 Fireworks	2,159	9,000	6,841		6,841	24.0%	
4225 Events organisation	0	7,800	7,800		7,800	0.0%	
4235 Advertising - recruitment	1,575	1,000	(575)		(575)	157.5%	
4236 Marketing & promotion	100	1,500	1,400		1,400	6.7%	
Communications and Events :- Indirect Payments	24,824	43,012	18,188	0	18,188	57.7%	0
Net Receipts over Payments	(20,514)	(29,612)	(9,098)				
301 Environment and open spaces							
4300 Community gardening	3,750	15,000	11,250		11,250	25.0%	
4301 Dog strategy	2,250	3,700	1,450		1,450	60.8%	
4305 Park developments	0	4,500	4,500		4,500	0.0%	
4410 Air quality	200	750	550		550	26.7%	
Environment and open spaces :- Indirect Payments	6,200	23,950	17,750	0	17,750	25.9%	0
Net Payments	(6,200)	(23,950)	(17,750)				
401 Neighbourhood planning							
4400 Neighbourhood Plan	960	2,520	1,560		1,560	38.1%	
4402 Harrow Rd projects	0	1,000	1,000		1,000	0.0%	
Neighbourhood planning :- Indirect Payments	960	3,520	2,560	0	2,560	27.3%	0
Net Payments	(960)	(3,520)	(2,560)				
999 VAT data							
115 VAT refund	399	0	(399)			0.0%	
VAT data :- Receipts	399	0	(399)				0
515 VAT on Payment	2,942	0	(2,942)		(2,942)	0.0%	

Detailed Receipts & Payments by Budget Heading 18/11/2019

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 HMRC Charge	1,170	0	(1,170)		(1,170)	0.0%	
VAT data :- Indirect Payments	<u>4,112</u>	<u>0</u>	<u>(4,112)</u>	<u>0</u>	<u>(4,112)</u>		<u>0</u>
Net Receipts over Payments	<u>(3,713)</u>	<u>0</u>	<u>3,713</u>				
Grand Totals:- Receipts	166,974	176,549	9,575			94.6%	
Payments	122,483	238,015	115,532	0	115,532	51.5%	
Net Receipts over Payments	<u>44,491</u>	<u>(61,466)</u>	<u>(105,957)</u>				
Movement to/(from) Gen Reserve	<u>44,491</u>						

Date: 18/11/2019

Queens Park Community Council

Page 1

Time: 13:54

**Bank Reconciliation Statement as at 13/11/2019
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	31/10/2019	1	183,051.43
			<u>183,051.43</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
31/07/2019 100210 Florian Rago		50.00	
			<u>50.00</u>
			183,001.43
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			183,001.43
		Balance per Cash Book is :-	183,001.43
		Difference is :-	0.00

Report To:	Queens Park Community Council		
Title:	Community Grants – A Future Without Rubbish		
Purpose:	For discussion and approval		
Author:	Anna Tomlinson		
Date of Meeting	20 November 2019	Agenda Item	096-19/20

1. ASSOCIATION a Future Without Rubbish were awarded a community grant of £1000, as an unconstituted group at the Council's last meeting.
2. The grant was agreed to cover project workers time. However s 4f of the Council's grant guidelines specifically states that grants cannot be awarded to unconstituted groups for project workers time.
3. AAFWR have now adopted a constitution and the Council is asked to note their new status and to confirm the award of £1000 as part of the community grants programme.

Report To:	Queens Park Community Council		
Title:	Planning Applications – November 2019		
Purpose:	For discussion and approval		
Author:	Cllr John McArdle,		
Date of Meeting	20 November 2019	Agenda Item	097-19/20

1 The recommended responses to current applications are shown in the table below.

	Reference	Proposal	Recommendation
1	19/05796/FULL	Modifications to the entrance door, construction of an intermediate landing on the staircases, maintenance of the roof, re pointing of the brickwork, restoration of the floor on the ground floor, and associated works (Linked to 19/05797/LBC). (Retrospective application) - 68 Fifth Avenue London W10 4DP	QPCC wishes to object to this application on the grounds that on the basis of the limited information provided the materials and finishes are not in keeping with the original.
2	19/07631/FULL	Erection of single storey rear extension and rear dormer roof extensions. - 25 Oliphant Street London W10 4ED	QPCC wish to object to this proposal on the grounds that it will occupy too much of the existing open space surrounding the house and that the installation of dormer windows is inappropriate and will disrupt the roofline of the street.
3	19/07659/COFUL	Development of existing western car park for the erection of a five storey block providing nineteen use Class C3 residential units, and demolition of existing storage sheds to provide a further four three storey use Class C3 dwellings, amenity space, refuse storage, cycle parking, and estate works including the realignment of Droop Street; reconfiguration of the existing central car park, and erection of a replacement boundary wall to the existing nursery. - Queens Park Court Ilbert Street London W10 4QA	QPCC welcomes this development and has no objection to the proposals. It also notes the extensive community consultation undertaken by the applicant while developing the plans.
4	19/07758/TCA	T1 - Mimosa - Fell. This young tree is overdominant, completely shading the rear garden. The owner wishes to create a varied garden and improve biodiversity. The tree can be viewed from Marne Street. - 114 Fifth Avenue London W10 4DS	QPCC has no objection to this proposal.
5	19/08300/FULL	Erection of a infill side return of the closet wing to the rear of the property by way of making a single storey extension, along with conversion of the roof attic space (working within the existing roof envelope). - 47 Huxley Street London W10 4QQ	QPCC has no objection to this proposal where the developer has taken advice from the planning department and undertaken consultation prior to submission.



Report To:	Queens Park Community Council		
Title:	Voice Working Group		
Purpose:	For discussion and approval		
Author:	Cllr Susanna Rustin		
Date of Meeting	20 November 2019	Agenda Item	099-19/20

- We'll aim for three voices in 2020/21 (July, November and February / March), and aim to produce regular e-newsletters with interim information.
- Sign-off process is officers.
- Ask for £4000 for the 2019/2020 budget for 3 issues, which allows for printing, extra images if needed and 1.5-2 days of Rosamund's time @ £250 p/d.
- Look to have articles written in advance, with newsflash and what's on as up to date pieces.
- Recruit volunteer reporters (Lindsey to take forwards as volunteer programme)
- Contact Westminster reporter for photo policy (Lindsey)
- Next dates:
 - o Wednesday 22 Jan – working group meet to discuss content
 - o Sunday 16 February – deadline for content
 - o w/c Monday 17 February – review content
 - o w/c Monday 24 February – send content to designer
 - o w/c Monday 2 March – send to printers
 - o w/c Monday 9 and 16 March – delivery.



You are hereby summoned to attend an **Extraordinary Meeting** of the **Community Council** to be held in the **Beethoven Centre, Third Avenue, London W10 4JL**

on **Monday 16 December 2019** commencing at **6.00pm**.

Gill Fitzhugh - Chairman

9 December 2019

AGENDA

- 101-19/20 Apologies for absence** – to receive and approve any apologies for absence.
- 102-19/20 Declarations of interest.**
- 103-19/20 Minutes of the previous meeting** – to consider for approval the minutes of the Council Meeting held 20 November 2019 for confirmation and signing as a correct record.
- 104-19/20 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).*
- 105 -19/20 To establish a Staffing Committee to deal with matters relating to personnel and agree its terms of reference**
- 106-19/20 To approve the Contract with HR Services Ltd.**
- 107-19/20 Owing to the nature of the business to be discussed, it will be proposed that under the terms of the Public Bodies [Admission to Meetings] Act 1960, the press and public will be asked to leave the meeting.**
- 108-19/20 Administrative arrangements**

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held at the Beethoven Centre, Third Avenue
London W10 4JL on **Wednesday 20 November 2019** commencing at 18:00.

Present: Councillors Gill Fitzhugh (Chair), Leslie Barson, Ray Lancashire, Eartha Pond, Emma Sweeney and Susanna Rustin.

Also present: Anna Tomlinson, Director, Lindsey Brown, Community Development Officer; Jemma Callue, Octavia Foundation; and two members of the public.

The meeting commenced at 18:00.

091-19/20 Apologies for absence Cllrs John McArdle, Orrel Lawrence,

092-19/20 Declarations of interest – there were none.

093-19/20 Minutes of the previous meeting –the minutes of the Council Meeting held 16 October 2019 were approved and signed by the Chair.

094-19/20 Public session – Chrissie Chambers asked about the cutting back of trees by Simon Walton and Ray Lancashire

Cllr Stella Wilson arrived

095-19/20 Finance Report – Councillors had received the latest financial reports. Anna reported that the coding on many of the accounts was incorrect. She reported that Cllr McArdle and the CDO and she had attended Rialtas' training

096-19/20 Community Grants - Clear Public Space did not have a constitution and therefore the organisation was not able to receive a grant of over £1000 for their project, A Future without Rubbish. The CDO reported that she had now received a constitution from Clear Public Space

Cllr Stella Wilson left

097-19/20 Planning applications – the recommendations contained in the following table were **approved**

	Reference	Proposal	Recommendation
1	19/05796/FULL	Modifications to the entrance door, construction of an intermediate landing on the staircases, maintenance of the roof, re pointing of the brickwork, restoration of the floor on the ground floor, and associated works (Linked to 19/05797/LBC). (Retrospective application) - 68 Fifth Avenue London W10 4DP	QPCC wishes to object to this application on the grounds that on the basis of the limited information provided the materials and finishes are not in keeping with the original.

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4	19/07758/TCA	T1 - Mimosa - Fell. This young tree is overdominant, completely shading the rear garden. The owner wishes to create a varied garden and improve biodiversity. The tree can be viewed from Marne Street. - 114 Fifth Avenue London W10 4DS	QPCC has no objection to this proposal.
5	19/08300/FULL	Erection of a infill side return of the closet wing to the rear of the property by way of making a single storey extension, along with conversion of the roof attic space (working within the existing roof envelope). - 47 Huxley Street London W10 4QQ	QPCC has no objection to this proposal where the developer has taken advice from the planning department and undertaken consultation prior to submission.

098-19/20 Chairs report – Cllr FitzHugh reported that Westminster City Council City Plan had been finished and sent to the Secretary of State so QPCCNP could now be completed

Working Groups & Champions

099-19/20 The Voice Working Group – it was proposed that Cllr Orrel Lawrence should join The Voice working group. This was agreed by Cllrs

100-19/20 Updates from working groups

Air Quality Working Group: Cllr Lancashire reported that the next survey was going to be in December as one was done last December

Environment and Open Spaces: It was agreed that Cllr Susanna Rustin and Cllr Ray Lancashire would meet Katie Cowan who was retiring as chair of the working group.

A discussion took place on allotments

Events working Group: Cllr Sweeney reported that the committee had met to discuss

The Winter Festival. It was agreed that the pensioners lunch should take place mid week as it was easier to get volunteers

Community Arts. Rebecca Mason from Westminster City Council planning department walked round the ward looking at prospective places for pieces of public art. The CDO and members of the working group went round with her. She told us what we needed to do to make applications and told us that she would write to us formally to confirm this.

Planning Working Group: Cllr Gill FitzHugh reported that the Design Guide for Canal Terrace had been progressed



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 15 January 2020** commencing at **6.00pm**.

Councillor John McArdle, Proper Officer

9 January 2020

AGENDA

- 109-19/20** **Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 110-19/20** **Declarations of interest.**
- 111-19/20** **Minutes of a previous meeting** – to consider the minutes of the meeting of the Council held 20 November 2019 for confirmation and signing as a correct record.
- 112-19/20** **Minutes of the previous meeting** – to consider the minutes of the meeting of the Council held 16 December 2019 for confirmation and signing as a correct record.
- 113-19/20** **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).*
- 114-19/20** **Financial report.**
- 115-19/20** **Internal Audit report** – to review the findings of an internal audit carried out on 29 November 2019 and confirm the response.
- 116-19/20** **Virements and Forecast** – to approve transfer of funds between budget heading to reflect changes during the year 2019/20 note the forecast of income and expenditure for the year end.
- 117-19/20** **Budget and Precept** – to approve the budget and set the precept for 2020/21.
- 118-19/20** **Service contracts** – to approve the extension for one year of three existing Contracts for the provision of services.
- 119-19/20** **Strategic governance** – to consider the allocation of activities across Working Groups and Committees.
- 120-19/20** **Planning applications** – to approve the working group's recommendations.
- 121-19/20** **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).
- 122-19/20** **Chair's report.**
- 123-19/20** **Officers' report.**

Councillor John McArdle, Proper Officer

Report To:	Queen's Park Community Council		
Title:	Minutes of Meeting 20 November 2019		
Purpose:	For decision and action		
Author:	Cllr John McArdle		
Date of Meeting	15 January 2020	Agenda Item	111-19/20

1 Summary

This report sets out a proposal to obtain a Minute for the November Meeting.

2 Recommendations

That the Council notes the contents of this report and approves the action proposed at 3.2.

3 Background

- 3.1 The Minutes of the meeting held on 20 November 2019 were taken by Director Anna Tomlinson but she went on sick leave before she had the opportunity to transcribe her notes. As a result, the draft Minutes were not available for approval at the Extraordinary Meeting of the Council and are not available today. They are unlikely to be available in the foreseeable future.
- 3.2 It is considered essential that a proper outcome is recorded from this meeting, not least so that any necessary actions can be undertaken. This will also ensure that the Council retains consistent records of its decisions.
- 3.3 It is proposed, therefore, that those Councillors who attended the Meeting on 20 November collaborate to produce a sufficient record of the discussion and decisions taken to be submitted for approval at the February Meeting as an accurate record of the proceedings.

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held at the Beethoven Centre, Third Avenue
London W10 4JL on **Monday 16 December 2019** commencing at 18:00.

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

Also present: Sam Shippen – Locum Assistant, Justin Griggs - NALC

The Chairman introduced and welcomed Sam Shippen as a Locum Assistant (and former Locum Director) and thanked Sam for coming to assist the Council at the meeting.

101-19/20 Apologies for absence –

RESOLVED that apologies for absence were received from Councillors Leslie Barson and Ryan Dalton.

102-19/20 Declarations of interest – no declarations were made.

103-19/20 Minutes of the meeting held 20 November 2019 – The Chair advised that the minutes of the Council Meeting held 20 November 2019 were not available in the absence of the Director and would be submitted at a later date for approval.

104-19/20 Public session – no public were present.

105 -19/20 Staffing Committee – The Chair updated the Council on the situation regarding the absence of the Director and circulated a proposed purpose and responsibilities for the Staffing Committee. Councillors were given time to read the proposed terms of reference.

RESOLVED that a Task & Finish Staffing Committee be established to deal with all matters relating to the expected long term absence of the Director due to sickness; to be responsible for all human resources including volunteers and financial issues. A list of responsibilities was agreed as circulated. That Councillors G Fitzhugh, E Pond, S Rustin and E Sweeney be appointed to the Staffing Committee.

The Locum Assistant advised that the Council should appoint a Proper Officer and Responsible Finance Officer (RFO) on an interim basis and this should not be in a closed session.

RESOLVED that Councillor John McCardle be appointed as Proper Officer and Responsible Finance Officer (RFO).

106-19/20 Contract with HR Services Partnership Ltd – The Chair advised that following advice from SSALC, she had obtained advice on an urgent basis from HR Services Partnership Ltd. Details of a contract were discussed which was expected to be a limited number of hours.

RESOLVED that required advice be sourced from HR Services Partnership Ltd at a rate of £80 per hour with costs being met from reserves. A review will be undertaken in January when more details may be available regarding the expected level of support required.

107-19/20 Exclusion of Press and Public -

RESOLVED that owing to the nature of the business to be discussed, that under the terms of the Public Bodies [Admission to Meetings] Act 1960, the press and public be required to leave the meeting.

108-19/20 Administrative arrangements -

Councillors J McCardle and B Nicholas left the meeting.

RESOLVED that the appointment of interim Proper Officer and RFO be on an interim basis in the absence of the Director or until such time as the Council makes other arrangements.

Councillor J McCardle re-entered the meeting.

The Chair advised that The Community Development Officer had also submitted her resignation.

The meeting closed at 6.25pm.

Report To:	Queen's Park Community Council		
Title:	Finance Report		
Purpose:	For Information		
Author:	Cllr John McArdle,		
Date of Meeting	15 January 2020	Agenda Item	114-19/20

1 Summary

This report summarises progress being made in bringing the Council's accounts up to date and confirms that the process will be completed within the current financial year.

2 Recommendations

That the contents be noted.

3 Background

- 3.1 During 2019/20 the administration of the Council's finances has been hampered by staff sickness, changes in personnel, and inability to access the accounting service supplied by Rialtas Business Systems. This led to suppliers not being paid, transactions not being correctly logged, and reports not being provided to Councillors. These difficulties have now been resolved and it is anticipated that all systems will be back on track by the end of the financial year in March 2020.

4 Current Position

- 4.1 Under Section 5 of the Council's Financial Regulation the Responsible Finance Officer is required to provide reports to the Council on a monthly, quarterly, or annual basis. Some of these reports have been missed and are now being brought up to date as outlined in the following sections.
- 4.2 A list of payments made should be provided monthly, and the report at Appendix 1 brings this up to date by providing a list of all payments made between 1 July and 31 December 2019. Personal payments are redacted as provided for in Financial Regulation 5.1 although a copy of the full list has been provided to the Chair of the HR Committee.
- 4.2 The Council Detail Report at Appendix 2 provides details under each budget heading of the annual budget, the amount spent so far, and the funds remaining. This is provided for information as a later report on the agenda, 116-19/20 Virements and forecast, provides a fuller explanation of these variances.

- 4.3 A reconciliation process is undertaken from time to time and a Reconciliation Report provided to the Council to provide assurance that the information held in the accounting system reflects that held in the bank accounts. This is under way but has only reached November at the time of writing so this report will be provided separately at a later date.

5 Next Steps

- 5.1 Work will continue on bring the records up to date and ensuring that these are made available to the Council in a timely manner.
- 5.2 In parallel with this, informed in part by the recommendations of the internal auditor, changes will be made to the operational processes to improve performance on such matters.

List of Payments made between 01/07/2019 and 31/12/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/07/2019	Kevin Harris	BACS47	141.80		Catering for leaving & Gift
02/07/2019	Rosamund Saunders	BACS 49	375.00		QPCC Newslwttter Design
02/07/2019	Munro Health Ltd	BACS 07 02	3,500.00		Grant 14 18-19
02/07/2019	Rosamund Sanunders	BACS 49C	-375.00		QPCC Newsletter Design
02/07/2019	Munro Health	BACS 46 C	-3,500.00		Grant 14 18-19 Correction
05/07/2019	Barclays	DD	6.50		Bank charge
17/07/2019	WCC	BACS 53	325.00		Summer festival LBA
17/07/2019	Living Thing	BACS 54	300.00		Animal Wildlife Show
17/07/2019	Micky Pallant	BACS 55	500.00		Stage manager/promoter
17/07/2019	A2 Dominion	BACS 56	103.50		Meeting room hire in June
17/07/2019	Happy Lizzy Event	BACS 57	1,560.00		Summer Festival planning 1
17/07/2019	Viking	BACS 58	33.12		Stationary
17/07/2019	Microshade Business Consult.Lt	BACS 59	222.96		Hosting fee
17/07/2019	Joh Good	BACS 60	856.00		QP Voice brochure printing
17/07/2019	MULBERRY & CO	BACS 61	260.88		???
17/07/2019	Xtreme Vortex	BACS 62	435.00		Obstacle Course-Remaining bala
30/07/2019	Prospect us	BACS 63	1,500.00		Recruitment Ad
30/07/2019	C4A	BACS 64	1,830.00		QPCC Emergency Grant
30/07/2019	Association A Future	BACS 66	200.00		QPCC Community Grants
30/07/2019	HAMMERSMITH COMMUNITY	BACS 67	3,750.00		Q2 of Community Gardening
30/07/2019	BT	BACS 70	198.11		BT Line rental charges
30/07/2019	Vodafone	DD190702	24.60		Mobile Bill
30/07/2019	Shernaye Alexander	100186	50.00		Summer Festival Performance
30/07/2019	Rosie Holloway	100187	100.00		Summer Festival Performance
30/07/2019	Benjamin Glynn	100188	50.00		Summer Festival
30/07/2019	A Liberos	100190	50.00		Summer Festival
30/07/2019	kane Waithe Murray	100191	50.00		Summer Festival
30/07/2019	Michael de Souza	100192	200.00		Summer Festival
30/07/2019	Jim Huang	100193	50.00		Summer Festival
30/07/2019	Vaida Farid	100194	50.00		Summer Festival
30/07/2019	Newlan G Williamson	100195	350.00		Summer Festival
30/07/2019	James Simmins	100196	75.00		Summer Festival
30/07/2019	Nick Russell	100197	100.00		Summer Festival
30/07/2019	Portobello Live Arts	100198	100.00		Summer Festival
30/07/2019	Emma Lyndon Stanford	100199	50.00		Summer Festival
30/07/2019	Anke Landeav	100200	50.00		Summer Festival
30/07/2019	Mr AA K S Neal	100205	158.33		Hosting Website
30/07/2019	Rhumel John Baptiste	100206	150.00		Summer Festival
30/07/2019	Sibtle Hentschel	100207	50.00		Summer Festival
31/07/2019	Onecom	DD190701	59.98		Broadband
31/07/2019	Edward Duliani	100209	250.00		Summer Festival
31/07/2019	Florian Rago	100210	50.00		Summer Festival

List of Payments made between 01/07/2019 and 31/12/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
31/07/2019	Joanna Charafeddine Akar	100211	50.00		Summer Festival
31/07/2019	Hanrife Hussein	100212	100.00		Summer Festival
31/07/2019	Gary Leair	100213	50.00		Summer Festival
05/08/2019	Barclays	DD 190801	6.50		Bank charge
13/08/2019	Hayyy Lizzy Event Planning	BACS 71	3,940.00		Queens Park Summer Festival 4
13/08/2019	Walton Lane Audio Services	BACS 72	2,590.00		Supply gazebos & genertor
13/08/2019	Happy Lizzy Event	BACS 71 C	0.69		Summer Festival
21/08/2019	Ms Abida Nasreen	BACS 73	100.00		Henna in Summer Festival
21/08/2019	Mrs Cheryl Prax	BACS 74	100.00		Photography for Summer Festiva
21/08/2019	Differential Audio Ltd	BACS 75	1,650.00		Summer Concert Stage & Sound S
21/08/2019	Richards Events	BACS 76	1,130.88		Supply security staff at SF
21/08/2019	Micky Pallant	BACS 77	500.00		Stage manager/promoter SF o/s
21/08/2019	Micky Pallant	BACS 78	75.00		Hire of Drum Kit
					002
21/08/2019	Microshade Business Consult.Lt	BACS 80	222.96		Hosting Fee
21/08/2019	A2 Dominion	BACS 81	81.00		Meeting Room Hire July
21/08/2019	Feven Eyob Michael (Gill)	BACS 82	350.00		Performance & Workshop SF
21/08/2019	London Sustainability Exchange	BACS 0821A	294.00		Tube mapping
21/08/2019	Russell-Cooke	BACS 0821B	3,076.48		Land Registry Fees
28/08/2019	Vodafone	DD 190802	24.60		QOCC Mobile bill
30/08/2019	Onecom	DD 190803	59.98		Telephon & Broadband
05/09/2019	Barclays	DD	29.00		Bank charge
13/09/2019	C A Chambers	BACS 86	675.00		Working with Nuno Reis & Davin
13/09/2019	Microshade Business Consult.Lt	BACS 88	222.96		Hosting Fee
26/09/2019	Simon Walton	BACS 89	81.70		Reim exp for Grant project
26/09/2019	Microshade Business Consult.Lt	BACS 90	222.96		Hosting Fee
27/09/2019	Vodafone	DD 902	24.60		QPCC Office Mobile bill
30/09/2019	Onecom	DD 903	59.98		Telephone & Broadband
07/10/2019	Barclays	DD 1007	18.88		Bank charge
10/10/2019	Gill Fitzhugh	BACS 94	1,514.52		Reim exp for Office Furniture
10/10/2019	Anna Tomlison	BACS 95	156.17		Reim exp for Stationary
10/10/2019	London Creative Designs	BACS 98	540.00		Maintenance & Edits of Website
					ep
10/10/2019	Simon Walton	BACS 100	87.53		Reim exp for Grant Project
					ent
24/10/2019	Paddington Development Trust	BACS 105	10,000.00		Office rental 10 Apr-31Mar 20
24/10/2019	A2 Dominion	BACS 106	164.00		Meeting Room Hire
24/10/2019	ROBERTS CLEANING	BACS 107	403.00		Design QPCC Autumn Newsletter
24/10/2019	British Telecoms plc	BACS 108	235.02		Calls & Rental charge

List of Payments made between 01/07/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/10/2019	Job Ladder	BACS 109	691.00		Printing QP Voice Brouchure
24/10/2019	Association AFWR	BACS 110	200.00		Reim cost for TrTrTr2
24/10/2019	Simon Walton	BACS 111	24.48		Reim exp for grant project
24/10/2019	Sandy Parrianen	BACS 112	80.50		Refund overpayment for SF
24/10/2019	Lindsey Brown	BACS 113	20.56		Reim exp for SF
24/10/2019	Walton Lane Audio Services	BACS 114	890.00		Supply PA for QP Firework
24/10/2019	South East Donkeys	BACS 115	50.00		Donkeys ride at Firwoek deposi
24/10/2019	Valerie Kieffer	BACS 116	200.00		Creative Recycling Workshop SF
24/10/2019	Living Things Ltd	BACS 117	300.00		Animal Wildlife Show WF
25/10/2019	Vodafone	DD 191001	24.60		QPCC Mobile
31/10/2019	Szczpan Atroszko	BACS 118	200.00		Bubble show at Summer Festival
31/10/2019	SFM Ltd	BACS 119	1,462.50		Firework staff ect deposit 75%
31/10/2019	VISION ICT	BACS 120	21.60		Hosted email account 9906
31/10/2019	Onecom	DD 191002	59.98		Tele & Broadband
[REDACTED]					
[REDACTED]					
[REDACTED]					
25/11/2019	Happy Lizzy Event	BACS 124	2,119.99		Fireworks Aggreed fee 25%
25/11/2019	Happy Lizzy Event	BACS 125	65.00		Cost for DJ at Summer Festival
25/11/2019	Happy Lizzy Event	BACS 126	150.00		Reim payment to DJ Shaunpowerz
25/11/2019	Anna Tomlison	BACS 127	16.50		Reim exp for Stationary
25/11/2019	Angie Durrance	BACS 128	50.00		Providing refreshments at Fire
25/11/2019	Brian Nicholas	BACS 129	67.50		Reim Travel exp
06/12/2019	First Aid Cover	BACS 130	215.00		Medical Team at Firework
06/12/2019	C A Chambers	BACS 131	630.00		Dog Patrol Sep, Oct, Nov
06/12/2019	Walton Lane Audio Services	BACS 132	1,159.00		Supply Stalls. PA, Lighting,
06/12/2019	PKF Littlejohn	BACS 133	480.00		PKF Littlejohn
06/12/2019	Viking	BACS 134	76.08		Stationary
06/12/2019	Shellscape Pyrotechnics Ltd	BACS 135	5,400.00		Firework Show 2019
06/12/2019	Shellscape Pyrotechnics Ltd	BACS 136	85.02		Toys for Firework
06/12/2019	Richards Events	BACS 137	1,707.48		Supply of security staff
06/12/2019	SFM Ltd	BACS 138	487.50		QP Firework 25% Balance
09/12/2019	C4A	BACS 142	3,500.00		Community Grant 083-19/20
09/12/2019	The Sreen	BACS 143	3,500.00		Community Grant 083 19/20
09/12/2019	Open Age	BACS 144	3,500.00		Community Grant 083 19/20
09/12/2019	AAFWR	BACS 145	1,000.00		Community Grant
[REDACTED]					
[REDACTED]					
[REDACTED]					
19/12/2019	South East Donkeys	BACS 146	350.00		Donkeys Rides at Winter Fair B
19/12/2019	Mrs Cheryl Prax	BACS 147	100.00		Photography at Winter Fair
19/12/2019	First Aid Cover	BACS 148	150.00		Medical Team on 14th Dec
19/12/2019	First Aid Cover	BACS 149	150.00		Medical Team on 11th Dec
19/12/2019	HAMMERSMITH COMMUNITY	BACS 150	3,750.00		Community Gardening 3rd
[REDACTED]					
19/12/2019	Happy Lizzy Event	BACS 152 A	25.00		Reim exp for Event
19/12/2019	Happy Lizzy Event	BACS 152 B	942.87		Reim exp for Event

Date: 10/01/2020

Queens Park Community Council

Page 4

Time: 19:44

Current Bank A/c

List of Payments made between 01/07/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/12/2019	A2 Dominion	BACS 153	66.00		Room Hire in Oct

Total Payments 101,738.54

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
RECEIPTS						
100 Income						
1010 Project income	103	1,000	897			10.3%
1076 Precept	162,150	162,149	(1)			100.0%
1105 Bank loyalties (income)	13	0	(13)			0.0%
201 Communications and Events						
1410 Income Summer Festival	710	6,500	5,790			10.9%
1411 Income Fireworks	3,600	5,000	1,400			72.0%
1412 Income Winter Fair	0	1,500	1,500			0.0%
1413 Income QP Voice	0	400	400			0.0%
999 VAT data						
115 VAT refund	399	0	(399)			0.0%
TOTAL RECEIPTS	166,974	176,549	9,575	0	0	94.6%
PAYMENTS						
101 Staff costs						
4100 Staff costs	34,212	53,307	19,095		19,095	64.2%
4105 Training	200	500	300		300	40.0%
102 Administration						
4101 Councillor allowances	650	3,000	2,350		2,350	21.7%
4105 Training	0	1,000	1,000		1,000	0.0%
4120 Insurance	988	1,200	212		212	82.3%
4125 Office rent	10,000	12,000	2,000		2,000	83.3%
4126 Room bookings	729	1,100	372		372	66.2%
4127 Office maintenance/relocation	1,515	15,000	13,485		13,485	10.1%
4128 Catering	151	350	199		199	43.3%
4129 Volunteer development	0	2,923	2,923		2,923	0.0%
4130 IT - hosting, computers, email	1,345	2,200	855		855	61.1%
4132 Stationery and materials	271	500	229		229	54.2%
4133 Chair's allowance	0	75	75		75	0.0%
4134 Community grants	25,875	37,728	11,853		11,853	68.6%
4135 Teleomms, postage	776	800	24		24	97.0%
4136 Pop Up Fund	833	2,000	1,167		1,167	41.7%
4137 Subscriptions	2,405	2,650	245		245	90.8%
4138 Special grants	25,000	25,000	0		0	100.0%
4139 Travel expenses	68	200	133		133	33.8%
4140 Professional fees	3,460	1,000	(2,460)		(2,460)	346.0%
4142 Audit fees	400	1,000	600		600	40.0%
4144 Bank charges	89	0	(89)		(89)	0.0%
4150 Elections costs	0	4,000	4,000		4,000	0.0%
201 Communications and Events						
4110 Website	2,423	2,762	339		339	87.7%
4128 Catering	108	350	242		242	30.9%
4200 Queens Park Voice	2,325	4,000	1,675		1,675	58.1%
4205 Winter Fair	3,202	3,000	(202)		(202)	106.7%
4206 Winter Social	0	100	100		100	0.0%
4210 Summer Festival	16,262	13,500	(2,762)		(2,762)	120.5%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4220 Fireworks	11,069	9,000	(2,069)		(2,069)	123.0%
4225 Events organisation	0	7,800	7,800		7,800	0.0%
4235 Advertising - recruitment	1,575	1,000	(575)		(575)	157.5%
4236 Marketing & promotion	100	1,500	1,400		1,400	6.7%
301 Environment and open spaces						
4300 Community gardening	7,500	15,000	7,500		7,500	50.0%
4301 Dog strategy	2,880	3,700	820		820	77.8%
4305 Park developments	0	4,500	4,500		4,500	0.0%
4410 Air quality	245	750	505		505	32.7%
401 Neighbourhood planning						
4400 Neighbourhood Plan	960	2,520	1,560		1,560	38.1%
4402 Harrow Rd projects	0	1,000	1,000		1,000	0.0%
501 Development groups						
4107 Community engagement	0	3,000	3,000		3,000	0.0%
4420 Public & community arts	0	5,000	5,000		5,000	0.0%
4425 Social inclusion	0	500	500		500	0.0%
4430 Children & young people	0	5,000	5,000		5,000	0.0%
999 VAT data						
515 VAT on Payment	4,315	0	(4,315)		(4,315)	0.0%
4115 HMRC Charge	1,170	0	(1,170)		(1,170)	0.0%
TOTAL PAYMENTS	163,099	251,515	88,416	0	88,416	64.8%
Total Receipts	166,974	176,549	9,575			94.6%
Total Payments	163,099	251,515	88,416	0	88,416	64.8%
Movement to/(from) Gen Reserve	3,875					

Report To:	Queen's Park Community Council		
Title:	Internal Audit Report		
Purpose:	For discussion		
Author:	Cllr John McArdle,		
Date of Meeting	15 January 2020	Agenda Item	115-19/20

1 Summary

This report sets out the findings of an audit carried out in the office during November 2019 and sets out action proposed to be taken following receipt of the auditor's report.

2 Recommendations

That the Council notes the contents of this report, and comments on the proposed actions at Appendix 1.

3 Background

- 3.1 As part of the Council's Audit Plan a representative of Chartered Accountants and certified Auditors Mulberry & Co visited the offices on 29 November 2019 and carried out a number of tests on the financial systems and processes. A copy of the full report is attached at Appendix 2.
- 3.2 Whilst the Auditor was satisfied that process were in place and were being followed he made a number of recommendations for future action. These are set out together with the proposed response in Appendix 1.
- 3.2 Councillors are invited to discuss the response and the actions proposed.

Appendix 1: Response to Internal Audit

Final Audit 2018/19 - Points Forward

Audit Point	Audit Findings	Council comments
Accounts	<p>It was noted that April 2019 transactions from the Barclays Bank statement had been posted into the March period end causing and overstatement of income and expenditure for the year end accounts. This must be corrected in RBS to reflect the manual changes made to the year-end accounts. The true closing bank balance is £138,510.77 not £138,677.26 per the draft accounts.</p> <p>Income over stated by £3,704.12 Payments overstated by £3,641.63 Petty Cash adjustment £104</p>	Completed whilst on site
Bank	<p>There is one adjustment for £41 remaining from the prior year. I recommend the council should ask the software provider to assist with clearing this down.</p>	Completed whilst on site
Bank	<p>Can some of the bank balances be put on deposit to obtain a greater return ?</p>	<p>The Council will be updating its banking arrangements to reflect the appointment of a new Responsible Finance Officer (RFO) in December 2019. On completion of this process he will investigate the costs and benefits of opening a savings account and present a report to the Forward Planning Group in March 2020.</p>
Reserves	<p>General reserves are very high – council should consider further earmarking for future projects.</p>	<p>The Council is cautious with its reserves as the precept is far and away the principal source of income. It will consider, nevertheless, earmarking some of the reserve for specific projects when preparing the budget for 2020/21. This will take place at the meeting on 15 January 2020.</p>

2019/20 Interim Audit - Points Forward

Audit Point	Audit Findings	Council comments
Accounting System	I recommend that the hard copy cashbook and bank reconciliation reports are routinely printed, reviewed & signed by the Director and appropriately filed. This system was in place in prior years but had not carried on into 2019/20.	The newly appointed RFO intends to review the Financial Regulations adopted in June 2018 and will submit proposed amendments to the Council at its Meeting on 18 March 2020. Concurrently, he will review the operating procedures that underpin and secure compliance with the Financial Regulations ensuring that processes are put in place to meet the transparency and scrutiny requirements.
Accounting System	I recommend familiarisation of the filing system and or perhaps introduction of a new system and that this system be documented as an internal process of the council.	To be picked up as part of the process described in the row above.
VAT	As a matter of urgency, the VAT return for the quarter ended 30th September must be completed and submitted and VAT folder located. The council could on inspection be asked to repay previously refunded VAT if the previous VAT returns cannot be proven.	Both the Q1 and Q2 VAT returns for 2019/20 were submitted in December 2019 and a refund of VAT paid obtained and the threat of penalty lifted. Arrangements are being made for these returns to be submitted automatically by the Rialtas system under 'making tax digital' but if this is not ready when the Q4 return falls due on 7 February 2020 it will be submitted manually. If the VAT folder is not uncovered during the financial process review described above it will be reconstructed from original documents held in other files.
Governance	External Auditors report 2018-19. I recommend the external auditor's instruction be followed as soon as practicable.	This will be undertaken by March 2020.
Minutes	The minutes on the website need to be updated.	The minutes on the website have been updated and a process put in place to ensure that this happens in a timely manner in future.
Financial Regulation 2	I recommend financial regulation 2.2 is reviewed and the internal process amended before the year end.	This will be undertaken by March 2020 as described under 'Accounting System' above.
Financial Regulation 5	I would recommend the minutes be more specific to identify beyond reasonable doubt the report or payment list that is being authorised. "The council resolved to approve the expenditure listed dated dd/mm/yy totalling £####"	Commencing with the meeting on 15 January 2020 all reports to Council recommending expenditure will contain a clear description of where the funding is to be drawn from and this will be reflected in the minutes.

Audit Point	Audit Findings	Council comments
Governance	I would recommend that at least six-monthly councillors are seen to review the financial records of that of the council in detail and this activity be documented.	This will be undertaken by March 2020 as described under 'Accounting System' above.
Risk	The council must review its risk management policy before March and if necessary draw up a financial risk assessment to go along with this.	The Risk Management Policy approved by the Council in November 2018 will be reviewed by the Forward Planning Group in March 2020 and presented to the Council for approval on 18 March 2020.
Risk	I would recommend the council review its disaster recovery plan.	A Business Continuity and Disaster Recovery Plan will be prepared for review by the Forward Planning Group in March 2020 and presented to the Council for approval on 18 March 2020.
Reserves	I recommend Council consider further earmarking for future projects and dovetail with its mission statement and business plan.	Work has already been undertaken on aligning individual projects with the vision, mission, and business plan and this will be reflected in the budget for 2020/21 to be presented to Council on 15 January 2020.

Appendix 2: Internal Audit Report



MULBERRY & CO

Chartered Certified Accountants

Registered Auditors

& Chartered Tax Advisors

9 Pound Lane

Godalming

Surrey, GU7 1BX

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Our Ref: MARK/QUE001

Ms A Tomlinson
Queen's Park Community Council
Office 1, Beethoven Centre
Third Avenue
Queens Park
London
W10 4JL

29th November 2019

Dear Anna

**Re: Queen's Park Community Council
Internal Audit Year Ended 31st March 2020**

Following completion of our interim internal audit on the 29th November 2019 we enclose our report for your kind attention and presentation to the Council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report. The recommendations from the 2018/19 audits have been answered in the table at the end of the report.**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority's approval of the annual governance statement.

Interim Audit – Summary Findings

At the interim visit we reviewed and performed tests on the following areas:

- Review of the Financial Regulations & Standing Orders
- Review of the Risk Assessments
- Review of the Budgeting Process
- Proper Bookkeeping – review of the use of the accounts package.
- Review of salaries

It is understood that the Director is newly appointed and very much finding her feet. The Council has had as many as five different Director's since the council was formed in June 2012 and therefore many of our recommendations stem from the fact that the council has since its creation, undergone many periods of change and from the lack of firm consistency within the role.

This makes it even more important the council establish clear and unambiguous policies and working practices that can be consistently followed and to this end the council may want to consider some on the job support for the new Director as she becomes accustomed to the role. The SSALC office can be consulted on this.

It is clear the council takes governance, policies and procedures seriously and in the past procedures and structures were established to maintain and promote this; however, it is our opinion that some of the systems and internal procedures at Queen's Park Community Council have fallen by the way side and need to be reviewed and updated.

The comments in my report are not indicative of any significant failings of that of the council but are rather pointers for improving upon a system that is already in place. If I had one recommendation, that would be to take time to read the financial regulations, together with Governance and Accountability for Small Authorities in England as these documents contain many procedures designed to assist the council in its day to day running.

A. BOOKS OF ACCOUNT (INTERIM AUDIT)

The Council continues to use RBS as a day to day accounting package, this is a tried and tested industry specific package and I make no recommendation to change.

The system is used daily to report on and record the financial transactions of that of the Council. There are potentially five users with their own individual logons & passwords. The additional users provide the council with resilience in the event of Director incapacity.

1. Director – (Employee)
2. Bookkeeper – (Contractor)
3. Community Development Officer – (employee)
4. Councillor
5. TBC

Every month, a month end close down is performed by the Director, various reports are printed and filed in soft & hard copy, these include but are not limited to; income and expenditure against budget, bank reconciliations and other reports as fit. The cashbooks are not routinely printed but are retrospectively accessible. This is a key control that allows the director to confirm the cashbooks and supporting bank reconciliation are complete. **I recommend that the hard copy cashbook and bank reconciliation reports are routinely printed, reviewed & signed by the Director and appropriately filed. This system was in place in prior years but had not carried on into 2019/20.**

The system requires the population of key data fields to enable the user to record a transaction. This is a clear and easy to follow system and a review of the cashbook shows that all data fields are being entered.

My walk-through audit testing of receipts and payments chosen at random showed that supporting documentation could be located from records. It was clear from the testing that the underlying documentation was filed in multiple locations and not always consistently. **I recommend familiarisation of the filing system and or perhaps introduction of a new system and that this system be documented as an internal process of the council.**

I tested opening balances as at 1/4/19 and confirmed they could be agreed back to the audited accounts for 2018/19.

The Council is VAT registered and the last VAT return was for quarter ended 30th June 2019. The council has missed the September 30th deadline and has already been surcharged. Upon submission of the late VAT return this may be refunded. In addition to this, we were unable to locate the VAT permeant folder, which contains copies of the VAT registration Certificate, VAT correspondence HMRC access details and historic VAT returns.

As a matter of urgency, the VAT return for the quarter ended 30th September must be completed and submitted and VAT folder located. The council could on inspection be asked to repay previously refunded VAT if the previous VAT returns cannot be proven.

The Director has started to contact HMRC to gain access to the on-line VAT account to obtain copies of the previous VAT returns and registration certificate. In addition to this, it is understood the software provider may be assisting with submission of the last VAT return.

B. FINANCIAL REGULATIONS, GOVERNANCE & PAYMENTS (INTERIM & FINAL AUDIT)

Interim Audit

Check the publication & minuting of the prior year audited AGAR and notice of conclusion of audit.

The external auditors report was not qualified in 2018/19. However, the external auditor's instruction was not followed and the notice of conclusion and completed AGAR were not published and reported to council. **I recommend the external auditor's instruction be followed as soon as practicable.**

Evidence was noted in the June 2019 minutes of the internal auditor's report being reviewed and accepted.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that Councillors sign "Acceptance of Office" forms, "Register of Members Interests" & "Acceptance to receive information by electronic means", in line with regulations.

Confirm that the Council is compliant with the relevant transparency code.

I note that the Council is not required by law to follow the 2015 Transparency Code.

Confirm that the Council is compliant with the GDPR.

As council is aware of GDPR and it was noted the Council has common email addresses internally which gives a natural segregation so it is clear beyond doubt in what capacity a councillor is acting, gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

Confirm that the Council meets regularly throughout the year

The council meets monthly and there are also a number of working parties and groups which meet as and when necessary to cover specific tasks.

The council's spending powers are governed by its standing orders and financial regulations.

Check that agendas for meetings are published giving 3 clear days' notice.

The Director was able to demonstrate that at least 3 clear days' notice is given. There was one incidence of noncompliance for the October 2019 meeting. A review of the other meetings tested in accordance with regulations.

Check the draft minutes of the last meeting(s) are on the council's website

Minutes are uploaded to the council website. The last minutes uploaded are dated July 2019 but when downloaded show as September 2019. **The minutes on the website need to be updated.**

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.

The standing orders are based on the NALC model. These were reviewed and readopted in May 2019

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.

Financial regulations are based on the NALC model. These were reviewed and readopted in May 2019. The regulations being based on the NALC model contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed.

Financial regulation 2.2 deals with bank reconciliations, there was evidence of the council performing a bank reconciliation. However, it was noted however, that not all reconciliations or statements had been signed in accordance with the regulation. **I recommend financial regulation 2.2 is reviewed and the internal process amended before the year end.**

Financial regulation 4 deals with budgetary control and authority to spend. The council has a £7,500 threshold in place at which prior authorisations to spend must be obtained from council.

Financial Regulation 5 deals with authorisation of payments. Each invoice is annotated with a payment approval slip. However, evidence was light in respect of payments lists being seen to be approved at council. **I would recommend the minute be more specific to identify beyond reasonable doubt the report or list that is being authorised. "The council resolved to approve the expenditure listed dated dd/mm/yy totalling £####"**

Financial regulation 6 deals with making payments. The council makes payments by cheque, standing order, direct debit and on-line. Cheques must be signed by two individuals (councillor and an officer). Internet payments are made via the bank website, the bank is set such that the originator cannot authorise the same transaction, so there is a natural segregation of duties and control in place. Admin changes must be authorised by an officer.

The bacs payments list from Barclays is printed and retained. The bank uses a pin sentry, pin numbers are listed in the locked filing cabinet.

Financial regulation 8 deals with loans and borrowings. The council has no investments and no borrowings.

Confirm all section 137 expenditure meets the guidelines & does not exceed the annual per elector limit of £7.86 per elector.

The council has no S.137 expenditure.

Confirm that checks of the accounts are made by a councillor.

I found no evidence of councillor review. I remind council that the annual governance statement signed by councillors requires agreement that the council has considered that it has an effective system of internal control. In the absence of evidence to support a councillor's review of the accounting records it will be difficult to prove this beyond reasonable doubt. **I would recommend that at least six-monthly councillors are seen to review the financial records of that of the council in detail and this activity be documented.**

I am of the opinion the council is following its own regulations and that any changes to financial regulations are to be considered minor and no indicative of errors in the system.

C. RISK MANAGEMENT & INSURANCE (INTERIM & FINAL AUDIT)

Interim Audit

The council must review its risk management policy before March and if necessary draw up a financial risk assessment to go along with this.

I would recommend the council review its disaster recovery plan.

I have confirmed that the Council has a valid insurance certificate.

We discussed assertion 8 (Litigation) of the AGAR and whether or not this had any impact on the council. There is none

D. BUDGET, PRECEPT & RESERVES (INTERIM & FINAL AUDIT)

Interim Audit

I confirmed that the 2020-2021 budget and precept setting process is underway at the time of our interim audit.

The council has no earmarked reserves and c.£180k of general reserves. In respect of general reserves, rule of thumb calculations would suggest that 50% of precept as adjusted for local conditions would be reasonable being circa £80k.

I am of the opinion that general reserves are high. **I recommend Council consider further earmarking for future projects and dove tail with its mission statement and business plan.**

Budget variances are reported at every meeting.

E. INCOME (INTERIM & FINAL AUDIT)

Interim Audit

The council has various streams of income:

- Precept (circa 95%+ of all income)
- Grants/Donations
- Festival Stall Hire
- VAT refunds

The precept was received in one payment. This has been agreed to the precept application and back statement.

F. PETTY CASH (INTERIM AUDIT)

Petty cash is no longer used by the council.

G. PAYROLL (INTERIM & FINAL AUDIT)

Interim Audit

The council uses PDT (external firm) to calculate the tax and national insurance. The council has fulfilled its obligations in respect of auto-enrolment and uses NEST. Employees are paid with reference with NJC scales for consistency purposes. Monthly PAYE and NI deductions and returns have been submitted online and on time to HMRC.

All Council employees are paid through the payroll for all Council work undertaken. No employees are paid separately for any other Council work undertaken.

Casual labour payments when paid are paid as recorded as bank payment and are not put through the payroll.

Councillors are paid expenses as an upfront allowance. The previous Director has recorded evidence that HMRC and Westminster Council are aware and in agreement of this.

H. ASSETS AND INVESTMENTS (INTERIM & FINAL AUDIT)

Interim Audit

The council has no fixed assets or investments

I. BANK & CASH (INTERIM & FINAL AUDIT)

Interim Audit

The council has one bank account, together with petty cash. The latest reconciliation was dated 31st October 2019. I reviewed this reconciliation and agreed it to the cashbook and physical bank statement. There were no errors.

It was clear from the records that the October reconciliation was the first one completed for the year. **I remind council it is a requirement of financial regulations to perform a regular reconciliation and would recommend going forward this is completed and signed off on a monthly basis.**

J. YEAR END ACCOUNTS (FINAL AUDIT)

TBC at the year end

K. TRUSTEESHIP (INTERIM AUDIT)

No trusts.

L: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)

Relevant dates are set out in the table below.

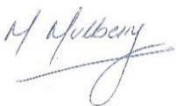
Inspection - Key date	2018-19
Accounts approved at full council	19 th June
Date Inspection Notice Issued and how published	23 rd June
Inspection period begins	24 th June
Inspection period ends	2 nd August
Correct length	yes
Common period included?	yes
Summary of rights document on website?	Attached to inspection announcement

I am satisfied the requirements of this control objective were met for 2018-19, and assertion 4 on the annual governance statement can therefore be signed off by the Council.

Should you have any queries please do not hesitate to contact me, attention.

Kind regards

Yours sincerely



Mark Mulberry

Final Audit 2018/19 - Points Forward

Audit Point	Audit Findings	Council comments
Accounts	<p>It was noted that April 2019 transactions from the Barclays Bank statement had been posted into the March period end causing an overstatement of income and expenditure for the year end accounts. This must be corrected in RBS to reflect the manual changes made to the year-end accounts. The true closing bank balance is £138,510.77 not £138,677.26 per the draft accounts.</p> <p>Income over stated by £3,704.12</p> <p>Payments overstated by £3,641.63</p> <p>Petty Cash adjustment £104</p>	Completed whilst on site
Bank	<p>There is one adjustment for £41 remaining from the prior year. I recommend the council should ask the software provider to assist with clearing this down.</p>	Completed whilst on site
Bank	<p>Can some of the bank balances be put on deposit to obtain a greater return ?</p>	outstanding
Reserves	<p>General reserves are very high – council should consider further earmarking for future projects.</p>	Outstanding

2019/20 Interim Audit - Points Forward

Audit Point	Audit Findings	Council comments
Accounting System	<p>I recommend that the hard copy cashbook and bank reconciliation reports are routinely printed, reviewed & signed by the Director and appropriately filed. This system was in place in prior years but had not carried on into 2019/20.</p>	
Accounting System	<p>I recommend familiarisation of the filing system and or perhaps introduction of a new system and that this system be documented as an internal process of the council.</p>	
VAT	<p>As a matter of urgency, the VAT return for the quarter ended 30th September must be completed and submitted and VAT folder located. The council</p>	

	could on inspection be asked to repay previously refunded VAT if the previous VAT returns cannot be proven.	
Governance	External Auditors report 2018-19. I recommend the external auditor's instruction be followed as soon as practicable.	
Minutes	The minutes on the website need to be updated.	
Financial Regulation 2	I recommend financial regulation 2.2 is reviewed and the internal process amended before the year end.	
Financial Regulation 5	I would recommend the minutes be more specific to identify beyond reasonable doubt the report or payment list that is being authorised. "The council resolved to approve the expenditure listed dated dd/mm/yy totalling £####"	
Governance	I would recommend that at least six-monthly councillors are seen to review the financial records of that of the council in detail and this activity be documented.	
Risk	The council must review its risk management policy before March and if necessary draw up a financial risk assessment to go along with this.	
Risk	I would recommend the council review its disaster recovery plan.	
Reserves	I recommend Council consider further earmarking for future projects and dovetail with its mission statement and business plan.	

Report To:	Queen's Park Community Council		
Title:	Virements and Forecast for 2019/20		
Purpose:	For decision		
Author:	Cllr John McArdle,		
Date of Meeting	15 January 2020	Agenda Item	116-19/20

1 Summary

This report sets out the anticipated financial position at the year end and proposes minor changes to make monitoring more accurate.

2 Recommendations

That the Council notes the contents of this report and approves the virements proposed in Table 1.

3 Virements

- 3.1 Each year the Council sets an annual budget and monitors progress against that budget during the course of the year, adjusting activity levels to respond to opportunities and cost pressures. There is also provision within the Financial Regulations, at Article 4.2, for allocations to be moved between budget headings if it becomes clear that the funds could be better used elsewhere. This process, known as 'virements' is not used to increase or decrease the overall budget but only to move money between headings.
- 3.2 This process has been undertaken and it is proposed to make three sets of changes as described in Table 1 and more fully described below.

Table 1: Summary of Virements

Value	From Account	To Account
£1,830	4107 Community Engagement	4134 Community Grants
£7,800	4225 Events Organisation (Contract)	NEW Events Administration
£2,900	4127 Office Maintenance / relocation	IT hosting, computers, email

- 3.2 In July 2019 (Minute Reference 057-19/20) Council agreed an emergency grant of £1,830 to C4A to underpin its operations pending an application for grant funding. It was not specified where the funds were to be taken from, and at the time they were drawn from the Community Grants pot. It is considered more appropriate to take it from Community Engagement, which is underspent, rather than reduce the funding which will be available to community groups in the February 2020 grants round.
- 3.3 When the 2019/20 budget was formulated the costs of organising the events was allocated to staff costs because the work had previously been undertaken by staff directly. As there is no direct staff involvement it is proposed to take these costs instead from the events budget which will assist in assessing the impact of that service area.
- 3.4 Provision was made in the 2019/20 budget for office maintenance / relocation and some funds were expended on preparations for the move. It is proposed that funds are left in this heading to cover this, to offset the anticipated income from subletting which will not be generated, and to meet ordinary maintenance liabilities, with the remainder being transferred to IT to make our processes more efficient.

4 Year End Forecast for 2019/20

- 4.1 Under Financial Regulation 4.8 the Council shall receive regularly a statement of income and expenditure under each heading together with a forecast for the end of the year. The position is summarised in Table 2 below.

Table 2: Year-end forecast for 2019/20

	Original Budget	Forecast	Difference	%
Total Income	£184,549	£176,537	£8,012	-4%
Total Expenditure	£232,982	£218,707	£16,165	-7%
Income less Expenditure	-£48,433	£42,170	£8,153	-17%

- 4.2 The shortfall in both income and expenditure is indicative of a lack of activity, driven in part by staff shortages, during the year. A full list by head of budget is attached as an Appendix.

Appendix: Virements and Forecast 2019/20

<i>Code</i>	2019-20 Approved	2019-20 Virements	Note for Virements	2019-20 Forecast	Variance £	variance %	Notes on Forecast
Income							
1010 Project income	1,000			103	- 897	-90%	Anticipated project income did not come through
1076 Precept	162,149			162,149	-		
1200 Office rent income	8,000			0	- 8,000	-100%	Office move did not take place, but offset by a reduction in expenditure
1410 Income Summer Festival	6,500			7470	970	15%	Additional grant support obtained
1411 Fireworks income	5,000			5000	-	0%	
1412 Winter Fair income	1,500			1815	315	21%	Offset by higher spending
1413 Voice income	400			0	- 400		Included in fireworks
Total income	184,549			176537	- 8,012	-4%	This can be offset by savings in expenditure

Expenditure	2019-20 Approved	2019-20 Virements	Note for Virements	2019-20 Forecast	Variance £	variance %	Notes on Forecast
Staff costs							
4100 Staff costs	49,827			50429	602	1%	Temporary staff used
Admin support (casual) HR Admin and support	3,480			3480	-	0%	
4225 Events organisation (contract)	7,800	-7,800	Does not involve employed staff so move to Events Administration				
4105 Training	500			500	-	0%	
	61,607			54,409	- 7,198	-12%	Balanced by virements
Administration <i>Councillor costs</i>							
4101 Cllr allowances	3,000			1500	- 1,500	-50%	Not claimed
4105 Cllr training	1,000			0	- 1,000	-100%	Not undertaken
4133 Chair's allowance	75			75	-	0%	
4150 Election costs	2,000			2000	-	0%	
4125 Office rent	12,000			10000	- 2,000	-17%	Rent lower than budgeted for
4127 Office maintenance/relocation	15,000	- 2,900	Fees spent on preparing for office move, new furniture purchased, balance to be transferred to IT	12,100	- 2,900	-19%	Move not undertaken

4126	Room bookings	1,100		1100	-	0%	
4130	IT - hosting, computers , email	2,200	2,900	5,100	-	0%	Unspent surplus from cancelled office move
4132	Stationery and materials	500		500	-	0%	
4135	Telecomms, postage	800		800	-	0%	
4110	Website	750		3000	2,250	300%	Includes previous year payments
4235	Advertising - recruitment	1,000		1600	600	60%	Additional work undertaken
<i>Professional costs</i>							
4120	Insurance	1,200		1200	-	0%	
4137	Subscriptions	2,650		2665	15	1%	
4139	Travel expenses	200		150	- 50	-25%	
4140	Professional fees	1,000		900	- 100	-10%	Underspend
4142	Audit fees	1,000		1000	-	0%	
<i>Grants</i>							
4134	Community grants	25,000	1830	26,830	-	0%	Topped up to allow special grant to C4A
4136	Pop Up Fund	2,000		2000	-	0%	
4138	Special grants	25,000		25000	-	0%	
<i>Code</i>							
<i>Outward facing</i>							
4128	Catering	350		200	- 150	-43%	Underspend

4129	Volunteer development	2,000			1000	- 1,000	-50%	Underspend
4107	Community engagement	3,000	-1830	Transferred to Community Grants	2000	- 1,000	-33%	Underspend
4430	Children & young people	5,000			2000	- 3,000	-60%	Underspend
4425	Social inclusion	500			200	- 300	-60%	Underspend
4420	Public & community arts	5,000			1000	- 4,000	-80%	Underspend
4236	Marketing & promotion	1,500			100	-1400	-93%	Underspend
Total admin		114,825			104020	- 12,695	-11%	Genuine underspend
<i>Events & Voice</i>								
4200	Queen's Park Voice	4,000			4000	-	0%	
New	Events administration		7,800	Moved from HR Budget	7800	-	0%	
4205	Winter Fair	3,000			3200	200	7%	Offset by increased income of £315
4206	Winter Social	100			100	-	0%	
4210	Summer festival	13,500			13978	478	4%	Offset by increased income of £970
4220	Fireworks	9,000			9000	-	0%	
<i>Environment & Open Spaces</i>		29,600			38078	8,478	29%	Mostly arising from Virements
4300	Community gardening	15,000			15000	-	0%	
4301	Dog strategy	3,700			3700	-	0%	
4999	Miscellaneous	-						

4305	Park developments	4,500		1500 - 3,000	-67%	Slow progress plus work carried out at no charge
4410	Air quality	750		500 - 250	-33%	Underspend
		23,950		20700 - 3,250	-14%	From park hut
<i>Planning</i>						
4400	Neighbourhood Plan	2,000		1000 - 1,000	-50%	Underspend
4402	Harrow Road projects	1,000		500 - 500	-50%	Underspend
4405	Retailers' support	-				
		3,000		1500 - 1,500	-50%	Genuine underspend
	Total council income	184,549	0	Net Impact of Virements		
	Total council expenditure	232,982				
	Income less expenditure	- 48,433				
	Precept	162,149				
				176537 - 8,012	-4%	
				218,707 - 16,165	-7%	
				- 42,170	8,153	-17%
				162,149 -	0%	

Report To:	Queen's Park Community Council		
Title:	Budget and Precept for 2020/21		
Purpose:	For decision		
Author:	Cllr John McArdle,		
Date of Meeting	15 January 2020	Agenda Item	117-19/20

1 Summary

This report sets out proposals for both the budget and precept for 2020/21 and seek the approval of the Council for these.

2 Recommendations

That the Council notes the contents of this report and approves:

- (1) The detailed budgets for income and expenditure for 2020/21 set out in the Appendix and summaries in Table 1.
- (2) That the precept be set again at £46.38 for 2020/21 and that the City of Westminster be advised of this.

3 Background

- 3.1 Each year the Council is required to set both an annual budget and the level of precept and notify these to the City of Westminster by the end of January. This means that decisions on these matters have to be taken at the January meeting.
- 3.2 In preparation for this a forecast of income and expenditure to the end on 2019/20 has been compiled, and used to project both income and expenditure for 2020/21. The high level figures are shown in Table 1 below and a full line by line calculations are in the Appendix.

Table 1: Proposed Budget 2020/21

	Budget 2019/20	Forecast 2019/19	Budget 2020/21
Total Income	£184,549	£176,537	£177,835
Total Expenditure	£232,982	£218,707	£226,425
Income less Expenditure	-£48,433	-£42,170	-£48,590
Precept	£162,149	£162,149	£164,835

- 3.3 Income is proposed to be slightly lower than budgeted for 2019/20, but close to the projected outturn. This is because project income and letting income have both been removed.
- 3.4 Staffing costs are broadly similar, as are most other administration costs. At the request of Working Group Coordinators, provision has been made for projects planned in 2019/20 to continue although in many areas progress has been slow.
- 3.5 No change is proposed to the Precept of £46.38 as it is difficult to justify an increase while reserves are so high. The number of properties in the area has increased, however, and the projected figure of 3,554.14 equivalent Band D properties has been used in the projections

Appendix: Detailed 2020/21 Budget

<i>Code</i>	2019-20 Approved	2019-20 Forecast	2020-21 Budget	Budget Notes
Income				
1010 Project income	1,000	103	0	None planned
1076 Precept	162,149	162,149	164,835	Based on no increase to rate
1200 Office rent income	8,000	0		
1410 Income Summer Festival	6,500	7,470	6,500	
1411 Fireworks income	5,000	5,000	5,000	
1412 Winter Fair income	1,500	1,815	1,500	
1413 Voice income	400	0	0	No direct income
			0	
Total income	184,549	176,537	177,835	Overall income reduced

Expenditure	2019-20 Approved	2019-20 Forecast	2020-21 Budget	Budget Notes
Staff costs				
4100 Staff costs	49,827	50,429	50,000	
Admin support (casual)	3,480	3,480		
HR Admin and support			4,000	Estimated
4225 Events organisation (contract)	7,800		0	
4105 Training	500	500	500	
	61,607	54,409	54,500	

Administration	2019-20	2019-20	2020-21	
<i>Councillor costs</i>	Approved	Forecast	Budget	Budget Notes
4101 Cllr allowances	3,000	1,500	1,500	
4105 Cllr training	1,000	0	1,000	
4133 Chair's allowance	75	75	75	
4150 Election costs	2,000	2,000	2,000	
4125 Office rent	12,000	10,000	10,000	
4127 Office maintenance/relocation	15,000	12,100	1,000	Move abandoned
4126 Room bookings	1,100	1,100	1,400	
4130 IT - hosting, computers , email	2,200	5,100	7,500	Increased use of IT for efficiency
4132 Stationery and materials	500	500	500	
4135 Telecomms, postage	800	800	1,000	
4110 Website	750	3,000	2,500	
4235 Advertising - recruitment	1,000	1,600	1,600	
<i>Professional costs</i>				
4120 Insurance	1,200	1,200	1,300	
4137 Subscriptions	2,650	2,665	2,600	
4139 Travel expenses	200	150	150	
4140 Professional fees	1,000	900	1,000	
4142 Audit fees	1,000	1,000	1,000	
<i>Grants</i>				
4134 Community grants	25,000	26,830	25,000	
4136 Pop Up Fund	2,000	2,000	2,000	
4138 Special grants	25,000	25,000	25,000	

<i>Outward facing</i>	2019-20 Approved	2019-20 Forecast	2020-21 Budget	Budget Notes
4128 Catering	350	200	200	
4129 Volunteer development	2,000	1,000	2,000	
4107 Community engagement	3,000	2,000	2,000	
4430 Children & young people	5,000	2,000	10,000	
4425 Social inclusion	500	200	500	
4420 Public & community arts	5,000	1,000	5,000	
4236 Marketing & promotion	1,500	100	500	
Total admin	114,825	104,020	108,325	
<i>Events & Voice</i>				
4200 Queen's Park Voice	4,000	4,000	4,000	
New Events administration		7,800	7,800	New contract
4205 Winter Fair	3,000	3,200	3,200	
4206 Winter Social	100	100	100	
4210 Summer festival	13,500	13,978	13,500	
4220 Fireworks	9,000	9,000	9,000	
	29,600	38,078	37,600	
<i>Environment & Open Spaces</i>			0	
4300 Community gardening	15,000	15,000	17,500	New contracts plus FOQPG support
4301 Dog strategy	3,700	3,700	4,000	New contracts
4999 Miscellaneous	0		0	
4305 Park developments	4,500	1,500	1,500	Refurbishment of hut
4410 Air quality	750	500	500	
	23,950	20,700	23,500	

<i>Planning</i>	2019-20 Approved	2019-20 Forecast	2020-21 Budget	Budget Notes
4400 Neighbourhood Plan	2,000	1,000	2,000	
4402 Harrow Road projects	1,000	500	500	
4405 Retailers' support	0			
	3,000	1,500	2,500	

Total council income	184,549	176,537	177,835
Total council expenditure	232,982	218,707	226,425
Income less expenditure	-48,433	-42,170	-48,590
Precept	162,149	162,149	164,835

Report To:	Queen's Park Community Council		
Title:	Extension of existing service contracts		
Purpose:	For decision		
Author:	Cllr John McArdle,		
Date of Meeting	15 January 2020	Agenda Item	118-19/20

1 Summary

This report proposes that the Council renew three service contracts by extending the existing arrangements.

2 Recommendations

That the Council notes the contents of this report, comments on the proposal to run at least three major events during 2020, and approves the following actions:

- (1) That in consultation with the Coordinator of Environment and Open Spaces the Proper Officer agree a contract with Hammersmith Community Gardens Association, on such terms and conditions as he may determine, for the maintenance and management of Queen's Park Gardens and other open spaces until 31 March 2021. The costs of this contract are to be met from budget code 301 Environment and Open Spaces.
- (2) That in consultation with the Coordinator of Environment and Open Spaces the Proper Officer agree a contract with Hammersmith Community Gardens Association, on such terms and conditions as he may determine, for the provision of dog related services until 31 March 2021. The costs of this contract are to be met from budget code 301 Environment and Open Spaces.
- (3) That in consultation with the Chair of the Council the Proper Officer agree a contract with Happy Lizzie Event Planning, on such terms and conditions as he may determine, for the delivery of a programme of events throughout 2020/21. The costs of this contract are to be met from budget code 201 Communication and Events.

3 Background

- 3.1 The Council has three main contracts with external suppliers for the provision of services, as described in the table below.

Supplier	Service	Existing Contract End	Proposed Contract End	Current Annual Value
Hammersmith Community Gardens Association	Maintenance of Queen's Park Gardens and other open spaces	28 February 2020	31 March 2021	£15,000
Canine Culture	Undertaking dog related activities and the provision of specialised advice in Queen's Park Gardens and throughout the Council area	31 March 2020	31 March 2021	£3,700
Happy Lizzie Event Planning	Organisation and management of the three annual events staged by the Council	31 March 2020	31 March 2021	£7,800

- 3.2 Each of these contracts is running well, and it is proposed to extend them all for a further year to ensure that services continue. The precise details of each contract will be the subject of negotiation with Officers, and will be based on the existing contract.
- 3.3 In each case the opportunity will be taken to enhance the services provided be reflecting on the experience of the current contract and adjusting the scope or requirements. In the case of the contract with HCGA their remit will be extended to include supporting and coordinating the work of volunteers including but not exclusively the Friends of Queen's Park Gardens. For the dog related activities engagement will be sought in minimising the impact of events on those users of the park and the events contract will reflect the views of Councillors on the number and nature of events.

4 Legal / Governance / Right to Spend Issues

- 4.1 Under Financial Regulation 11.1 (a) (iv) the Council is able to extend any existing contract if it chooses to do so.

4.2 The Council has the power the Open Spaces Act 1906 to manage the park for the benefit of the community and considers that the provision of these services falls within that remit.

5 Finance Issues and Budget Provision

Provision has been made in the budget for 2019/20 and is being made within the budgets for 2020/21 and the costs of each service will be met from those budgets.

6 Ownership and Resource Implications

The monitoring of each contract will be undertaken by Officers who will provide reports to the Council and to the Environment and Open Space Working Group as necessary. Each supplier will also be available to attend meetings of the Council and Working Groups as appropriate.

7 Implications for Key Council Policies

Maintaining and managing the park and ensuring that events take place in it helps deliver the objectives of improving the environment, encouraging activities which improve health and wellbeing, and promotes a sense of community spirit.

8 Alternative Proposals

There are no practical alternatives as the Council does not have the capacity to undertake a full tender exercise for these services in the time available and to cease the provision would lead to an undesirable reduction in provision for the community.

9 Background Documents / External References

Existing contracts held in the QPCC offices.

Strategic governance and
working groups
DRAFT for discussion

Agenda item 119-19/20

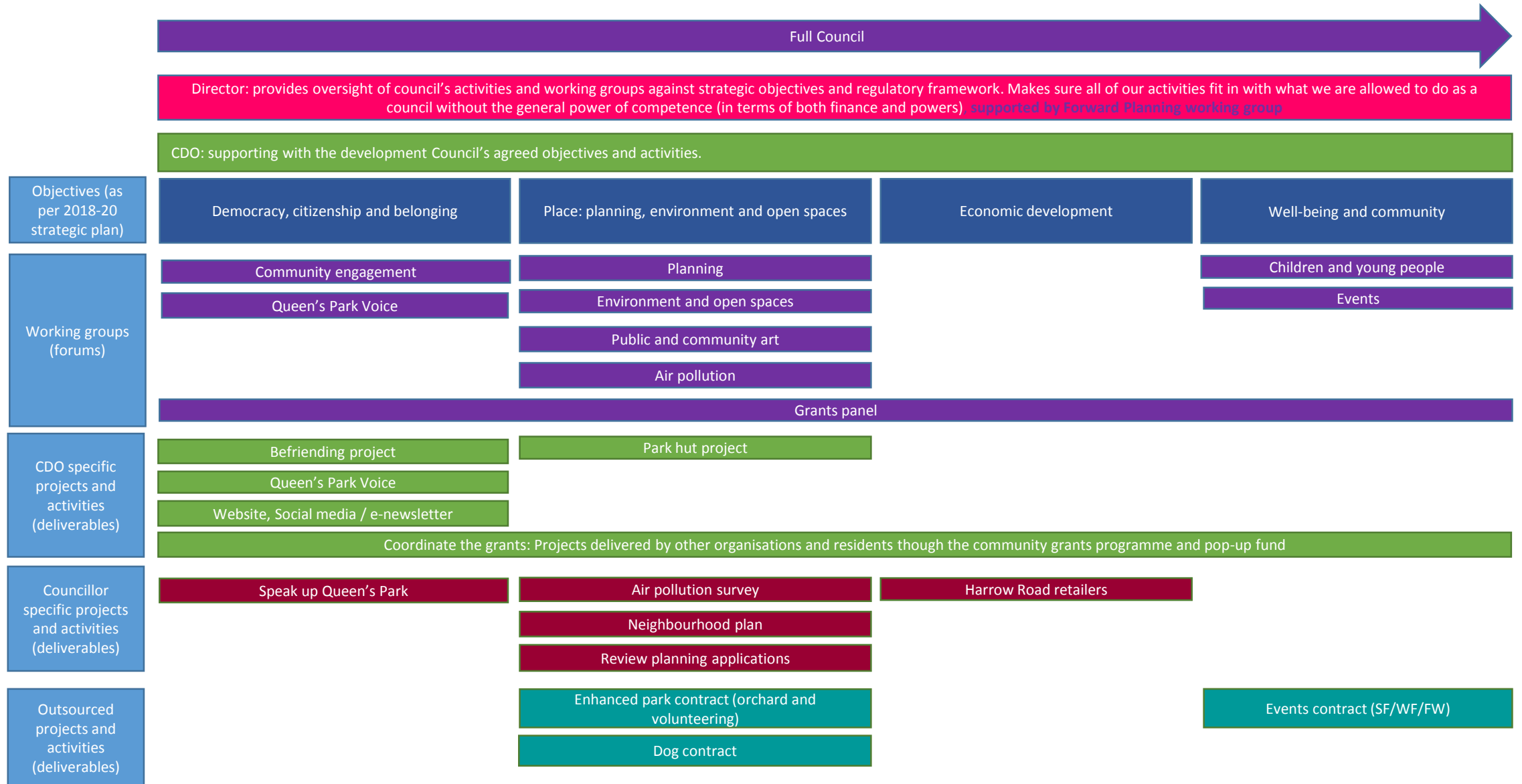
Current challenges

- Lack of overall direction and plan for what we want to achieve as a Council by 2022 (next elections)
- Large number of working groups (10+ groups but only 12 Councillors)
- Some working groups struggling to get off the ground
- No coordinated list of targets for working groups and council activities
- Lack of staff resource to support groups

Questions

- What do we want to achieve by 2022?
- How do we achieve it?
- What is the best structure to achieve what we want to do?
- How do we know when we have achieved it?

Snapshot of what we do right now



Some suggestions

- Confirm the objectives in the strategic plan 2018-20
- Review the delivery structure to achieve them (i.e. fewer and larger working groups / committees; appropriate staff resource)
- Each working group / committee to be accountable for a plan to deliver on objectives, including targets, costs and proposing allocation of responsibility to deliver (Officer led, Councillor led or outsourced)
- Review of staffing to meet requirements
- Possible facilitated planning session

Report To:	Queen's Park Community Council		
Title:	Planning Applications – January 2020		
Purpose:	For discussion and approval		
Author:	Cllr John McArdle,		
Date of Meeting	15 January 2020	Agenda Item	120-19/20

1 The recommended responses to current applications are shown in the table below.

	Reference	Proposal	Recommendation
1	19/08892/ COFUL	Construction of a floodlit multi use games area with artificial grass surfacing and new surround fencing in the existing school playground. The proposal also includes forming a new access from Beethoven Street. - Wilberforce Primary School Beethoven Street London W10 4LB	QPCC has concerns over the suitability of this development in a residential area and wishes to object to the grant of permanent planning permission. We believe that it should be given a time limited consent to see whether any problems arise.
2	19/09099/ FULL	Replacement of existing single glazed timber sash/casement windows with double glazed timber sash/casement windows to the front, side and rear elevations. Replace side elevation existing single glazed timber door with double glazed timber door - colour white to match windows. The existing timber black facials to be painted black to match the existing. - 55 Second Avenue London W10 4RN	QPCC wishes to object to this application. The front windows are very close to the footway and are clearly visible from there so we are not convinced that a double glazed unit can be matched to the original window. We are prepared, however, to withdraw this objection if having seen examples the planning officer determines that any differences are insignificant and the replacement windows are a good match.
3	19/09783/ LBC	Internal layout alterations. (retrospective application) - 100 Fifth Avenue London W10 4DS	QPCC objects to this proposal as insufficient detail has been provided to satisfy us that the development is in keeping with the conservation area..
4	19/09840/ FULL	Erection of a single storey side infill extension at ground floor and addition of roof lights to the closet wing and rear roof slopes. - 53 Marne Street London W10 4JF	QPCC has no objection to this proposal.
5	19/09970/ ADFULL	Detailed drawings of two roof lights pursuant to condition 3 of planning permission dated 11 September 2019 (RN: 19/06333/FULL). - 139 Fifth Avenue London W10 4DT	QPCC has no objection to this proposal.
6	19/10124/ COFUL	Demolition of two existing sheds and a covered area within the playground and the erection of a new brick built sensory room and store. Demolition of an existing store within the north-eastern corner of the site and the erection of a new extension. – Queen's Park Primary School Droop Street London W10 4DQ	QPCC has no objection to this proposal.

Queen's Park Community Council

Officers' report, January 2020

Main tasks / issues since last full meeting of Council (November 2019)

Events	A successful Winter Fair and Over 50s party was held on 11 and 14 December with no significant incidents, and some positive feedback.
Budget	A draft budget has been prepared and is elsewhere on the agenda for discussion.
Community Grants	The scheme is in the process of being publicised for the February. Applicants from previous years who have not submitted monitoring have been reminded.
Park Hut	Work continues with the repurposing of the park hut. CDO is working on a shared usage policy. However, we are waiting on Axis to complete the work.
Finance	Work was undertaken by the CDO and RFO/Proper Officer to update the finance files and systems. Invoiced WCC, Douglas and Gordon and the Aerial Fund for payment for grants / sponsorship awarded for Summer Festival, Fireworks and Winter events.
Policies	Work has begun on an inventory and first pass review of QPCC's policies to make sure they are up to date and that we have the correct policies in place and that we are compliant with best practice.
Strategic governance	A paper was prepared to inform a discussion on strategic governance at this meeting.
Contracts	Existing contracts reviewed and a paper prepared for this meeting.

Main tasks / issues over the forthcoming month

Events	CDO to update event files and lessons learnt.
Park Hut	CDO to complete shared usage document and follow-up with Axis for refurbishment.
Community grants	CDO to process the second round of applications for the panel and council.
Finance	RFO/Proper Officer continuing to review financial processes and to develop operations manual.
Policies	CDO to complete inventory and first pass review of policies and start to update policies with RFO / Proper Officer ahead of Annual Meeting in May 2020, including safeguarding requirements of grant applicants.
HR	RFO/Proper Officer to revitalise appraisal process.
Strategic governance	Action recommendations of the Council from this meeting today.
Voice	Plan for the next edition of the Queen's Park Voice (due for distribution March 2020)
Work plan	To develop an Officers work plan to bring Council operations up to standard and to secure delivery of Council's objectives

John McArdle and Lindsey Brown - 15 January 2020



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 26 February 2020** commencing at **6.00pm**.

Councillor John McArdle, Proper Officer

20 February 2020

AGENDA

- 124-19/20** **Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 125-19/20** **Declarations of interest.**
- 126-19/20** **Minutes of the previous meeting** – to consider the minutes of the meeting of the Council held 15 January 2020 for confirmation and signing as a correct record.
- 127-19/20** **Minutes of HR Committee** – to adopt the minutes of the HR Committee Meetings held on 5 June and 2 October 2019.
- 128-19/20** **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*).
- 129-19/20** **Financial report.**
- 130-19/20** **Declaration of a Climate Emergency** – to declare a Climate Emergency
- 131-19/20** **Tree Planting Proposal** – to approve the purchase and planting of yew trees for Harrow Road / Kilburn Lane.
- 132-19/20** **Proposal to Cease or Move the November Fireworks Event** – to agree a response to David Ackerman (Rev) who has requested that this matter be laid before the Council.
- 133-19/20** **Environment and Open Spaces** – to receive a verbal update from the Environment and Open Spaces Working Group
- 134-19/20** **Short-term Communications Contract** – to approve the use of outsourced support for communications
- 135-19/20** **Strategic Governance** – to consider a further paper on the allocation of activities across Working Groups and Committees.
- 136-19/20** **Planning Applications** – to approve the working group's recommendations.
- 137-19/20** **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).
- 138-19/20** **Chair's report.**
- 139-19/20** **Officers' report.**

Councillor John McArdle, Proper Officer

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held at the Beethoven Centre, Third Avenue London W10 4JL
on **Wednesday** 15 January 2020 commencing at 18:00.

Present: Councillors Gill Fitzhugh (Chair), Leslie Barson, Ryan Dalton (from 6:45pm), Ray Lancashire (from 6:10pm), Orrel Lawrence, John McArdle, Susanna Rustin, and Emma Sweeney

Also present: Sam Shippen – Locum Assistant and two members of the public.

109-19/20 Apologies for absence –

RESOLVED that apologies for absence were received from Councillors Brian Nicholas and Eartha Pond.

Councillor Ray Lancashire entered the meeting.

110-19/20 Declarations of interest – Councillor John McArdle declared an interest as Proper Officer & RFO; Councillor Ray Lancashire declared an interest in item 118 as a member of Friends of Queen's Park Gardens.

111-19/20 Minutes of the meeting held 20 November 2019 – The Proper Officer advised that the minutes of the Council Meeting held 20 November 2019 were still not available in the absence of the Director and would be submitted at a later date for approval.

112-19/20 Minutes of the meeting held 16 December 2019

RESOLVED that the minutes be approved as a correct record and signed by the Chair.

113-19/20 Public session

A member of the public expressed sympathy with the Council for the current situation and advised that he may have some notes of his own from the November meeting which he would provide. The Chair thanked the member of the public.

A second member of the public, a representative of the Queen's Park Bangladeshi Association advised that the association were running sessions at the Moberley from September and had completed 12 Sessions with around 30 children participating. These sessions would continue until August/September. An update was also given regarding a mother language day to be held in February. The Chair thanked the member of the public.

114 -19/20 Financial Report

The RFO had circulated a report on the progress made in the past few weeks by himself and the Community Development Officer.

RESOLVED that payments for the period 1/7/19 to 31/12/19 totalling £101,738.54 be **APPROVED** and signed by the Chair.

RESOLVED that the receipts and payments report detail showing receipts of £166,974 and payments of £163,099 be **ACCEPTED** and signed by the Chair.

115-19/20 Internal Audit Report

RESOLVED that the Internal Audit report of 29 November 2019 be **ACCEPTED** and the action plan as contained in the RFO's report be **APPROVED**.

Audit Point	2018/19 Audit Findings	Council comments
Accounts	<p>It was noted that April 2019 transactions from the Barclays Bank statement had been posted into the March period end causing an overstatement of income and expenditure for the year end accounts. This must be corrected in RBS to reflect the manual changes made to the year-end accounts. The true closing bank balance is £138,510.77 not £138,677.26 per the draft accounts.</p> <p>Income over stated by £3,704.12 Payments overstated by £3,641.63 Petty Cash adjustment £104</p>	Completed whilst on site
Bank	There is one adjustment for £41 remaining from the prior year. I recommend the council should ask the software provider to assist with clearing this down.	Completed whilst on site
Bank	Can some of the bank balances be put on deposit to obtain a greater return ?	The Council will be updating its banking arrangements to reflect the appointment of a new Responsible Finance Officer (RFO) in December 2019. On completion of this process he will investigate the costs and benefits of opening a savings account and present a report to the Forward Planning Group in March 2020.
Reserves	General reserves are very high – council should consider further earmarking for future projects.	The Council is cautious with its reserves as the precept is far and away the principal source of income. It will consider, nevertheless, earmarking some of the reserve for specific projects when preparing the budget for 2020/21. This will take place at the meeting on 15 January 2020.

Audit Point	2019/20 Audit Findings	Council comments
Accounting System	I recommend that the hard copy cashbook and bank reconciliation reports are routinely printed, reviewed & signed by the Director and appropriately filed. This system was in place in prior years but had not carried on into 2019/20.	The newly appointed RFO intends to review the Financial Regulations adopted in June 2018 and will submit proposed amendments to the Council at its Meeting on 18 March 2020. Concurrently, he will review the operating procedures that underpin and secure compliance with the Financial Regulations ensuring that processes are put in place to meet the transparency and scrutiny requirements.
Accounting System	I recommend familiarisation of the filing system and or perhaps introduction of a new system and that this system be documented as an internal process of the council.	To be picked up as part of the process described in the row above.
VAT	As a matter of urgency, the VAT return for the quarter ended 30th September must be completed and submitted and VAT folder located. The council could on inspection be asked to repay previously refunded VAT if the previous VAT returns cannot be proven.	Both the Q1 and Q2 VAT returns for 2019/20 were submitted in December 2019 and a refund of VAT paid obtained and the threat of penalty lifted. Arrangements are being made for these returns to be submitted automatically by the Rialtas system under 'making tax digital' but if this is not ready when the Q4 return falls due on 7 February 2020 it will be submitted manually. If the VAT folder is not uncovered during the financial process review described above it will be reconstructed from original documents held in other files.
Governance	External Auditors report 2018-19. I recommend the external auditor's instruction be followed as soon as practicable.	This will be undertaken by March 2020.
Minutes	The minutes on the website need to be updated.	The minutes on the website have been updated and a process put in place to ensure that this happens in a timely manner in future.
Financial Regulation 2	I recommend financial regulation 2.2 is reviewed and the internal process amended before the year end.	This will be undertaken by March 2020 as described under 'Accounting System' above.

Audit Point	2019/20 Audit Findings	Council comments
Financial Regulation 5	I would recommend the minutes be more specific to identify beyond reasonable doubt the report or payment list that is being authorised. "The council resolved to approve the expenditure listed dated dd/mm/yy totalling £###"	Commencing with the meeting on 15 January 2020 all reports to Council recommending expenditure will contain a clear description of where the funding is to be drawn from and this will be reflected in the minutes.
Governance	I would recommend that at least six-monthly councillors are seen to review the financial records of that of the council in detail and this activity be documented.	This will be undertaken by March 2020 as described under 'Accounting System' above.
Risk	The council must review its risk management policy before March and if necessary draw up a financial risk assessment to go along with this.	The Risk Management Policy approved by the Council in November 2018 will be reviewed by the Forward Planning Group in March 2020 and presented to the Council for approval on 18 March 2020.
Risk	I would recommend the council review its disaster recovery plan.	A Business Continuity and Disaster Recovery Plan will be prepared for review by the Forward Planning Group in March 2020 and presented to the Council for approval on 18 March 2020.
Reserves	I recommend Council consider further earmarking for future projects and dovetail with its mission statement and business plan.	Work has already been undertaken on aligning individual projects with the vision, mission, and business plan and this will be reflected in the budget for 2020/21 to be presented to Council on 15 January 2020.

RESOLVED that Councillor John McArdle be added to ban signatories.

Councillor Ryan Dalton entered the meeting.

116-19/20 Virements and Forecast

RESOLVED that the virement of £1,830 from 4107 Community Engagement to 4134 Community Grants; £7,800 from 4225 Events Organisation (Contract) to a new code Events Administration; "2,900 from 4127 Office Maintenance/relocation to 4130 IT Hosting, computes, email be **APPROVED**;

RESOLVED that the year end forecast of £176,537 income and £218,707 expenditure with a deficit of £42,170 to be met from general reserve be **APPROVED**.

117-19/20 Budget and Precept

RESOLVED that the detailed budget with income of £13,000 and expenditure of £226,425, leading to a net budget requirement for 2020/21 of 213,425; a contribution from general reserve of £48,590 and a precept of £164,835 leading to a Band D of £46.38 at no increase be **APPROVED**.

118-19/20 Service Contracts

RESOLVED that the extension of Service Contracts to Hammersmith Community Gardens Association for £15,000; Canine Culture for £3,700 and Happy Lizzie Event Planning for £7,800 for a further year be **APPROVED**.

119-19/20 Strategic Governance

The Community Development Officer (CDO) presented a discussion paper regarding challenges currently facing the council including those around working groups.

RESOLVED that the matter required additional consideration. The Locum Assistant would provide some support to assist the CDO to help councillors with the development of a strategy.

The matter was **DEFERRED**.

120-19/20 Planning Applications

RESOLVED that the recommendations of the Planning Applications Working Group be **APPROVED** subject to time restrictions of up to 8pm Monday – Friday and 6pm Saturday & Sunday being added to the comments for 19/08892/COFUL.

	Reference	Proposal	Recommendation
1	19/08892/ COFUL	Construction of a floodlit multi use games area with artificial grass surfacing and new surround fencing in the existing school playground. The proposal also includes forming a new access from Beethoven Street. - Wilberforce Primary School Beethoven Street London W10 4LB	QPCC has concerns over the suitability of this development in a residential area and wishes to object to the grant of permanent planning permission. We believe that it should be given a time limited consent to see whether any problems arise.
2	19/09099/ FULL	Replacement of existing single glazed timber sash/casement windows with double glazed timber sash/casement windows to the front, side and rear elevations. Replace side elevation existing single glazed timber door with double glazed timber door - colour white to match windows. The existing timber black facials to be painted black to match the existing. - 55 Second Avenue London W10 4RN	QPCC wishes to object to this application. The front windows are very close to the footway and are clearly visible from there so we are not convinced that a double glazed unit can be matched to the original window. We are prepared, however, to withdraw this objection if having seen examples the planning officer determines that any differences are insignificant and the replacement windows are a good match.
3	19/09783/ LBC	Internal layout alterations. (retrospective application) - 100 Fifth Avenue London W10 4DS	QPCC objects to this proposal as insufficient detail has been provided to satisfy us that the development is in keeping with the conservation area..
4	19/09840/ FULL	Erection of a single storey side infill extension at ground floor and addition of roof lights to the closet wing and rear roof slopes. - 53 Marne Street London W10 4JF	QPCC has no objection to this proposal.

5	19/09970/ ADFULL	Detailed drawings of two roof lights pursuant to condition 3 of planning permission dated 11 September 2019 (RN: 19/06333/FULL). - 139 Fifth Avenue London W10 4DT	QPCC has no objection to this proposal.
6	19/10124/ COFUL	Demolition of two existing sheds and a covered area within the playground and the erection of a new brick built sensory room and store. Demolition of an existing store within the north-eastern corner of the site and the erection of a new extension. – Queen’s Park Primary School Droop Street London W10 4DQ	QPCC has no objection to this proposal.

121-19/20 Working Group reports – owing to the time this item was **DEFERRED**.

122-19/20 Chair’s Report - owing to the time this item was **DEFERRED**.

123-19/20 Officers’ Report – **RESOLVED** that the report be **NOTED**.

The meeting closed at 8.12pm.

Minutes of the meeting of the **HR Committee** held
in the Beethoven Centre, Third Avenue, London W10 4JL
on **Wednesday 5 June 2019** at 15:00.

Present: Cllrs Susanna Rustin (chair), Leslie Barson, Gill Fitzhugh and Emma Sweeney.
Also present: Kevin Harris, Chief Officer.

The meeting began at 15:12.

HR01/18-19 Apologies for absence were received from Cllr Brian Nicholas.

HR02/18-19 Declarations of interest – there were none.

HR03/18-19 Public session – no members of the public were present.

HR04/18-19 Minutes of previous meeting - the minutes of the meeting of 1 May 2019 were approved and signed by the Chair. The need to finalise the Community Development Officer's salary reduction due to study leave was noted.

Items 06 and 07 were taken before item 05.

HR06/19-20 Recruitment of Chief Officer – two applications for the post had been received and it was **agreed** to interview one of them. The interview panel to be finalised by Cllr Gill Fitzhugh. The questions should include one about dealing with conflict. If necessary, a second interview would be an option and the panel should not necessarily feel obliged to appoint. It was further agreed that if no appointment is made, to seek a locum for 3-6 months, re-advertise in the autumn and consider changing the job title.

HR07/19-20 Admin and finance casual support – it was **agreed** to offer the Finance Support Officer a further four-month contract; and the Admin Support officer a further one-month contract.

HR05/19-20 Dispute resolution.

Cllr Emma Sweeney and the Chief Officer left the room at 15:54 and returned at 16:02.

The mediation process had not been successful. A report was agreed and will be circulated to all councillors.

The meeting ended at 16:23.

Minutes of the meeting of the **HR Committee** held
in the Beethoven Centre, Third Avenue, London W10 4JL
on **Wednesday 2 October 2019** at 17:00.

Present: Cllrs Susanna Rustin (chair), Leslie Barson, Gill Fitzhugh and Emma Sweeney.
Also present: Anna Tomlinson, Director

The meeting began at 17.18

HR08/19-20 Apologies for absence - none were received.

HR09/19-20 Declarations of interest – there were none.

HR10/19-20 Public session – no members of the public were present.

HR11/19-20 Minutes of previous meeting - the minutes of the meeting of 6 June 2019 were approved and signed by the Chair.

HR12/19-20 Induction of Director

- ILCA and SILCA training was to be arranged by the Chair.
- Training had been arranged on the RIALTAS finance system,
- The Director will also attend meetings with other Town Clerks through national and regional associations
- Previous Chief Officer (Kevin Harris) has agreed to carry out two four hour induction sessions
- Shadowing other clerks should be looked into.
- Meeting with Joyce Golden to discuss issues around conflict of interest, complaints procedures and conduct to be arranged.

HR13/19-20 Workload and Staffing

- The Director to identify a budget for payroll outsourcing.
- Arrangements had been made to second bookkeeping support from PDT for one day per fortnight until January 2020

HR14/19-20 Volunteering

- The development of a volunteering policy will be discussed at the next meeting on 13 November 2019.

The meeting ended at 18:14.

Report To:	Queen's Park Community Council		
Title:	Finance Report		
Purpose:	For Decision		
Author:	Councillor John McArdle Proper Officer and Responsible Finance Officer		
Date of Meeting	26 February 2020	Agenda Item	129-19/20

1 Summary

This report summarises the current financial position and the progress being made in bringing the Council's accounts up to date.

2 Recommendations

It is recommended that the Council

- (1) Notes the contents of this report
- (2) Approves the proposed payments contained in Table 2
- (3) Notes the contents of the supplementary report to be sent separately.

3 Background

- 3.1 As previously reported, during 2019/20 the administration of the Council's finances has been hampered by staff sickness, changes in personnel, and inability to access the accounting service supplied by Rialtas Business Systems. This position has improved and it is up to date with payments to suppliers. It is still anticipated that all systems will be back on track by the end of the financial year in March 2020.

4 Payments Approved by the Responsible Finance Officer

- 4.1 Under Article 5.5 of the Council's Financial Regulations the Responsible Finance Officer has delegated authority to authorise payments in certain circumstances, including where the payment forms part of a contract or is for a value of less than £1,000. Where this authority is used a schedule of the payments is to be provided to the next meeting of the Council and those for January 2020 are set out in Table 1 below..

Table 1: Payments Approved by RFO

Date	Supplier	Goods or Service	Value (£)
16/01/20	Microshade	IT hosting	237.75
16/01/20	Vision ICT	Email hosting	225.00
16/01/20	A2 Dominion	Room hire	18.00
16/01/20	Redacted	Handover support	194.20
16/01/20	Geoffrey Bray	Whiteboard fitting	45.00
16/01/20	Redacted	Office cover	400.00
16/01/20	Sam Shippen	Travel expenses	73.80

5 Payments to be Approved by the Council

- 5.1 Under Article 5.2 of the Council's Financial Regulations the authorisation of payments provided for as in 4.1 above must be undertaken by the Council. A schedule of these is set out at Table 2 below and it is recommended that these be approved.

Table 2: Payments to be Approved by Council

Supplier	Goods or Service	Value (£)
Apogee	Printer	1,500.00
Publica	Revisions to Neighbourhood Plan	1,200.00
Oliver Barsoum	Canal Terrace design guide	2,560.00

6 Financial reports to the Council

- 6.1 Under Section 5 of the Council's Financial Regulation the Responsible Finance Officer is required to provide reports to the Council on a monthly, quarterly, or annual basis. Due to the difficulties described at 3.1 above the reports due for the February meeting are not available at the time of the papers for the meeting but should be available before the meeting so will be issued as a supplementary document.

7 Next Steps

- 7.1 Work will continue on bring the records up to date and ensuring that these are made available to the Council in a timely manner.

Report To:	Queen's Park Community Council		
Title:	Declaration of a Climate Emergency		
Purpose:	For decision		
Author:	Councillor Susanna Rustin Coordinator Environment and Open Spaces Working Group		
Date of Meeting	26 February 2020	Agenda Item	130-19/20

1 Summary

This report recommends that the Council declares a Climate Emergency and sets out action to be taken as a result.

2 Recommendations

That the Council:

- (1) Sets a target of net-zero carbon emissions for Queen's Park Community Council by May 2022
- (2) Led by the Director and Environment and Open Spaces Working Group, develops a strategy to reach this target, beginning with an emissions audit, and reports to Council on a 6-monthly basis
- (3) As well as reducing the council's own emissions, develops policies aimed at reducing those from transport and housing in Queen's Park overall, including by lobbying the City of Westminster. These policies should also produce benefits to local people such as cleaner air and more opportunities for walking and cycling
- (4) Promotes nature-friendly gardening and greenspaces, including in Queen's Park Gardens, and communicates our activities and policies to the public, including children, in engaging ways
- (5) Work with Westminster City Council to increase rates of recycling and reduce waste
- (6) Asks for residents and stakeholder groups to submit ideas for improving the environment in the parish
- (7) Includes a statement on the environmental impact of any proposal in all reports to its meetings.

3 Background

- 3.1 The speed of global warming is alarming. The last 10 years were the hottest decade on record and unless carbon emissions begin to reduce quickly (the UN has called for cuts of 7.6% a year for a decade), the Earth is predicted to heat up by more than 2 degrees centigrade - a temperature rise that is expected to lead to massive displacement of people, unprecedented sea level rises and flooding, and extreme weather far beyond what we have seen recently in Australia, Indonesia and elsewhere

- 3.2 Activists and others have had some success recently in pushing this issue further up the political agenda. More and more people now understand that this is not an issue we can wait for our children and grandchildren to deal with - aided by technologies that don't yet exist. Last summer the UK's parliament declared a climate emergency. In September Westminster City Council followed suit. Many other local authorities, including parish and town councils, have done the same. By declaring a climate emergency QPCC would announce to everyone who lives in our neighbourhood, and beyond, that we believe global heating is a danger that affects us all.
- 3.3 While only governments have the powers that are needed to ensure that emissions are rapidly reduced, councils like ours can send an important signal as well as making a practical contribution to this global effort. Ever since QPCC was founded, improving the local environment has been among our top priorities. Over the last few years we have transformed our local park, reopening a wildlife area that had been locked for years in partnership with the Friends of the Gardens, improving the playground and rose garden and most recently planting a new orchard
- 3.4 We have our own citizen science air quality monitoring project, ran a 'keep Queen's Park tidy' day, have an annual Queen's Park in Bloom competition for front gardens, and supported recycling projects through our grants fund
- 3.5 In declaring a climate emergency we would commit to develop a net-zero strategy and aim to achieve this by 2022. Because we are not responsible for transport or buildings, eliminating our own emissions should be relatively straightforward. The first step is to commission an environmental audit. At the same time, and because global warming is a threat to wildlife as well as humans, we would develop nature-friendly policies to promote biodiversity (insects, butterflies, birds, trees) across our neighbourhood.

4 Finance Issues

- 4.1 There are no direct financial issues arising from this report as much of the activity will be incorporated into the existing work programme and any additional provision will be subject to specific consideration in the light of the funds available at the time.

5 Ownership and Resource Implications

The monitoring of the programme will be undertaken by Community Development Officer who will provide reports to the Environment and Open Spaces Working Group and to the Council.

Report To:	Queen's Park Community Council		
Title:	Tree Planting Proposal		
Purpose:	For decision		
Author:	Councillor Ray Lancashire Coordinator Air Pollution Working Group		
Date of Meeting	26 February2020	Agenda Item	131 19/20

1 Summary

This report proposes that the Council plant seven yew trees at the edge of St John's church yard to offset pollution from vehicles on the adjacent roads.

2 Recommendations

That the Council approves the expenditure of £840 on the planting of seven yew trees in the grounds of St John's Church on Kilburn Lane.

3 Background

- 3.1 From our own pollution studies conducted around Queen's Park Ward, the junction of Harrow Road and Kilburn Lane has the highest levels of Nitrogen Dioxide found anywhere in our ward. At its worst, St John's was more than twice the legal limit set by the European Commission. We have shown that toxic concentration levels reduce the further from the source of gases, however particulate matter, if not prevented, can travel wider distances. If blown towards St. John's Church, can hang around and be inhaled by anyone inside the Church.
- 3.2 Everyone using the Church for long periods of time will benefit from breathing cleaner air; from prayer services, baptisms, baby and toddler playgroups. Bales College Sixth form school is also located on the area of St John's. Medical evidence has shown prolonged exposure to harmful gases can have an adverse impact on a young person's development.
- 3.3 Yew can grow for thousands of years; the fruits are an important food source for birds. The dense hedge offers protection for birds and humans alike. Yew trees have a long history with churchyards with an estimated 500 churchyards in England containing yew trees.

4 Proposed Action

- 4.1 To contribute to the existing programme of works at the site by funding the planting of seven pollution busting Yew Trees at St John's Church, along the perimeter churchyard wall creating a natural border and barrier reducing the levels of Carbon and Nitrogen Dioxide in the air and particulate matter from vehicle tires and brakes. All green foliage takes in Carbon Dioxide and Nitrogen can be taken in through the soil. Particulate matter is deposited on leaves and when it rains is washed away into the soil.

5 Legal / Governance / Right to Spend Issues

- 5.1 The Council has the power under the Open Spaces Act 1906 to contribute to the provision and / or maintenance of open spaces for the benefit of the community and considers that this proposal falls within that remit.

6 Finance Issues and Budget Provision

- 6.1 The supplier already contracted to work on the site has provided a cost of £840 to supply and plant 7x Yew 1.5 to 1.75 meters high.
- 6.2 Provision of £750 was made in the budget for this Working Group of which £500 remains inspect. This budget can be increased to meet the cost of £840 with funds transferred from underspends elsewhere.

7 Ownership and Resource Implications

The maintenance of the trees will be undertaken by the church in conjunction with the remainder of the grounds and will present no ongoing financial burden on the Council.

8 Implications for Key Council Policies

Maintaining and improving open space is a key Council objective in that it helps deliver improving the environment, encouraging activities which improve health and wellbeing, and promotes a sense of community spirit.

Report To:	Queen's Park Community Council		
Title:	Proposal to Cease or Move the November Fireworks Event		
Purpose:	For decision		
Author:	Councillor John McArdle Proper Officer and Responsible Finance Officer		
Date of Meeting	26 February 2020	Agenda Item	132-19/20

1 Summary

This report describes a proposal to cease or move the customary November Fireworks Event and recommends that the proposal be not taken up.

2 Recommendations

That the Council:

- (1) Notes the content of the report.
- (2) Confirms that a Fireworks Event be held on 5 November 2020 as programmed.
- (3) Decides not to hold an additional Fireworks Event in 2020.
- (4) Directs the Proper Officer to write to the proposer explaining the Council's decision and the reasons behind it.

3 Background

- 3.1 The Council has received a letter for Father David Ackerman, vicar of St John's Church on Kilburn Lane, proposing that it cease to provide a Fireworks Event in November each year. He has asked that this matter be laid before the Council, hence this report. A copy of the letter is attached as an appendix.
- 3.2 This is clearly something he feels strongly about as he has approached individual members of the Council on the same matter and has also posted references to it on social media. The theme of Bonfire Night being anti-Catholic and anti-Christian is recurring and is linked to an allegation that the Council itself is fundamentally anti-Christian in its decision making.
- 3.3 His opposition does not appear to be towards fireworks per se, although many have concerns about the proliferation of their use and the potential environmental impact, as two alternative times are suggested.
- 3.4 The first of these is the "VE weekend" which includes Friday 9 May 2020 which the traditional Monday Bank Holiday has been moved to accommodate.
- 3.5 The second is that they be used to provide an ending to the Queen's Park Community Day.

4 Proposed Response

- 4.1 The allegation that the Council is systemically anti -Christian is totally unfounded and is rejected by the Council. Our declared vision is of a neighbourhood that has a strong sense of community; a place where people of all ages, cultures, religious and social backgrounds live, work and socialise together and we implement that through all of our policies and activities.
- 4.2 For those unaware of the history of Bonfire Night, it has its roots in the celebration of the thwarting of a Catholic conspiracy to blow up the Houses of Parliament in 1605, although as Fr Ackerman says the intervening 400 years mean that only a very few people make that connection. It is not a reason therefore to discontinue the event.
- 4.3 It is useful at this point to note some key aspects of the Fireworks Event in Queen's Park Gardens which support the continuation in its current format. The event predates the Community Council who picked up the basic idea and improved it year on year.
- 4.4 It is a popular local event, drawing residents from all parts of the community in a way that our other events do not, and at its peak has an attendance of around 3,00. For this reason, publicity is limited to the local area and it is not promoted beyond the Queen's Park and Harrow Road Wards or publicised on social media.
- 4.5 The event is also supported, both in principle and with resources, by the City of Westminster and by the emergency services. Early November can be a difficult time for public order in inner city areas and it is considered that an organised local fireworks event mitigates the need for private parties and reduces associated anti social behaviour.
- 4.6 These aspects present a strong argument for retaining the Fireworks Event in its current slot of 5 November each year.
- 4.7 The event is a major undertaking across all the partners, involving road closures and complex licencing, so the Council would find it difficult to provide a second event in any year from within its current resources. This would include having a one-off event to mark the commemoration of the VE anniversary on 2020.
- 4.8 The Council has not planned any specific events to commemorate the VE anniversary but is aware of others being organised in the local area and beyond. Space has been allocated in the March edition of The Voice to cover this issue, and both this and our e-newsletter will be used to promote both the historical angle and available events to residents.
- 4.9 Queen's Park Community Day is an annual festival in the park of that name organised by a voluntary group of residents of that part of Kilburn. The Council has no links with this organisation and it would not be appropriate for it to provide them with firewors.

5 Finance Issues

- 5.1 If the Council was to agree to a second fireworks event this year', even on a smaller scale, funds of around £15,000 would have to be allocated. There is no provision for this in existing budgets so it would have to be drawn from reserves.

Report To:	Queen's Park Community Council		
Title:	Award of Short Term Contract for Communications Support		
Purpose:	For decision		
Author:	Cllr John McArdle Proper Officer and Responsible Finance officer		
Date of Meeting	26 February 2020	Agenda Item	134-19/20

1 Summary

This report proposes that the Council enter into a short term Contract with Happy Lizzie Event Planning (HLEP) for the provision of communications support for the remainder of 2019/20.

2 Recommendations

That the Council notes the contents of this report and approves the award of a short term Contract for the provision of communications support to Happy Lizzie Event Planning in the sum of £1,500 to be drawn from the Marketing and Promotion budget.

3 Background

3.1 The Council allocated a budget of £1,500 for Marketing and Promotion in 2019/20, with the intention being that the Community Development Officer use this money to undertake a range of activities including the production and distribution of electronic newsletters, the preparation and publication of news stories and case studies on the website, and the enhancement of the Council's presence both physically and digitally. Because of other calls on her time throughout the year much of this planned work was not undertaken and most of the funds remain unspent.

3.2 It is now proposed to use some of this money for a short -erm Contract to ensure the delivery of at least some of these plans before the end of the year. This Contract will be split into two phases with the first having been already awarded by the RFO under delegated authority and the second being subject to approval by the Council and being also the subject of this report.

3.3 The two phases are made up as follows:

Phase One

An e-newsletter to publicise the February Council meeting
 Ten case studies from the Community Grants Scheme on the website
 Monitoring and management of the Council's social media accounts
 Updating the Local Groups page of the website

Phase Two

This will include an e-newsletter around the March Council meeting, case studies from the February round of Community Grants, and further social media work.

- 3.4 Monitoring will be undertaken to assess the impact of the Contract and this information used to draft a report to the Council in April 2020 containing proposals for the delivery of the Marketing and Communications function during 2020/21. This may be by tendering the service as a stand alone contract, by taking on additional internal delivery resource, or by some other means and will be accompanied by a full business case.

4 Procurement Issues

- 4.1 Under Financial Regulation 10.1 Officers are responsible for obtaining value for money and for assuring that “as far as is reasonable and practicable that the best available terms are obtained in respect of each transaction *usually* by obtaining three or more quotations”.
- 4.2 In this instance there are sound reasons for selecting Happy Lizzie Event Planning without open competition and these are set out below:

The opportunity to take this outsourcing approach only became clear when the Finance Report and associated documents were approved by Council at the January Meeting and the financial and operational position was established;. HLEP is an existing supplier to the Council and can mobilise quickly, having detailed knowledge of its policies and priorities; In delivery of the existing Events portfolio HLEP already has access to the Council’s Citrix IT system and to files and folders. Any new supplier would have to be provided with this at additional cost; HLEP has performed well on its existing Contract and an extension for another year has been approved by the Council.

5 Finance Issues and Budget Provision

- 5.1 Provision was made in the 2019/20 budget for expenditure of £1,500 for this service and the proposed cost of £1,500 can be met from within this. Although the forecast for the line was set at £100 at the January meeting it is considered that restoring it to £1,500 can be balanced by underspends in other budget headings.
- 5.2 Under Financial Regulation 5.5 (c) the RFO can approve expenditure of up to £1,000 on a single item where budget exists. This delegation was used for the delivery of Phase One, and preliminary results will be reported verbally to the meeting.
- 5.3 Delivery of Phase Two will take the total spend on this project to £1,500 which is why approval is being sought in this report.

6 Ownership and Resource Implications

The monitoring of each contract will be undertaken by Community Development Officer who will provide a report together with recommendations to the April Meeting.

7 Alternative Proposals

It is considered that there would not be time to fully tender the short term opportunity and still provide meaningful results to inform decisions on the service for 2010/21. It would be permissible for the RFO to hire a temporary part time member of staff to undertake the work, but this would not provide as much immediate impact.

Report To:	Queen's Park Community Council		
Title:	Strategic Governance		
Purpose:	For discussion and decision		
Author:	Lindsey Brown Community Development Officer		
Date of Meeting	26 February 2020	Agenda Item	135-19/20

1 Summary

This report proposes that the Council continue to progress plans to restructure decision making so as to be more effective.

2 Recommendations

That the Council

- (1) Notes the contents of this report and the accompanying slide deck
- (2) Discusses the way forward
- (3) Appoints a task and finish group to oversee delivery of appropriate changes.

3 Background

- 3.1 At the January meeting the Council received and discussed a paper on Strategic Governance, deferring any decision but asking Officers to undertake further development on the proposals raised. (119-19/20).
- 3.2 This has been done and a slide deck has been circulated separately setting out how a different structure could help focus decision making. Work continues on the project so other documents or comments may be added before the meeting.
- 3.3 At this stage both the budget and the structure, together with the division of activities, are indicative but provide a good illustration of how it would work.

4 Next Steps

The Council is invited to discuss the proposals, and it is recommended that a working group be formed to set a timetable for delivering any changes.

4.1 Finance Issues

It is anticipated that any change can be achieved within existing budget provisions.

Report To:	Queens Park Community Council		
Title:	Planning Applications – February 2020		
Purpose:	For discussion and approval		
Author:	Councillor John McArdle, Coordinator Planning Working Group		
Date of Meeting	26 February 2020	Agenda Item	136-19/20

1 The recommended responses to current applications are shown in the table below.

	Reference	Proposal	Recommendation
1	20/00100/COFUL	Variation of condition 1 of planning permission dated 16 December 2014 (RN: 13/12250/COFUL) for the: Demolition of all existing buildings on site and redevelopment to provide a terrace of 20 townhouses fronting Caird Street, two buildings (one on corner of Caird Street and Third Avenue and the other on corner of Lancefield Street and Bruckner Street) accommodating 64 apartments (of which 12 are affordable) and a 772m2 (Class D1/D2) community sports and community centre, with associated car parking, cycle parking, private and communal amenity space and landscaping. (Site includes 2-6 Caird Street, 17-23 Bruckner Street and 1-3 Lancefield Street) (Application linked to redevelopment of Moberly Sports Centre in London Borough of Brent). Namely, to allow replacement of square bay windows with angled bay window, updated kitchen layout, and removal of high level windows from north elevation to both Flat Type 2B and Flat Type 2C, and replacement of door with window on north elevation to Flat Type 2C. - Jubilee Sports Centre Caird Street London W10 4RR	QPCC Has no objection to this proposal.
2	20/00101/NMA	Amendments to planning permission dated 16 December 2014 (RN: 13/12250/COFUL) for Demolition of all existing buildings on site and redevelopment to provide a terrace of 20 townhouses fronting Caird Street, two buildings (one on corner of Caird Street and Third Avenue and the other on corner of Lancefield Street and Bruckner Street) accommodating 64 apartments (of which 12 are affordable) and a 772m2 (Class D1/D2) community sports and community centre, with associated car parking, cycle parking, private and communal amenity space and landscaping. (Site includes 2-6 Caird Street, 17-23 Bruckner Street and 1-3 Lancefield Street) and varied by the Section 73 dated 5 December 2016 (Ref 16/03606/FULL) which sought to vary Condition 1 , NAMELY, revised layouts of the apartments in Block B and minor elevational changes. - Jubilee Sports Centre Caird Street London W10 4RR	QPCC Has no objection to this proposal.

	Reference	Proposal	Recommendation
3	20/00142/FULL	Erection of single storey rear extension at ground floor and dormer roof extension at second floor. - 40 Parry Road London W10 4SZ	QPCC wishes to object to this application on the grounds that the proposed extension is too large for the space available and will have an overbearing impact on the neighbouring properties.
4	20/00188/FULL	Ground floor rear extension. - 210A Bravington Road London W9 3AP	QPCC Has no objection to this proposal.
5	20/00439/TELCOM	Installation of twelve antennas, three cabinets and ancillary works thereto at roof level. - Naylor House 59 Bruckner Street London W10 4NU	QPCC Has no objection to this proposal.
6	20/00621/COFUL	Variation of conditions 1 and 16 of planning permission dated 16 December 2014 (RN: 13/12250) for the: Demolition of all existing buildings on site and redevelopment to provide a terrace of 20 townhouses fronting Caird Street, two buildings (one on corner of Caird Street and Third Avenue and the other on corner of Lancefield Street and Bruckner Street) accommodating 64 apartments (of which 12 are affordable) and a 772m2 (Class D1/D2) community sports and community centre, with associated car parking, cycle parking, private and communal amenity space and landscaping. (Site includes 2-6 Caird Street, 17-23 Bruckner Street and 1-3 Lancefield Street) (Application linked to redevelopment of Moberly Sports Centre in London Borough of Brent). Namely, to allow alterations to parking arrangements for the townhouses, amenity space and corresponding alterations to the internal layouts. - Jubilee Sports Centre Caird Street London W10 4RR	QPCC Has no objection to this proposal.
7	20/00795/PIAPA	Notification for Prior Approval for change of use from Shop (Class A1) to 1 residential flat (Class C3) under Schedule 2, Part 3, Class O of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended). - Shop 230 Kilburn Lane London W10 4BA	QPCC Has no objection to this proposal.
8	20/00945/FULL	Erection of infill ground floor single storey side extension. - 75 Third Avenue London W10 4HU	QPCC wishes to object to this proposal as sufficient detail on the materials to be used has not been provided to satisfy us that the extension will be in keeping with the original building.

Report To:	Queen's Park Community Council		
Title:	Chair's Report		
Purpose:	For information and discussion		
Author:	Councillor Gill Fitzhugh, Chair		
Date of Meeting	26 February 2020	Agenda Item	138-19/20

1 Summary

This report sets out some of the activity undertaken by the Chair since the last meeting and invites comment on the issues raised.

2 Recommendations

That the Council notes the Report.

3 Report

3.1 Leaving Party for Lindsey

Mark Fisher and I invite you to Lindsey's leaving party on Monday 9 March at 111 Sixth Avenue from 6-8.

3.2 C4A

I visited the project on Thursday 13th Feb. There were 25 people there and people were still arriving despite the filthy weather They are building up a domino team and they had 4 tables training for teams (including 3 women). The speed of global warming is alarming. The last 10 years were the hottest decade on record and unless carbon emissions begin to reduce quickly (the UN has called for cuts of 7.6% a year for a decade), the Earth is predicted to heat up by more than 2 degrees centigrade - a temperature rise that is expected to lead to massive displacement of people, unprecedented sea level rises and flooding, and extreme weather far beyond what we have seen recently in Australia, Indonesia and elsewhere

3.3 Awards at our annual meeting

Following my initial meeting with Alison Madigan (who knows a lot about awards) and meetings with the Heads of Queen's Park and Wilberforce Schools Alison has written a proposal for a community award to be given at our annual meeting. Please see below.

Queen's Park Community Council Celebrating Excellence Awards Proposal

Aims:

To introduce an awards scheme that will enable QPCC to recognise and celebrate children at our local primary schools who have demonstrated outstanding civic awareness, collaborative teamwork and initiative. The aim is to present the first awards at the 2020 QPCC AGM and for it then to become an annual awards programme.

Background:

The awards scheme is being developed in partnership with the primary schools within the Queen's Park ward. So far Queen's Park and Wilberforce primary schools are on board with the aim and proposed format of the awards. St Luke's primary school has been approached and would also be welcome to participate.

Format:

There would be an award for one group of pupils within each of the primary schools. They would be selected by the head teacher of the school.

The criteria would be for a team/group of children who had worked together on a project or activity in which they had shown outstanding civic responsibility, teamwork and initiative – the exact criteria to be developed with the head teachers to ensure they are appropriate and consistent across different school environments.

There would be named certificates of excellence for each of the two/three groups and for each of the children within each group.

These would be presented to the children by the QPCC at the QPCC AGM on Wednesday May 6th, with their teacher(s), parents/carers invited to share in the celebration.

NB the awards would not in any way encourage a hierarchy of children, recognising that children have different talents and face different challenges.

Way forward:

The proposal to be reviewed, refined and agreed with the head teachers of the schools.

The proposal to be agreed with the QPCC.

A time table will be agreed

Costs:

There will be a small cost for designing and producing the certificates, but this can be contained within existing budgets.

3.4 Queen's Park Quilt.

Hermoine Wood, who is part of the Public Art Working Group and is an experienced Quilt maker (her quilts have just been on display in Willesden Library) and I have been discussing making a Queen's Park Quilt. This will start with collecting peoples' (from young at the schools to old at Open Age) views. Hermoine will then design the quilt and we will start sewing) We have already started talking to a sewing group and look forward to meeting others.

3.5 Clear Public Space (CPS) visit to QP and Wilberforce School

CPS are training the young people of Queen's Park and Wilberforce School to not have any single use plastic. They all have reusable water bottles, (which we have sponsored)and now they will have one strong reusable bag which says One Bag Zero Waste I visited QP school with CPS for an assembly. The students were given a choice of 2 logos both designed by a local graphic artist. They chose Option 1 A competition is now being held for students to make a drawing with an ecological message for the other side. I have been asked to chair the judges panel.

I am visiting Wilberforce on Wed 23rd when DEFRA will be present

3.6 **Round 2 of the GLA's Good Growth Fund**

We have reached round 2 of our funding application to the Good Growth Fund to develop Harrow Road Open Space as a community garden and the canal side as residential moorings. Our partners London Waterways Projects will be match funding part of the project

3.7 **All Stars Boxing and Youth Club**

I have met All Stars Boxing Club have been awarded £750,000 CIL money to renovate the hall. They now need to get the agreement of the owner. The Court case is over. They do however need to raise £36,000 at the end of their court case.

Report To:	Queen's Park Community Council		
Title:	Officers' Report		
Purpose:	For information and discussion		
Author:	Councillor John McArdle / Lindsey Brown Proper Officer and Responsible Finance Officer / Community Development Officer		
Date of Meeting	26 February 2020	Agenda Item	139-19/20

1 Summary

This report sets out some of the activity undertaken by Officers since the last meeting and activities proposed for the next month.

2 Recommendations

That the Council notes the Report.

3 Main tasks / issues since last full meeting of Council

Events	A new events contract has been awarded and a kick off meeting arranged.
The Voice	A meeting was held which agreed to delay the publication of the next edition until after the March Council meeting.
Community Grants	The February 2020 round has opened and closed with a total of ten applications received which represents a good competitive field.
Queen's Park Gardens	Meetings have been held with the reappointed suppliers for services in the park.
Park Hut	Work continues with the repurposing of the park hut.
Finance	Work continued by the CDO and RFO/Proper Officer to update the finance files and systems and to ensure compliance with the Financial regulations. Westminster City Council has been notified of the budget and precept for 2020/21.
Strategic governance	An updated paper was prepared to inform a discussion on strategic governance at this meeting.
Communications	The Mail Chimp account has been reconfigured to comply with GDPR and used to distribute the e-newsletter.
Contracts	A contract for communications support has been prepared and is on the agenda for this meeting.

4 Main tasks / issues over the forthcoming month

The Voice	The March edition will be completed, printed, and distributed.
Community Grants	Evaluation of the bids received will be undertaken and a grants Panel meeting held on 4 March to make recommendations to the March meeting of the Council.
Finance	Work will continue on getting the finances in order.
Policies	Work will start on reviewing the policies for the May meeting.
Strategic governance	Actions arising from the decisions taken by the Council on the paper to this meeting will be undertaken.
Recruitment	Recruitment will commence for filling the CDO role.



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 March 2020** commencing at **6.00pm**.

Councillor John McArdle, Proper Officer

12 March 2020

AGENDA

- 140-19/20** **Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 141-19/20** **Declarations of interest.**
- 142-19/20** **Minutes of a previous meeting** – to consider the minutes of the meeting of the Council held 26 February 2020 for confirmation and signing as a correct record.
- 143-19/20** **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).*
- 144-19/20** **Financial report.**
- 145-19/20** **Coronavirus Update** – to discuss and action that the Council should take (no paper will be circulated in advance for this item).
- 146-19/20** **Community Grants** – to approve the recommendations of the Grants Panel and imitate a review of the application and award process.
- 147-19/20** **Governance** – to approve a proposal to establish a 'shadow' structure to take forward the ongoing review.
- 148-19/20** **Park Hut** – to approve proposals to be submitted to the City Council for the shared use of the Park Hut.
- 149-19/20** **Risk Log** – to approve the updated Risk Log.
- 150-19/20** **Safeguarding Policy** – to approve the new Safeguarding Policy.
- 151-19/20** **Recruitment** – to approve the process and timetable for recruiting a new Community Development Officer.
- 152-19/20** **Planning Applications** – to approve the working group's recommendations.
- 153-19/20** **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).
- 154-19/20** **Chair's report.**
- 155-19/20** **Officers' report.**



Council
26 February 2020
124-139, 19/20

QUEEN'S PARK COMMUNITY COUNCIL

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

W10 4JL on **Wednesday 26 February 2020** commencing at 18:00.

Present: Councillors Gill Fitzhugh (Chair), Leslie Barson, Ryan Dalton (from 6:40pm), Ray Lancashire, Orrel Lawrence (from 6.17pm), John McArdle and Susanna Rustin.

Also present: Sam Shippen – Locum Assistant and five members of the public.

124-19/20 Apologies for absence –

RESOLVED that apologies for absence were received from Councillor Emma Sweeney.

125-19/20 Declarations of interest – Councillor John McArdle declared an interest as Proper Officer & RFO; Councillor Ray Lancashire declared an interest in item 132 as a Volunteer Gardener at St John's Church.

126-19/20 Minutes of the previous meeting

RESOLVED that the minutes of the meeting held 15 January 2020 be approved, subject to the alteration of "ban" to "bank" on page 4, as a correct record and signed by the Chair.

127-19/20 Minutes of HR Committee

RESOLVED that the minutes of the HR Committee meetings held on 5 June and 2 October 2019 be **ADOPTED**.

128-19/20 Public session

A member of the public expressed thanks to the Proper Officer for the quality of the papers prepared for the meeting; supported the climate emergency proposal; did not support the yew trees in the church; and requested the Council to keep the fireworks on 5th November as it helps with control of public disorder.

Councillor Orrel Lawrence entered the meeting.

A second member of the public thanked the Community Development Officer for her service and the excellent work she has undertaken on behalf of the council; added support for the climate emergency proposal; and also supported keeping fireworks on 5th November.

A third member of the public supported keeping fireworks unless there was a very good reason to change.

A fourth expressed concern at the prospect of disruption to local road during the demolition of the old Jubilee Sports Centre and the subsequent development. It was noted that servicing plans had been published together with a direct contact telephone number for the site manager and that issues should be raised directly with him.

The Chair thanked the members of the public.

129 -19/20 Financial Report

The RFO advised that the circulated report gave a broad position as not all the systems were completely up to date.

RESOLVED that payments totalling £1,193.75 made by the RFO under 5.5 of the Financial Regulations and payments totalling £5,260 under 5.2 be **APPROVED** by the Council.

RESOLVED that the remainder of the report be **NOTED**.

130-19/20 Declaration of a Climate Emergency

Councillor Susanna Rustin advised of support received from the Queen's Park Bangladeshi Society, the local MP and WCC ward councillors.

RESOLVED that the Council :

1. Sets a target of net-zero carbon emissions for Queen's Park Community Council by May 2022;
2. Led by the Director and Environment and Open Spaces Working Group, develops a strategy to reach this target, beginning with an emissions audit, and reports to Council on a 6-monthly basis;
3. As well as reducing the council's own emissions, develops policies aimed at encouraging reduction of those from transport and housing in Queen's Park overall, including by lobbying the City of Westminster. These policies should also produce benefits to local people such as cleaner air and more opportunities for walking and cycling;
4. Promotes nature-friendly gardening and greenspaces, including in Queen's Park Gardens, and communicates our activities and policies to the public, including children, in engaging ways;
5. Work with Westminster City Council to increase rates of recycling and reduce waste;
6. Asks for residents and stakeholder groups to submit ideas for improving the environment in the parish;
7. Includes a statement on the environmental impact of any proposal in all reports to its meetings.

Further **RESOLVED** that a budget of up to £1,000 from reserves be allocated to achieving this resolution.

131-19/20 Tree Planting Proposal

RESOLVED that the Council **AGREES** in principle to support the planting of trees in the grounds of St John's Church on Kilburn Lane; **DELEGATES** the authority to the RFO to spend up to £1,000 from reserves on this project in consultation with the Chair of the Council and the Coordinator of the Environment & Open Spaces Working Group.

Councillor Ryan Dalton entered the meeting.

132-19/20 Proposal to Cease or Move the November Fireworks Event

RESOLVED that the Council

1. **NOTES** the content of the report;
2. **CONFIRMS** that a Fireworks Event be held on 5 November 2020 as programmed;
3. **AGREES** not to hold an additional Fireworks Event in 2020;
4. **DIRECTS** the Proper Officer to write to the proposer explaining the Council’s decision and the reasons behind it, including the public support for keeping the existing arrangements.

133-19/20 Environment & Open Spaces – *this item was deferred to be considered with item 137-19/20.*

134-19/20 Short-term Communications Contract

RESOLVED that the Council **NOTES** the contents of the report and **APPROVES** the award of a short term Contract for the provision of communications support to Happy Lizzie Event Planning in the sum of £1,500 to be drawn from the Marketing and Promotion budget.

Item 135-19/20 was moved to the end of the agenda.

136-19/20 Planning Applications

RESOLVED that the recommendations of the Planning Applications Working Group be **APPROVED** subject to overdevelopment being added to the comments for 20/00142/FULL.

Reference	Proposal	Recommendation
1 20/00100/COFUL	Variation of condition 1 of planning permission dated 16 December 2014 (RN: 13/12250/COFUL) for the: Demolition of all existing buildings on site and redevelopment to provide a terrace of 20 townhouses fronting Caird Street, two buildings (one on corner of Caird Street and Third Avenue and the other on corner of Lancefield Street and Bruckner Street) accommodating 64 apartments (of which 12 are affordable) and a 772m2 (Class D1/D2) community sports and community centre, with associated car parking, cycle parking, private and communal amenity space and landscaping. (Site includes 2-6 Caird Street, 17-23 Bruckner Street and 1-3 Lancefield Street) (Application linked to redevelopment of Moberly Sports Centre in London Borough of Brent). Namely, to allow replacement of square bay windows with angled bay window, updated kitchen layout, and removal of high level windows from north elevation to both Flat Type 2B and Flat Type 2C, and replacement of door with window on north elevation to Flat Type 2C. - Jubilee Sports Centre Caird Street London W10 4RR	QPCC Has no objection to this proposal.

Reference	Proposal	Recommendation
2 20/00101/NMA	Amendments to planning permission dated 16 December 2014 (RN: 13/12250/COFUL) for Demolition of all existing buildings on site and redevelopment to provide a terrace of 20 townhouses fronting Caird Street, two buildings (one on corner of Caird Street and Third Avenue and the other on corner of Lancefield Street and Bruckner Street) accommodating 64 apartments (of which 12 are affordable) and a 772m ² (Class D1/D2) community sports and community centre, with associated car parking, cycle parking, private and communal amenity space and landscaping. (Site includes 2-6 Caird Street, 17-23 Bruckner Street and 1-3 Lancefield Street) and varied by the Section 73 dated 5 December 2016 (Ref 16/03606/FULL) which sought to vary Condition 1, NAMELY, revised layouts of the apartments in Block B and minor elevational changes. - Jubilee Sports Centre Caird Street London W10 4RR	QPCC Has no objection to this proposal.
3 20/00142/FULL	Erection of single storey rear extension at ground floor and dormer roof extension at second floor. - 40 Parry Road London W10 4SZ	QPCC wishes to object to this application on the grounds that the proposed extension overdevelopment of the site and is too large for the space available and will have an overbearing impact on the neighbouring properties.
4 20/00188/FULL	Ground floor rear extension. - 210A Bravington Road London W9 3AP	QPCC Has no objection to this proposal.
5 20/00439/TELCOM	Installation of twelve antennas, three cabinets and ancillary works thereto at roof level. - Naylor House 59 Bruckner Street London W10 4NU	QPCC Has no objection to this proposal.
6 20/00621/COFUL	Variation of conditions 1 and 16 of planning permission dated 16 December 2014 (RN: 13/12250) for the: Demolition of all existing buildings on site and redevelopment to provide a terrace of 20 townhouses fronting Caird Street, two buildings (one on corner of Caird Street and Third Avenue and the other on corner of Lancefield Street and Bruckner Street) accommodating 64 apartments (of which 12 are affordable) and a 772m ² (Class D1/D2) community sports and community centre, with associated car parking, cycle parking, private and communal amenity space and landscaping. (Site includes 2-6 Caird Street, 17-23 Bruckner Street and 1-3 Lancefield Street) (Application linked to redevelopment of Moberly Sports Centre in London Borough of Brent). Namely, to allow alterations to parking arrangements for the townhouses, amenity space and corresponding alterations to the internal layouts. - Jubilee Sports Centre Caird Street London W10 4RR	QPCC Has no objection to this proposal.

Reference	Proposal	Recommendation
7 20/00795/PIAPA	Notification for Prior Approval for change of use from Shop (Class A1) to 1 residential flat (Class C3) under Schedule 2, Part 3, Class O of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended). - Shop 230 Kilburn Lane London W10 4BA	QPC has no objection to this proposal.
8 20/00945/FULL	Erection of infill ground floor single storey side extension. - 75 Third Avenue London W10 4HU	QPC wishes to object to this proposal as sufficient detail on the materials to be used has not been provided to satisfy us that the extension will be in keeping with the original building.

137-19/20 Working Group reports

Air Quality – December event was not held; a new source is required to source the tubes. It was **AGREED** that the RFO sort this;

Children & Young People – Councillor Eartha Pond is trying to organise a date for the group to meet:

Environment & Open Spaces – No formal meeting has been held but follow up on contracts with HCGA including the organisation of a calendar of events and Canine Culture has been undertaken. QP in Bloom judging will be carried out in June. The agreement for the Hut is awaited; A2Dominion has approached for an upgrade of the community space at Selby Square – consultation and wider community involvement will follow.

Events – a meeting is due on 27/2/20 to engage HLEP for the next year.

Forward Planning – meeting in next two weeks.

Grants - Closing date was 16/2/20 with 10 applications received, panel is to meet 4/3/20 and recommendations will come to next meeting.

Planning – The Chair of the Council had attended a WCC meeting to discuss CIL money. A discussion took place regarding a meeting regarding the Jubilee development and concerns regarding access to the site; construction phasing, expected dust and noise issues and potential role for QPC in representing residents with planning enforcement and environmental health.

Public & Community Arts – To be revisited via Strategic Plan; leaflet re history of QPC and how to get involved was suggested.

The Voice – Deadline 2/3/20 news articles welcomed; delivery 16/3/20 agreed to be to The Hub.

RESOLVED to **NOTE** the reports and actions suggested.

138-19/20 Chair's Report

RESOLVED to **NOTE** the report and **APPROVE** the awards to be given at the Annual Community Meeting.

139-19/20 Officers' Report

RESOLVED that the report be **NOTED**.

135-19/20 Strategic Governance

The Community Development Officer presented the paper and explained the background to the proposals.

RESOLVED to AGREE IN PRINCIPLE the proposed changes and that a Task and Finish Group be established consisting of Councillors Ryan Dalton, Gill Fitzhugh and Susanna Rustin supported by the Proper Officer, Community Development Officer and Locum Assistant to develop the proposed structure, practicalities for implementation and Terms of Reference for People and Places Committees, with a view to reporting to the next two Council meetings and implementing changes in May 2020.

The meeting closed at 8.10pm.

Report To:	Queen's Park Community Council		
Title:	Finance Report		
Purpose:	For Decision		
Author:	Councillor John McArdle Proper Officer and Responsible Finance Officer		
Date of Meeting	18 March 2020	Agenda Item	144-19/20

1 Summary

This report summarises the current financial position and the progress being made in bringing the Council's accounts up to date, and recommends the reappointment of the auditor for 2020/21.

2 Recommendations

It is recommended that the Council

- (1) Notes the contents of this report
- (2) Notes the payments to the value of £6,326.49 contained in Table 1
- (3) Approves the reappointment of Mulberry & Co as internal auditor for 2020/21 and authorises the RFO to conclude the fee and arrangements.

3 Background

- 3.1 Progress is being made on bringing the Council's accounts up to date and a full set of reports and recommendations is being provided to this meeting.

4 Payments Approved by the Responsible Finance Officer

- 4.1 Under Article 5.5 of the Council's Financial Regulations the Responsible Finance Officer has delegated authority to authorise payments in certain circumstances, including where the payment forms part of a contract or is for a value of less than £1,000. Where this authority is used a schedule of the payments is to be provided to the next meeting of the Council and those for February 2020 to the value of £6,326.49 are set out in Table 1 below..

Table 1: Payments Approved by RFO

Date	Supplier	Goods or Service	Value (£)
03/02/2020	Mrs S J Shippen	£73.80	Travel expenses
03/02/2020	Rialtas Business Solutions Ltd	£48.00	Upgrade user licence
03/02/2020	Viking	£79.26	Stationery
03/02/2020	Rialtas Business Solutions Ltd	£145.20	Alpha software annual support
03/02/2020	VISION ICT	£21.60	VISION ICT
03/02/2020	Rialtas Business Solutions Ltd	£330.00	Alpha training on 07/11/19
Various	Redacted	£400.00	Councillor allowances
03/02/2020	HCGA	£1,170.00	Winter Festival Fee
03/02/2020	Barclays	£6.50	Bank charges
04/02/2020	Simon Walton	£160.91	FQPG Reimbursement
Various	Redacted	£3,285.92	Salaries and HMRC
13/02/2020	First Aid Cover	£260.00	Summer festival /medical team
19/02/2020	HR Services	£24.00	Professional fee
19/02/2020	A2 Dominion	£36.00	Room Hire
19/02/2020	Microshade Business Consult.Lt	£285.30	Hosting & Rental Microsoft off

5 Internal Audit

- 5.1 In January 2020 the Council approved an Action Plan containing issues raised by Mulberry & Co during an internal audit undertaken in November 2019. (115-19/20). This is being worked through and the and it is considered that the process is both useful and effective. It is proposed to reappoint Mulberry & Co to undertake the audits for 2020/21 with the detailed arrangements to be made and a fee not exceeding £750 to be agreed by the RFO. .

6 Financial reports to the Council

- 6.1 A redacted list of the payments made during February and a schedule list of spending against budget by cost centre are provided as appendices to this report.

Detailed Receipts & Payments by Budget Heading 29/02/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100</u> <u>Income</u>						
1010 Project income	103	1,000	897			10.3%
1076 Precept	162,150	162,149	(1)			100.0%
1105 Bank loyalties (income)	13	0	(13)			0.0%
<u>101</u> <u>Staff costs</u>						
4100 Staff costs	(40,625)	(53,307)	12,682		12,682	76.2%
4105 Training	(475)	(500)	25		25	95.0%
<u>102</u> <u>Administration</u>						
4101 Councillor allowances	(1,050)	(3,000)	1,950		1,950	35.0%
4105 Training	0	(1,000)	1,000		1,000	0.0%
4120 Insurance	(988)	(1,200)	212		212	82.3%
4125 Office rent	(10,000)	(12,000)	2,000		2,000	83.3%
4126 Room bookings	(783)	(1,100)	318		318	71.1%
4127 Office maintenance/relocation	(1,560)	(15,000)	13,440		13,440	10.4%
4128 Catering	(151)	(350)	199		199	43.3%
4129 Volunteer development	0	(2,923)	2,923		2,923	0.0%
4130 IT - hosting, computers, email	(2,224)	(2,200)	(24)		(24)	101.1%
4132 Stationery and materials	(337)	(500)	163		163	67.4%
4133 Chair's allowance	0	(75)	75		75	0.0%
4134 Community grants	(26,036)	(37,728)	11,692		11,692	69.0%
4135 Teleomms, postage	(921)	(800)	(121)		(121)	115.1%
4136 Pop Up Fund	(833)	(2,000)	1,167		1,167	41.7%
4137 Subscriptions	(2,405)	(2,650)	245		245	90.8%
4138 Special grants	(25,000)	(25,000)	0		0	100.0%
4139 Travel expenses	(141)	(200)	59		59	70.7%
4140 Professional fees	(3,484)	(1,000)	(2,484)		(2,484)	348.4%
4142 Audit fees	(677)	(1,000)	323		323	67.7%
4144 Bank charges	(108)	0	(108)		(108)	0.0%
4150 Elections costs	0	(4,000)	4,000		4,000	0.0%
<u>201</u> <u>Communications and Events</u>						
1410 Income Summer Festival	8,180	6,500	(1,680)			125.8%
1411 Income Fireworks	8,600	5,000	(3,600)			172.0%
1412 Income Winter Fair	50	1,500	1,450			3.3%
1413 Income QP Voice	0	400	400			0.0%
4110 Website	(2,423)	(2,762)	339		339	87.7%
4128 Catering	(108)	(350)	242		242	30.9%
4200 Queens Park Voice	(2,325)	(4,000)	1,675		1,675	58.1%
4205 Winter Fair	(4,372)	(3,000)	(1,372)		(1,372)	145.7%
4206 Winter Social	0	(100)	100		100	0.0%
4210 Summer Festival	(16,522)	(13,500)	(3,022)		(3,022)	122.4%

Detailed Receipts & Payments by Budget Heading 29/02/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4220 Fireworks	(11,069)	(9,000)	(2,069)		(2,069)	123.0%
4225 Events organisation	0	(7,800)	7,800		7,800	0.0%
4235 Advertising - recruitment	(1,575)	(1,000)	(575)		(575)	157.5%
4236 Marketing & promotion	(100)	(1,500)	1,400		1,400	6.7%
<u>301 Environment and open spaces</u>						
4300 Community gardening	(7,500)	(15,000)	7,500		7,500	50.0%
4301 Dog strategy	(2,880)	(3,700)	820		820	77.8%
4305 Park developments	0	(4,500)	4,500		4,500	0.0%
4410 Air quality	(245)	(750)	505		505	32.7%
<u>401 Neighbourhood planning</u>						
4400 Neighbourhood Plan	(960)	(2,520)	1,560		1,560	38.1%
4402 Harrow Rd projects	0	(1,000)	1,000		1,000	0.0%
<u>999 VAT data</u>						
115 VAT refund	4,091	0	(4,091)			0.0%
515 VAT on Payment	(4,644)	0	(4,644)		(4,644)	0.0%
4115 HMRC Charge	(1,170)	0	(1,170)		(1,170)	0.0%
Grand Totals:- Receipts	183,187	176,549	(6,638)			103.8%
Payments	173,690	238,015	64,325	0	64,325	73.0%
Net Receipts over Payments	9,496	(61,466)	(70,962)			
Movement to/(from) Gen Reserve	9,496					

List of Payments made between 01/02/2020 and 29/02/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/02/2020	Mrs S J Shippen	BACS 163	73.80		QPCC Travel exp claim
03/02/2020	Rialtas Business Solutions Ltd	BACS 164	48.00		Upgrade user licence
03/02/2020	Viking	BACS 165	79.26		Stationary
03/02/2020	Rialtas Business Solutions Ltd	BACS 166	145.20		Alpha software annual support
03/02/2020	VISION ICT	BACS 167	21.60		VISION ICT
03/02/2020	Rialtas Business Solutions Ltd	BACS 168	330.00		Alpha training on 07/11/19
03/02/2020	Brian Nicholas	BACS 169	150.00		CLLR reimbursement
03/02/2020	HAMMERSMITH COMMUNITY	BACS 170	1,170.00		Winter Festival Fee
03/02/2020	Barclays	DD 0201	6.50		Bank charges
04/02/2020	Simon Walton	BACS 171	160.91		FQPG Reimbursement
13/02/2020	Anna Tomlison	BACS 172	1,130.48		Netpay Feb
13/02/2020	Lindsey Brown	BACS 173	1,370.16		Netpay Feb
13/02/2020	First Aid Cover	BACS 174	260.00		Summer festival /medical team
19/02/2020	HR Services	BACS 175	24.00		Professional fee
19/02/2020	A2 Dominion	BACS 176	36.00		Room Hire
19/02/2020	Emma Sweeney	BACS 177	250.00		CLLR Allance
19/02/2020	Microshade Business Consult.Lt	BACS 178	285.30		Hosting & Rental Microsoft off
19/02/2020	HMRC Employer Contributions	BACS 179	785.28		PAYE+NI Jan
Total Payments			<u>6,326.49</u>		



Report To:	Queen's Park Community Council		
Title:	Park Hut		
Purpose:	For Approval		
Author:	Councillor John McArdle Proper Officer and Responsible Finance Officer		
Date of Meeting	18 March 2020	Agenda Item	148-19/20

1 Summary

This report recommends that a policy for shared use of the Park Hut be adopted by the Council and submitted to the City of Westminster for agreement..

2 Recommendation

It is recommended that the Council approves the Park Hut Shared Use Policy contained in the appendix to this report. And submits it to Westminster City Council for agreement.

3 Background

- 3.1 For some time now officers and other stakeholders have been working on a shared use policy to make better use of the park hut, Full details are contained in the policy, which is an appendix to this report.



Project proposal: Shared usage of the Park Hut in Queen's Park Gardens, W10.

FAO: Westminster City Council

1. Purpose of this document

This document serves as a proposal to formally open up the park hut in Queen's Park Gardens (Ilbert Street, W10 4QJ) for wider use by community groups who run activities in the park whilst retaining its use as a staff room by Continental Management staff. It has been written by Queen's Park Community Council (QPCC), following consultation with Westminster parks team (hereon WCC Parks) and Continental Landscapes (hereon Continental), for approval by Westminster City Council (WCC) to proceed. Axis Europe, a WCC approved supplier now working within the ward who have agreed to contribute their services to this project, have also been involved in the shaping of this document.

2. Background

The park hut in Queen's Park Gardens (QPG) is currently used by Continental staff as a staff room. There is a basic kitchen, a toilet and tool storage as well as a concrete yard which is used for parks maintenance access (including vehicles) and waste material storage before it is moved off site.

The idea to turn the hut into a shared community space arose from a community consultation done by QPCC with residents at the "On the Street Environment Workshop" in July 2015 where residents were keen for more activities and opportunities for socialising in the park. The brief has since then been developed and led by the QPCC Environment and Open Spaces Working Group as well as WCC Parks, Continental and Hammersmith Community Gardens (HCGA). In conjunction, since 2016, QPCC have also been successfully funding and operating an Enhanced Management Gardens Scheme in QPG, delivered by HCGA following constructive consultation with WCC Parks, Continental Management and WCC Councillors.

Up until now, Continental staff have been willing to let HCGA, who's activities include running volunteer gardening sessions, and The Friends of Queen's Park Gardens (FQPG), a group of local volunteers, make use of the Hut's facilities; HCGA have been able to make their volunteers tea and to use the toilet, and both HCGA and The Friends store tools and use the water tap. Continental staff have also been willing, on occasion, to let QPCC make use of the Park Hut during their annual events.

HCGA's, FQPG's and QPCC's activities add tremendous value to the park and the community. QPCC's annual Summer Festival, Winter Fair and Fireworks Display attract thousands of residents from across North Westminster and beyond. With help from resident and corporate volunteers, under the Enhanced Management Scheme HCGA have transformed the rose gardens through planting and the installation of a new community orchard. Since 2012 The Friends, who run gardening sessions approximately 2–3 times a

month, have successfully managed to change the wildlife gardens from a locked-up, overgrown space into one which can be enjoyed by the local community and is used regularly by pre-school groups. They also tend to the circular and triangular flower beds in the park.

Whilst the hut isn't a huge space, the ability for groups like these to make use of its simple facilities supports these activities enormously.

This document follows the most recent meeting which took place between QPCC, WCC, Continental and Axis on 13 November where plans to proceed in principle were agreed. The following representatives were present at this meeting.

- Lindsey Brown – Community Development Officer (QPCC)
- John Tweddle – Green Spaces Manager (WCC)
- Dave Sears – Green Space Manager (WCC)
- Marcin Bergius – Ground Operations Manager (Continental)
- Kyla Fry - Senior Resident Liaison Officer (Axis)
- Ionut Vasiliu - Contract Manager (Axis)

It is the plans agreed in this meeting that form the basis of this proposal.

3. Aim

The overall aim is to turn the hut into a shared community space for use by WWC, Continental staff, QPCC and approved community groups. In doing so the hut will:

- Become a base for local community and resident-based environment, gardening, education, youth and sports organisations to run existing activities from, as well as to create opportunities for agreed new activities as a result of improved facilities.
- Support space for day teams working on QPCC's range of popular annual events and make possible numerous additional events such as open air cinema and theatre currently restricted by the lack of amenities, e.g. changing room, charging points, set-up and storage.
- Help the community to reduce its plastic use and increase recycling in the park by reducing the need for bottled water and providing recycling facilities.

The initial intention is to trial sharing the use of the hut starting with a simple refurbishment to the interior, a reorganisation of yard and shared user agreement, the details of which are contained in this document. If successful, it may be that in the future we look to add new developments such as an external, planted "green-wall" facing onto the forecourt, increasing biodiversity in the park.

It is important to acknowledge that the hut will primarily remain as a base for Continental staff to work from. Only approved organisations and groups who complete a user agreement, not the general public, will be able to gain access to the hut and its facilities.

4. Objectives

To successfully share usage of the hut, it is important to create a safe, enjoyable and respectful environment for all stakeholders involved. Therefore, we will look to:

- Conduct a simple refurbishment the interior of the hut, which is currently run down, full of old furniture and has a disused kitchen. We will also replace the current kitchen.
- Change of usage for one window to create a hatch with a secure cover (roller blind or fixed shutter) that can be used to supply simple snacks and drinks.
- Working with Continental, reorganise the forecourt, currently full of old materials, and section off areas that are safe for the community to access and areas that are for Continental use only.
- Replace the existing entrance gate to the hut from park interior to open externally 180 degrees to allow access to the hatch.
- Implement a shared usage agreement between WCC, Continental staff and QPCC to ensure that the shared usage of the Park Hut works for all parties concerned. This includes making that the work and break periods of Continental staff are not disrupted by the shared usage.

A full list of planned works can be found in **Appendix 1** of this document.

5. Who will benefit from the project and why

- **WCC** will benefit from the refurbishment of one of their assets for little cost and by demonstrating their commitment to supporting community activities.
- **Continental staff** who use the hut daily will benefit from an upgraded workspace as the interior of the park hut is currently run-down and in need of attention.
- **Community groups** will benefit from being able to use the space as a base for their activities and use of the facilities.
- **Residents** in Queen's Park will benefit an increase in the range of existing activities of approved groups.

6. Prospective groups.

The following groups are indicative of the groups that would use the hut and the frequency they might use it:

- Friends of Queen's Park Gardens (weekly Saturday morning volunteer sessions)
- Queens Park Community Council (one off community events)
- HCGA weekly community gardening sessions – (Thursday mornings and 1 Saturday a month in and occasional corporate workdays – approx. 3-4 per year)
- Football and other sports groups (2–3 afternoons per week)
- School /nursery groups (2–3 mornings per week)

A clear timetable will be established with Continental Staff and all access by groups will fall within regular seasonal park opening and closing hours.

An outline shared user agreement is included in **Appendix 2**.

7. Planned modifications / adjustments and costs

At the 13 November meeting, and subsequent follow-ups, representatives from their respective organisations committed to contribute the following:

Modification	Provider	Cost
Refurbishment of park hut interior and installation of a new kitchen	Axis	In-kind
Change of usage for one window to create a hatch with a secure cover (roller blind or fixed shutter).	Axis	£1000 (QPCC to pay)
Replacement of access gate	WCC	In-kind
Table and chairs	QPCC	tbc

8. Ongoing costs

QPCC propose that ongoing costs are covered as follows:

Modification	Provider	Cost
Additional cleaning materials for community groups to use	QPCC	Approx. £20 per month
Monthly cleaner	QPCC	Approx. £50 per month
Utilities and existing overheads	WCC	As current

9. Time Frame

It is hoped to have received approvals from WCC to proceed with the project by end of March 2020, in which case the following timeframe will provisionally apply:

- WCC approvals to proceed with – **End of March 2020**
- Further QPCC consultations with potential user groups and submission of Shared-User Agreement for review by WCC and Continental Management - **Friday 10 April 2020**
- Final specifications and agreements for all works involved - **Friday 10 April 2020**
- All agreed works to take place - **May/June 2020**, to be completed in plenty of time for the Summer School Holidays and the project to be a highlighted QPCC/WCC project at the annual QPCC Summer Festival.
- Review of trial between WCC, Continental and QPCC – **July 2021**

Continental staff will be consulted on the timing of works to ensure they do not feel displaced whilst work is taking place.

Appendix 1 – List of planned works

Exterior modifications and outdoor space adjustments:

- Axis to replace the hut window to the far left of the main door with a hatch. At the minute this is not feasible as the gate folds inwards. WCC parks agreed to pay to replace the gate with one that could open 180 degrees outwards and fold against the shrubbery which would provide a clear entrance to the forecourt and not block the hatch.
- Continental staff to section off and clear out of half of the forecourt for community use and half for Continental staff to use as a working yard, divided down the middle. This means that community groups will be able to access the tool storage space and water tap safely and there will be some outdoor space for activities. The Continental area will be accessible by vehicle from the road facing gate so they will be able to work without disruption if the hut is in use by a community group. This will be done using herras fencing so that the space can be used flexibly by Continental staff if needs be.
- Continental staff to clear out the tool storage space and divide the space between Continental staff and community groups.
- QPCC will send through plans to create a sign for the hut on the external wall.
- WCC Parks/Continental Management will be approached to do some additional simple landscaping work in adjacent areas to the hut as their contribution to the project.

Interior modifications

- Axis will undertake and undertake the costs for the following tasks:
 - Replacement of the external door
 - Damp proofing
 - Repairs to the ceiling
 - Deep cleaning
 - Painting
 - Refit the kitchen with new units (taking out the cooker and moving the fridge to the corner)
 - Woodwork in the bathroom
 - Full check of the electrics.

Axis are to confirm that the replacement door will be compliant with disability legislation. It is important to note that they are unable to replace the ramp in-kind to be in line with new legislation. However, this could be adjusted in the future.

- QPCC to cover costs of a large table and chairs to go inside the hut.

Appendix 2 - Outline for shared usage agreement

[The following text outlines the foundation of what will be the shared user agreement policy to be followed by WCC, Continental staff, QPCC and approved community groups].

The park hut in Queen's Park Gardens, W10, is the property of Westminster City Council (WCC) and is used by Continental staff to conduct their duties within the park. Queen's Park Community Council (QPCC) and WCC have agreed to turn the hut into a shared community space for use by Continental staff, QPCC and approved community groups.

To successfully share usage of the hut, it is important to create a safe, enjoyable and respectful environment for all stakeholders involved and that the shared usage works for all parties concerned. The purpose of this policy is to outline a shared user agreement for WCC, QPCC, Continental staff and approved community groups, hereon 'the parties' to agree to and abide to.

1. Users groups, frequency of use and approval

The primary use of the hut is for Continental staff. Agreed community groups will be permitted to use the hut facilities on a timetabled basis. All of the groups and timings will be agreed and approved by the QPCC Director and Dave Sears from WCC Parks.

A monthly timetable of planned use by the groups listed above will be emailed to Dave Sears and put up for display in the hut by QPCC to inform Continental staff which groups are permitted to use the hut and when.

The initial agreed groups are:

- Queens Park Community Council (one off community events)
- HCGA weekly community gardening sessions (every Thursday, occasional Saturdays and scheduled corporate workdays)
- Friends of the Queen's Park Garden's (Saturdays, minimum once a month)
- Football and other sports groups (2–3 times per week tbc)
- School / nursery groups (2–3 times per week tbc)

2. Usage

QPCC and approved community groups may only use the hut at their agreed scheduled times.

The hut and its facilities may only be used by the parties for reasons of their work or agreed activity. None of the parties should use the hut for any other reasons - personal or business related - or access the hut outside of park opening hours and / or agreed times.

3. Access and security

It is understood that security is paramount. Named coordinators (numbers to be agreed) for each group will act as a key holder or will hold a numbered code system (to be agreed with WCC and Axis) for the main door.

There will be a sign-in, sign-out sheet which named coordinators will be required to sign at the beginning or end of each session to track usage. Coordinators must make sure that the door and access gates to the hut are secured when they leave the premises.

Only Continental staff and the named coordinators of HCGA and The Friends will have access to the tool storage area and will be able to leave their gardening tools in this space. HCGA, the Friends and Continental must only use their own respective tools.

The built-in cupboard in the hut is lockable and will be for Continental staff only. Continental staff must make sure that any documents, valuables or belongings are locked up in the cupboard when they are not present in the hut.

QPCC and approved community groups must make sure that all their belongings are cleared from the hut after every session and that nothing is left in the hut.

4. Upkeep

All parties will be required to complete the following actions are completed after each session /day:

- All materials and equipment belonging to the Parties are cleared from the hut (or, for Continental staff, locked up)
- All cleaning materials, hazardous objects and equipment are returned to the designated cupboards and locked up
- For Continental staff, HCGA and The Friends, all gardening tools are locked up in the tool storage area
- Everything within the hut and the shared area of the concrete forecourt is clean and tidy in the manner in which it is found according to a checklist and supporting set of photos showing acceptable standards

It is the responsibility of the named coordinators from QPCC and community groups and Continental staff to make sure this happens. The Community Council will undertake a weekly visit to inspect the premises and collect the sign-in sheets.

Continental Management are to continue to ensure the regular upkeep of the forecourt beyond user groups to make sure it's safe for public use.

5. Complaints Procedure

One person from WCC and one from QPCC will be designated to receive any complaints as to the usage of hut. A follow up policy will be agreed between WCC and QPCC.

6. Managing risks

A full risk-assessment will be carried out by WCC, QPCC and Continental Management which will result a set of procedures and policies to be followed by all users.

7. Compliancy to the agreement

It is the responsibility of WCC and Continental management to make sure that their staff understand and are compliant with this agreement. It is QPCC's responsibility to make sure that QPCC staff and community groups and users do the same.

All Parties will have a full induction and its facilities and sign an agreement.

Report To:	Queen's Park Community Council		
Title:	Risk Log		
Purpose:	For Approval		
Author:	Councillor John McArdle Proper Officer and Responsible Finance Officer		
Date of Meeting	18 March 2020	Agenda Item	149-19/20

1 Summary

This report contains an updated Risk Log and recommends that it be approved by the Council.

2 Recommendations

It is recommended that the Council approve the Risk Log contained in the appendix to the report.

3 Background

- 3.1 The Council maintains a log of events or occurrences which might adversely affect its ability to deliver its programme and activities, together with steps taken to mitigate these risks. This log is reviewed from time to time to ensure that it is kept up to date with the last review being in November 2018 (096-18/19). A revised version, which was discussed in detail at the Forward Planning Group on 11 March 2020, is attached as an appendix to this report and it is recommended that it be approved.

Queen's Park Community Council Risk Management Policy	Revised March 2020
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Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives or to execute its strategies successfully. Risk Management is the process by which risks are identified and evaluated then avoided, mitigated or controlled.

Purpose of Document

This document has been produced to enable the Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has a strategy that provides a structured, systematic and focused approach to managing risk, which:

- Identifies the key risks facing the council
- Evaluates the level of risk
- Assigns the management and control of the risk and records findings
- Reviews, assesses and revises procedures where required.

The details of these are contained in the Schedule to this document which categorises them into Management; Finance; Information and Data; Liability; Council Reputation, Propriety; and Assets.

The Council does not operate a separate Business Continuity / Disaster Recovery Plan but addresses these issues in this document.

Responsibility

Queen's Park Community Council is committed to identifying and managing risks. The Council will carry out any appropriate action necessary to reduce or eliminate risks.

The Chief Officer and Forward Planning Group will review risks on a regular basis, including any newly identified risks, and report findings to the Council. The review will include identification of any unacceptable levels of risk.

Councillors are ultimately responsible and should therefore:

- a) take steps to identify key risks facing the Council;
- b) evaluate the potential consequences to the Council if an event identified as a risk takes place;
- c) decide upon appropriate measures to avoid, reduce or control the risk or its consequences.

1 Management

Subject	Risk(s) Identified	High/ Medium/ Low	Management/Control of Risk	Review/ Assess/ Revise
1.1 Business continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L/M	The Council uses a hosted service and all computer files are backed up on an ongoing basis onto Citrix. List of passwords and access procedures stored securely, the process for recovery being known to the officers, Chair and Vice-Chair. In the event of the CO being indisposed the Chair can contact SSALC and NALC for advice and support. Loss of Key Staff insurance and Business Continuity insurance is in place.	Review annually Assess ongoing to improve procedures. Dependent on other procedures being followed
1.2 Meeting location	Adequacy Health and Safety	L	Meetings are held in Beethoven Centre which has available wheelchair access. If required meetings can be re-located to a larger room. Health & Safety is considered to be adequate.	Review bi-annually
1.3 Council records - paper	Loss through theft, fire, flood or other damage	L	Important documents are scanned and held electronically	Likelihood is low Review bi-annually
1.4 Council records – electronic	Loss through damage, fire, flood, corruption of data	L	Remote secure back up through Microshade/Vision ICT.	Review annually
1.5 Staff	Loss of key staff Fraud Actions carried out Emergency response	H L L L	Systems are in place to provide cover for staff absence using our network to provide cover so that legal requirements and basic services can be met. Fidelity guarantee in place via insurance. Councillors carry out regular review of bank reconciliation. Regular reporting of actions completed and outstanding via meetings with Chair and reports to Council. Officers' 'next of kin' contact details held by Chair, Vice-Chair, and Beethoven Centre reception.	Maintain annually Regular review Procedures regularly review with auditor. Finance report and Officers' report are standing agenda items. Annual appraisal process in place.
1.6 Volunteers	Safeguarding	M	A Safeguarding Policy is being put in place and an individual assessment will be made before volunteers are deployed to any event or activity.	To be reviewed after one year in the light of use.

	Accident	L	A task-specific Risk Assessment will be undertaken before any new activity is undertaken, or reviewed before any repeated activity, to ensure that safe practices are followed.	To be reviewed for each activity.
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2 Finance				
Subject	Risk(s) Identified	High/ Medium/ Low	Management/Control of Risk	Review/ Assess/ Revise
2.1 Precept	Adequacy	L	Sound budgeting to underlie annual precept. Council receives regular budget updates. Precept is agenda item at January meeting. Reviewed by Internal audit.	Existing procedure adequate. Annual review of financial regulations.
2.2 Insurance	Adequacy Cost Compliance Fidelity Guarantee	L	Cost reviewed and cover assessed annually at renewal date and checked for every major event. No additional measures required.	Reviewed annually
2.3 Banking	Inadequate procedures	L	Control identified in a Financial Regulations, process via sign off by councillors, review by internal audit and internal controls.	Review via Financial Regulations annually
2.4 Cash	Loss via theft or dishonesty	L	Limited cash transactions and petty cash system discontinued. Income receipted and banked in accordance with Financial Regulations.	Review via Financial Regulations annually
2.5 Financial controls and records	Inadequate checks	L	Reconciliation to be checked by council and minuted. Councillor authorisation of bank payments after set up by CO, copied to all signatories. Internal and external audit. All receipts and payments presented to council approved and minuted. Any s137 payments recorded.	Review via Financial Regulations and internal controls annually
2.6 Salaries	Incorrect payment or process	L	Payroll specialist at PTD used and figures checked monthly. Payroll records prepared for sign-off by councillors. Reviewed by Internal audit.	Review as part of Financial Regulations.
2.7 VAT	Reclaim not processed	L	The Council is now enrolled in 'Making Tax Digital' whereby returns are submitted automatically by the RBS system. Reviewed by Internal audit.	Review as part of Financial Regulations.
2.8 Annual Return	Not submitted in time	L	Council aware of timing process by 30 th June. Monitored through internal audit who are booked for early June. Annual return completed and signed by the council, submitted to the	Existing procedures adequate

			internal auditor for section completion. Checked and sent on to external auditor.	
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3 Information and Data				
Subject	Risk(s) Identified	High/ Medium/ Low	Management/Control of Risk	Review/ Assess/ Revise
3.1 Freedom of information	Non-compliance with act	L	Documented procedure for dealing with requests approved in May 2016. Occasional requests received and answered promptly.	Review annually. Monitor impact of requests made and if significant and report to Forward Planning Group
3.2 Data protection	Non-compliance with act	L L	Registration made April 2018 No requests to date GDPR documented procedures May 2018	Review annually. Monitor and report impact of requests made if significant

4 Liability				
Subject	Risk(s) Identified	High/ Medium/ Low	Management/Control of Risk	Review/ Assess/ Revise
4.1 Legal powers	Illegal activity or payments. Working Groups taking decisions.	L L	All activities and payments made within the powers of the council, resolved and clearly minuted. Group coordinators clearly briefed., reporting regularly to CO and council.	Ongoing review Ongoing review
4.2 Minutes, agendas and standing documents	Accuracy and legality Non-compliance with statutory requirements	L L	Minutes and agendas are produced in prescribed method; approved and signed off at next meeting; and published according to legal requirements. Business conducted at council is managed by the Chair with advice from Chief Officer. Standing Orders & Financial Regulations based on NALC models.	Review on regular basis Chair's and clerk's training Annual review
4.3 Public liability	Risk to third party property or individuals	M/L	Insurance is in place, risk assessments of individual events to be undertaken, monitored by WCC.	Written risk assessments for major public events.

4.4 Employers' liability	Non-compliance with legal requirements	L	Insurance in place. Ensure adequate training & procedures for councillors and CO.	Employment law training to be considered.
4.5 Legal liability	Legality of activities	L	CO has access to advice via SSALC and SLCC membership.	Maintain membership of SSALC/NALC and SLCC

5 Council Reputation

Subject	Risk(s) Identified	High/ Medium/ Low	Management/Control of Risk	Review/ Assess/ Revise
5.1 Code of conduct	Non-compliance	M	Code adopted 2016. CO to give informal advice, support if necessary from WCC legal team. Consider training for councillors.	Review annually
5.2 Members' interests	Conflict of interest. Failure to register interests.	L L	Agenda item on every meeting. Updated register of interests reviewed as part of audit process. Register updated annually. CO to give informal advice.	Monitored by internal auditor. Review annually
5.3 Elector Challenge	Council tax-payers petitions for the Council to be abolished.	M	Contiguous promotion of the good work undertaken by the Council, and the development of partnerships with other stakeholder organisations working in the area.	Monitored generally and reviewed annually.

6 Assets

Subject	Risk(s) Identified	High/ Medium/ Low	Management/Control of Risk	Review/ Assess/ Revise
6.1 Asset Register	Assets not recorded	L	Council has agreed a <i>de minimus</i> threshold of £1,000 so the only assets is the printer / scanner / copier purchased for £1,500.	Entered first in 2020, to be updated annually.

First draft prepared November 2016
Revised March 2020

Approved:

Next Review: March 2021



Report To:	Queen's Park Community Council		
Title:	Safeguarding Policy		
Purpose:	For Approval		
Author:	Councillor John McArdle Proper Officer and Responsible Finance Officer		
Date of Meeting	18 March 2020	Agenda Item	150-19/20

1 Summary

This report recommends that a safeguarding policy be adopted by the Council.

2 Recommendation

It is recommended that the Council approves the Safeguarding Policy contained in the appendix to this report.

3 Background

- 3.1 Until now the Council has not had a safeguarding policy, but it is considered that it will be prudent to have one as some of the events that it organises, or activities that it funds, may involve children or vulnerable adults.

Queen's Park Community Council

Policy and Procedures

Safeguarding Children, Young People and Vulnerable Adults

Introduction

1. **Queens Park Community Council (QPCC) fully accepts its role and responsibility in safeguarding children and vulnerable people. This policy is for all staff, elected members, volunteers and contractors. This Policy is vital to the Council's role as owner, provider and operator of children's play areas, open spaces and sporting facilities including any facility that the Council provides.**

Any outside partner agency/groups/individual we fund or joint work with that are working with children and vulnerable people on Queens Park Community Council providing facilities has full responsibility to ensure that the users are safeguarded.

(Please see Appendix 4 – 'The Core Statement for grant applicants and partner groups & organisations')

2. **Queens Park Community Council (QPCC) aims to work in a way that helps, as far as possible, to safeguard the welfare of children, young people and vulnerable adults.**

3. **QPCC will ensure that:**

- all employees involved in working in close proximity to children, young people and vulnerable adults implement good working practices to ensure a safe and healthy environment;
- all employees are aware of welfare protection issues both in the context of organised activities and within the home and community;
- all staff, elected members, volunteers and contractors are aware of child protection and shall know the procedure to follow if there is a protection issue.
- All staff, elected members, volunteers and contractors are in receipt of this policy.
- All staff, elected members, volunteers and contractors are aware of and alert to the main types of abuse and the procedure in reporting any concerns. *(See Appendix 1: 'Categories and Signs of Abuse')*.

4. **QPCC recognises that in providing facilities for children, young people and vulnerable adults there is a need to provide and maintain a high degree of physical and emotional wellbeing. Therefore, the following procedures will be implemented:**

- ensure employees are aware of the safeguarding children, young people and vulnerable adults policy and procedures;
- ensure employees and members of the public can effectively report concerns about children, young people and vulnerable adults at risk;

- operate sound recruitment and selection procedures for employees to ensure suitability for working with children, young people and vulnerable adults; identify and enable appropriate welfare protection training to take place for employees who work with children, young people and vulnerable adults;
- maintain appropriate records of training, risk assessments, referrals and escalation of concerns
- demonstrate best practice in ensuring the safety of children, young people and vulnerable adults.

For all levels of training the implementation of a 'refresher' programme will ensure the maintenance of levels of awareness and provide details of any change.

In addition, safer recruitment training will be provided for staff involved with recruitment of these groups.

(See Appendix 2: 'Promoting Good Practice when working with children, young people and vulnerable adults')

Responding to Disclosure, Suspicions and Allegations of Abuse

5. It is not the responsibility of QPCC employees to decide whether or not abuse is taking place. False allegations of abuse do occur, although they are extremely rare. If a person says or indicates that they are being abused or information is obtained which gives concern that a person may be being abused, immediate action should be taken.
6. QPCC will inform the appropriate authority of any suspected cases of abuse reported to them.

Confidentiality

7. Confidentiality is a key issue in safeguarding children, young people and vulnerable adults. Whilst information generally should not be shared, it must be shared with appropriate agencies to ensure that a person is not left unprotected.

Data Protection

8. Occasionally there will be a need or requirement to collect and use certain types of information on children, young people and vulnerable adults. This personal information must be dealt with properly however it is collected, recorded and used – whether on paper, in a computer, or recorded on other material - and there are safeguards to ensure this in the Data Protection Act 1998. (Personal information is data that relates to a living individual who can be identified from the data).
9. The lawful and correct treatment of personal information is very important and wherever such information is kept there is a need to comply and adhere to the principles of data protection, as

enumerated in the Data Protection Act 1998. BTC's Data Protection Policy is available on the website.

Reporting Concerns

10. If you have any concerns you should write down what you have seen or heard that gives you concern, keep that document safe and confidential. Complete a reporting form and contact QPCC's Chief officer as soon as possible. *(See Appendix 3)*
11. If there is an imminent risk of harm, then you should phone 999; otherwise you may phone 101. A form will also need to be completed and submitted to the Chief Officer as soon as possible.

Nominated Officer (Chief Officer, John McArdle)

12. This person is available to advise employees and elected members and are required to:
 - be familiar with protection procedures;
 - ensure there are effective internal procedures to handle concerns;
 - be the link person with relevant agencies;
 - attend appropriate training.

Suspected Abuse or Bullying by Council Employees

13. If an allegation of abuse is made against a Council employee, the Council's Grievance and/or Disciplinary Procedures will be followed and appropriate action taken.
14. All allegations of abuse against an employee must be reported to the Chief Officer. In cases involving employees in an allegation of sexual abuse, including the observing, handling or distributing of materials in any media that involve the sexual abuse of children, young people and vulnerable adults, the matter will be immediately referred to the police by the Chief Officer.
15. QPCC assures all employees that it will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concerns about a colleague's practise or the possibility that a person may be being abused or bullied.

Acceptable and Unacceptable Behaviour

16. QPCC has a duty to have a **designated Councillor** to be involved in the management and oversight of individual cases. This person has responsibility for:
 - Ensuring that QPCC operates procedures for dealing with allegations in accordance to Westminster's Safeguarding Boards' guidance resolving interagency issues;
 - Liaison with the Westminster Safeguarding Boards on any issues.

Child Death Review Process

- 17.** All members of the Westminster Safeguarding Board are required to provide a senior officer contact to the Board. This person will act as a first point of contact for any deaths of children, young people and vulnerable adults that the organisation may be the first to be aware of and to ensure that there is an effective response.

- 18.** If you become aware of the death of a child, young person or vulnerable adult in the course of your professional duties you should immediately contact the Chief Officer

Categories and signs of abuse

Physical Abuse

May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a person for whom they are caring.

Emotional abuse

Is the persistent emotional ill-treatment such as to cause severe adverse effects. For example, it may involve conveying to children, young people and vulnerable adults that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed. It may involve causing children, young people and vulnerable adults to frequently feel frightened or in danger, or their exploitation or corruption. Some level of emotional abuse is involved in all types of ill-treatment, though it may occur alone.

Sexual abuse

Involves forcing or enticing a person to become involved in any way in sexual activities, whether or not they are aware of what is happening.

Sexual Exploitation

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's or young person's immediate recognition; for example, being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Neglect

Neglect is the persistent failure to meet basic physical and/or psychological needs, and is likely to result in the serious impairment of health or development.

Financial or material abuse

Financial abuse, including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions or the misuse or misappropriation of property, possessions or benefits of vulnerable adults.

The Signs of Abuse

The following factors should act as indicators in situations of potential or actual abuse:

- unexplained or suspicious marks, bruises, fractures, burns/scalds or injuries to the mouth and eyes;
- poor physical condition or delayed speech and language development in children
- a change in behaviour or appearance;
- inappropriate sexual awareness in children
- a statement by a child or person that he or she has been victimised;
- distrust of others, particularly those with whom a close relationship would normally be expected;
- difficulty making friends or socialising;
- prevention from socialising with other children, young people or adults. It should be recognised that this list is not exhaustive and the presence of one or more of these indicators is not proof that abuse is actually taking place.

Promoting Good Practice when working with children, young people and vulnerable adults

It is possible to reduce situations in which abuse can occur and help protect employees by promoting good practice. The following guidelines should be used to ensure this can be achieved:

- Always ensure that you follow safer recruitment practices always work in an open environment, avoiding private or unobserved situations;
- Treat all children, young people and vulnerable adults with equal dignity and respect
- always put the welfare of the person first;
- maintain a safe, appropriate and professional distance with children, young people and vulnerable adults
- build balanced relationships based on mutual trust which empowers children, young people and vulnerable adults to share in the decision making process;
- make activities fun, enjoyable and promote fair play;
- ensure that if any form of manual / physical support is required, it should be provided openly and with due care;
- keep up to date with the appropriate technical skills and qualifications; ensure that if children are supervised that they are accompanied by at least two employees;
- be an excellent role model - this includes not smoking or drinking alcohol in the company of children, young people and vulnerable adults give enthusiastic and constructive feedback rather than negative criticism;
- recognise the developmental needs and capacity of children, young people and vulnerable adults;
- ensure that equipment and facilities are safe and appropriate to the age and ability of the person
- ensure that high standards are maintained at all times.

Practice to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of a senior officer, guardian or carer or the child's parent, for example:

- spending excessive amounts of time alone with children, young people and vulnerable adults away from others oversight;

- taking unaccompanied children, young people or vulnerable adults on car journeys, however short, on your own
- taking children, young people and vulnerable adults to your home.

Employees should never:

- engage in rough, physical or sexually provocative games, including horseplay;
- allow or engage in any form of inappropriate touching;
- allow children to use inappropriate language unchallenged;
- make sexually suggestive comments to a person, even in fun;
- allow allegations made by a person to go unrecorded or not acted upon;
- do things of a personal nature for children, young people and vulnerable adults that they can do for themselves;
- invite or allow children, young people and vulnerable adults to stay at their home;
- constantly shout at and/or taunt a person.

Appendix 3

Safeguarding Incident Reporting Form

Guidance Notes: in all cases of a safeguarding incident or concern, this form should be completed and submitted to Chief Officer (John McArdle) as soon as possible after the incident. At the time of the incident, a handwritten note may be made by the employee to include date, time, signature and printed name. But this information must be transferred onto this form and submitted, ideally within 24 hours of the incident.

Is this report for information only, or does it require action? Please tick

Information only		Requires action	
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Person reporting the incident or concern

Name	
Job Title (if internal)	
Address (if external)	
Contact number	
Relationship	
Method of referral (Phone/in person)	

Time and date of record being made	Time	Date

Is the person a (please tick):

Child	Young Person	Vulnerable Adult	Other (please state)

Perceived gender	
Name of child/vulnerable adult if known	

Details of the individuals to whom the concern relates eg:

- Family details
- Address
- Age(s)
- Are there any other children in the house (give details)
- Details of other occupants (if Known)

Time and date of the incident	Time	Date

Describe the incident or reason for the concern. Please give a factual account and specify the location where the incident took place. Include the person's own words where possible. Please add any other useful information.

--

Please specify the action taken by you and others so far (as applicable)

--

Please specify any other agencies informed, including names, dates and times of anyone spoken to.

--

Declaration and Signature

I confirm that I have completed this form giving factual information and it is a record of what I saw and /or heard.

Signature

--

Print name

--

Date	
------	--

Privacy Statement
The information collected on this form is strictly private and confidential and should only be shared on a need to know basis.

Appendix 4

Queen's Park Community Council Safeguarding of children and vulnerable adults Statement for applicants and those we fund and work with Core Statement

All Queen's Park Community Council (QPCC) funded organisations, individuals and projects that work with children and young people or vulnerable adults are required to have a safeguarding policy and active procedures in place.

Requirements

QPCC expects those that it funds who work with children, young people or vulnerable adults to have the following in place:

- A good understanding of the issues around safeguarding and their obligations in law;
- Have in place a safeguarding policy and procedure that is up to date with the legislative and policy requirements of the relevant nation;
- Be able to demonstrate good quality leadership and management, including clarity around leadership on safeguarding issues;
- Have enough staff to provide a safe service;
- Have the necessary checks in place for relevant staff eg: Disclosure and Barring Services checks;
- Promote a culture of openness and transparency;
- To work in partnership with their local safeguarding services

QPCC's funding agreements have terms and conditions about safeguarding so that the requirements are clear.

QPCC cannot offer advice on developing a safeguarding policy and procedures as this is a specialist area of expertise. A number of advisors are available, and we recommend that those seeking advice contact the National Society for the Prevention of Cruelty to Children (NSPCC) who offer a range of information, advice, training and resources for organisations and individuals who work with children, young people and vulnerable adults.

Our Staff

QPCC staff do not work directly with children and young people or vulnerable adults as part of their jobs and therefore do not have Disclosure and Barring Services (DBS) checks.

Our staff cannot be left in sole charge of children, young people or vulnerable adults when visiting project/group we fund and will refuse to do so if asked.

If we receive an allegation or identify an issue of concern.

If we receive an allegation in good faith or identify an issue of concern ourselves and believe that children, young people or vulnerable adults may be at risk through a funded organisation, individual or project we will contact the appropriate authorities.

Appendix 5

Useful Contacts for Safeguarding

Please contact Queen's Park Community Council's Chief Officer in the first instance:

Councillor John McArdle Email: jmcardle@queensparkcommunitycouncil.go.uk Mobile: 07795974830

Consultation and Advice about a child/young person resident in the City of Westminster

To report a concern about a child or young person in Westminster please contact:

Westminster Access Team – Tel: 020 7641 4000
(Out of hours – 020 7641 6000)
Email:
AccesstoChildrensServices@westminster.gov.uk

For case consultations or follow-up enquiries please contact the Duty Child Protection Adviser in the first instance on 020 7641 7668.

Gourita Gibbs
Child Protection Adviser
Telephone: 020 7641 4199
Email: ggibbs@westminster.gov.uk

John Griffin
Child Protection Adviser
Telephone: 020 7641 1615
Email: jgriffin@westminster.gov.uk

Gabby Bernard
Child Protection Adviser
Telephone: 020 7641 4003
Email: gbernard@westminster.gov.uk

For LADO consultations and referrals please contact the duty Child Protection Adviser on:

Telephone: 020 7641 7668
Email: LADO@westminster.gov.uk

Safeguarding and Child Protection Training,
Consultation and Advice for Schools and Education
Di Donaldson
Safeguarding Lead for Schools and Education
Mobile: 07890 397 061
Email: di.donaldson@rbkc.gov.uk

Tri-borough FGM
Rochelle-Ann Naidoo
Tri-borough Senior Practitioner
Telephone: 020 7641 1610
Email: rnaidoo@westminster.gov.uk

Consultation and Advice about a child/young person resident in the City of Westminster (Conti)

PREVENT
Kiran Malik
Prevent Programme Manager, Westminster
enquiries only
Telephone: 020 7641 5071
Email: kmalik@westminster.gov.uk

Tri-borough Multi-Agency Safeguarding Hub
(MASH)
Karen Duncan
Tri-Borough MASH Business Support Officer
Telephone: 020 7641 3991
Email: kduncan1@westminster.gov.uk

Bi-Borough Admissions and Access to Education
(Children Missing Education, Child Employment and
Elective Home Education enquiries)
Wendy Anthony
Bi-Borough Head of Admissions and Access to
Education
Telephone: 020 7745 6440
Email: wendy.anthony@rbkc.gov.uk

Safeguarding Adults in Westminster

If you have concerns that a vulnerable adult is being subjected to abuse or neglect

Safeguarding helpline: 020 7641 2176 and for out of hours ring 020 7641 6000 Email: adultsocialcare@westminster.gov.uk

SAFEGUARDING ADULTS in K&C (if you have concerns that a vulnerable adult is being subjected to abuse or neglect)

Safeguarding helpline: Tel: 020 7361 3013 (9am to 5pm) / Tel: 020 7373 2227 (out-of-office-hours) Email: socialservices@rbkc.gov.uk

Designated Adult Safeguarding Manager (Westminster & K&C) is Molly Larkin: molly.larkin@nhs.net

In an emergency call the police on 999.

Report To:	Queen's Park Community Council		
Title:	Recruitment		
Purpose:	For Decision		
Author:	Councillor John McArdle Proper Officer and Responsible Finance Officer		
Date of Meeting	18 March 2020	Agenda Item	151-19/20

1 Summary

This report sets out the process for recruiting a new Community Development Officer.

2 Recommendations

It is recommended that the Council approve the proposals set out in section 4.

3 Background

3.1 Following the resignation of the Community Development Officer the HR Committee met on 4 March to discuss the recruitment of a replacement.

4 Proposed Recruitment Process

4.1 It was decided that experience had shown the importance of this role to the Council, and that the hours available be extended from three days to four, with the option of adding a fifth day if the nature and volume of the work justified it, and that the post be upgraded. It was also decided that the post should be advertised as within Grade LC2 Spinal Column points 32 – 38 (£29,636 - £34,788 plus London Weighting).

4.2 It is proposed that a task and finish Working Group, comprising the members of the HR Committee be set up to undertake the recruitment including finalising the Job Description and Role Profile, advertising the vacancy, selecting a short list, interviewing candidates, and selecting an appointee.

4.3 It is proposed also that a specialist recruitment agency be used to support the process. All costs of the recruitment will be met from within the HR budget.

4.4 The timetable for the recruitment will be as follows:

- 18/03/20 – Confirm Job Description
- 18/03/20 – Council to confirm recruitment process and select interview panel
- 19/03/20 – Post to be advertised
- 14/04/20 – Closing date for applications
- 15/04/20 – Shortlisting starts
- 29/04/20 – Interviews

Report To:	Queen's Park Community Council		
Title:	Officers' Report		
Purpose:	For information and discussion		
Author:	Councillor John McArdle Proper Officer and Responsible Finance Officer		
Date of Meeting	18 March 2020	Agenda Item	155-19/20

1 Summary

This report sets out some of the activity undertaken by Officers since the last meeting and activities proposed for the next month.

2 Recommendations

That the Council notes the Report.

3 Main tasks / issues since last full meeting of Council

The Voice	A bumper twenty page edition has been written and is in the final stages of preparation for printing.
Community Grants	The February 2020 round has been completed and is the subject of a paper on the agenda.
Queen's Park Gardens	Meetings have been held with the reappointed suppliers for services in the park.
Park Hut	Work continues with the repurposing of the park hut.
Finance	Work continued to update the finance files and systems and to ensure compliance with the Financial regulations. Westminster City Council has issued the Community Charge Notices with our precept on them. All bills are being paid as they come in to help the cash flow of small suppliers. The grant for tree planting offered to St John's has been declined.
Strategic governance	A further updated paper was prepared to inform a discussion on strategic governance at this meeting.
Communications	The Mail Chimp account has been again used to distribute the e-newsletter.
HR	Preparations have commenced for the recruitment of a new CDO and arrangements put in place for cover to be provided till then.

4 Main tasks / issues over the forthcoming month

Office Hours	The office will not normally be attended so an appointment should be made by anyone wishing to call in.
The Voice	The March edition will be delivered soon for distribution.
Community Grants	Evaluation of the bids received will be undertaken and a grants Panel meeting held on 4 March to make recommendations to the March meeting of the Council.
Finance	Work will continue on getting the finances in order.
Policies	Work will continue on reviewing the policies for the May meeting.
Strategic governance	Actions arising from the decisions taken by the Council on the paper to this meeting will be undertaken.
Recruitment	Recruitment will continue for filling the CDO role.



You are hereby summoned to attend an **Extraordinary Meeting** of the **Community Council**

to be held in **Queen's Park Gardens, Ilbert Street, London W10 4JQ**

on **Monday 23 March 2020** at **6.00pm**.

Councillor John McArdle – Proper Officer

17 March 2020

AGENDA

- 156-19/20 Apologies for absence** – to receive and approve any apologies for absence.
- 157-19/20 Declarations of interest.**
- 158-19/20 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).*
- 159 -19/20 Emergency Delegation and Arrangements** - to consider a report which recommends temporarily modifying the Scheme of Delegations, Financial Regulations, and Standing Orders during the COVID19 pandemic.

Councillor John McArdle – Proper Officer

Report To:	Queen's Park Community Council		
Title:	Emergency Delegation and Arrangements		
Purpose:	For decision		
Author:	Councillor John McArdle Proper Officer and RFO		
Date of Meeting	23 March 2020	Agenda Item	159-19/20

1 Summary

This report recommends that the Council make alterations to the Scheme of Delegations and Financial Regulations as a result of the COVID19 pandemic

2 Recommendations

That the Council AGREE to extend the delegation of Council decisions to the Proper Officer during any period of restricted activity declared by the Government in respect of the Covid-19 virus. Such delegation to enable the Council to fulfil its responsibilities to its residents.

3 Background

- 3.1 This report was written on 18 March 2020 and based on current information and guidance from a range of sources including Westminster City Council, the National Association of Local Councils (NALC), the UK Government and World Health Organisation. It is inevitable that things will change between then and the date of the meeting so updates will be provided at the meeting.
- 3.2 As there is no immunity to COVID19 virus, it is estimated that up to 80% of the UK population will become infected at some point during the course of the outbreak which is predicted to last at least 4 months in the UK. According to the Governments action plan up to 20% of the population which would include the Council's staff/Councillors may be infected during the peak of the outbreak.
- 3.3 The Government continues to issue ever more stringent guidance and at the time of writing has just declared that schools will close from Friday 20 March. The latest information can be found on the following link: <https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>
The Council's measures therefore should reflect the Government strategy and prioritise the shielding of all "At Risk" groups.
- 3.4 The three main priorities for the Council are:
- Ensuring the health and safety of staff, Councillors, volunteers, contractors and members of the public participating in Council activities
 - Maintaining effective and lawful decision-making processes
 - The continuing operation of essential services and contractual obligations.

- 3.5 The Council currently occupies an office in the Beethoven Centre, and the Centre has been closed to visitors already and will close to everyone on Friday 20 March. No decision has been taken on when it will reopen but that is unlikely to be for several months.
- 3.6 In the meantime the Proper Officer has removed from the premises key files that are needed to carry on the work of the Council and will do this from home. A redirection has been applied for with the Royal Mail and one will be arranged with the telephone supplier. The Interim Communications Manager, covering for the work of the Community Development Officer, will also work from home.
- 3.7 It is a requirement of the Local Government Act 1972, that council business shall be conducted at public meetings of the council and any committees. Whilst councillors and the public may choose not to attend, the Proper Officer cannot. There is also a requirement that any meeting be attended by a quorum of at least four councillors for any decision to be made.
- 3.8 Local Government Secretary Rt Hon Robert Jenrick MP announced support for local councils on 16th March 2020 including the following:
- *Councils will be able to use their discretion on deadlines for Freedom of Information requests*
 - *The deadline for local government financial audits will be extended to 30 September 2020*
 - *It will consider bringing forward legislation to remove the requirement for annual council meetings to take place in person*
 - *It will consider bringing forward legislation to allow council committee meetings to be held virtually for a temporary period*
- NALC has been working closely with civil servants, and providing updates by email and on its website. [NALC Update](#)
- 3.9 It is anticipated that Emergency Legislation will be laid before Parliament on Thursday 19 March 2020. In the light of this legislative change, the Proper Officer may alter the recommendation in this report including in respect of online meetings if these are to be permitted.
- 3.10 Whilst the Proper Officer currently has a wide range of delegated authority, as set out in the Financial Regulations, and Scheme of Delegations there is a need to ensure that the Council can continue to operate during any “lockdown” period. Copies of these documents are circulated with this report.
- 3.11 Delegation of decision making under The Local Government Act 1972 allow for delegation to an officer, in such cases this can be in consultation with councillors, although councillors themselves cannot make decisions other than as part of a committee or sub-committee.
- 3.12 It is therefore suggested that the revised delegation as per the appendix be approved subject to the confirmation of councillors as highlighted in the document.

Appendix: SCHEME OF DELEGATION DURING COVID19 OUTBREAK

1 BACKGROUND

- 1.1. The Council has been monitoring Government advice as the COVID19 pandemic escalates in the UK. This policy has been developed in response to that advice which as of 16th March 2020 has introduced social isolation measures to such an extent that the Council is no longer able to meet according to the requirements of the Local Government Act (1972) to conduct its business and staff are required to work from home
- 1.2. The Council has conducted a review of operations which is now dependent upon the delegation of further authority to the Proper Officer/RFO in order to ensure that the Council will be able to operate its business to the best of its abilities during the pandemic while protecting, as far as is reasonably possible, its employees, Councillors, volunteers, contractors and members of the public

2 OPERATIONAL PERIOD

- 2.1 This policy will come into effect immediately the Chairman closes the meeting of the Council at which this policy is approved on Monday 23 March 2020
- 2.2. This policy will be rescinded by a subsequent Council meeting when all Councillors and Members of the public are next able to meet in person in accordance with Government advice in respect of the COVID19 outbreak and the requirements of the Local Government Act (1972)

2 3 ROLE OF THE PROPER OFFICER

- 3.1. The Proper Officer /RFO is the only individual in law who can act on behalf of the Council and lead the administration of all the Council's activities. Some obligations are statutory whilst others are determined by the Council as part of the Proper Officer's job description. These delegated powers therefore arise as the everyday duties of the Proper Officer and Responsible Finance Officer, including management of all staff, services and finances.
- 3.2. The purpose of this policy is to delegate further authority to the Proper Officer in order to ensure the Council can continue to operate its business to the best of its abilities for the benefit of the Queen's Park community.
- 3.3. The Proper Officer can delegate authority to other staff. In the event that the Proper Officer is temporarily incapacitated and unable to carry out their duties during the operational period, all delegated authority will pass to that officer for the period the Proper Officer is incapacitated.

3 4. DELEGATION OF AUTHORITY

- 4.1. With the exception of matters which the law states cannot be delegated and are reserved for full Council, and any decision requiring Committee or Full Council approval where it is not possible to convene a lawful meeting is hereby delegated to the Chief Officer in consultation with 4 Councillors (named) for the Operational Period
- 4.2. Where practicable, the 4 Councillors should consist of the Chairman of the Council, the Chairman of the HR Committee, the Vice Chairman of the HR Committee, and Councillor Eartha Pond the remaining member of the Forward Planning Group.
- 4.3. In the event that a Councillor in 4.2 is incapacitated during the operational period, then they should nominate a substitute for the period they are incapacitated and notify the Proper Officer accordingly

5. TEMPORARY ALTERATIONS TO FINANCIAL REGULATIONS

- 5.1. The Proper Officer is authorised to make expenditure on revenue items up to the amounts included for that class of expenditure in the approved budget. Financial Regulation 4.1 is suspended during the operational period in favour of authorisation as follows:
- 4 Councillors as described in clauses 4.2 and 4.3 above for all items over £10,000
- 5.2 In cases of extreme risk to the delivery of Council services, Financial Regulation 4.5 permits the Proper Officer to authorise revenue expenditure on behalf of the Council which in the Proper Officer's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure. During the operational period this shall be subject to an increased limit of £10,000 for a single transaction. The Proper Officer shall report such action to the councillors appointed at 4.2 and 4.3 above as soon as possible and to the Council as soon as practicable thereafter.
- 5.3. In respect of Financial Regulation 10.1, it is accepted that in these unprecedented circumstances, there may be insufficient suppliers available to obtain 3 or more estimates or quotations for a specific transaction. The regulations in respect of contracts may therefore be suspended.



You are hereby summoned to attend a **Meeting** of the **Community Council** to be held at on **Wednesday 22 April 2020** commencing at **6.00pm**.

Join Zoom Meeting

Meeting ID: 917 1618 9097

<https://zoom.us/j/91716189097>

Councillor John McArdle, Proper Officer

16 April 2020

AGENDA

160-19/20	Apologies for absence – to receive and approve any apologies for absence from councillors.
161-19/20	Declarations of interest.
162-19/20	Minutes of a previous meeting – to consider the minutes of the meeting of the Council held on 20 November 2019 confirmation and signing as a correct record.
163-19/20	Minutes of a previous meeting – to consider the minutes of the meeting of the Council held on 23 March 2020 for confirmation and signing as a correct record.
164-19/20	Public session – to receive any questions, representations, or petitions from members of the Public. <i>(Members of the Public may speak for up to 3 minutes at the discretion of the Chair).</i>
165-19/20	Revocation of Emergency Delegation and Arrangements - to consider a report which recommends the revocation of the temporary Scheme of Delegations, Financial Regulations, and Standing Orders put in place for the COVID19 pandemic.
166-19/20	Financial report. - to receive a report on the outturn for 2019/20 and the projections for 2020/21.
167-19/20	HR Update – to receive an update on various HR matters
168-19/20	Governance – to approve a proposal to restructure the Council.
169-19/20	Coronavirus Update – to receive an update on the Council's response to the pandemic and discuss the next stages
170-19/20	Planning applications – to receive an update from the Planning Working Group on responses submitted on behalf of the Council.
171-19/20	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).
172-19/20	Chair's report.
173-19/20	Officers' report.

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held at the Beethoven Centre, Third Avenue
London W10 4JL on **Wednesday 20 November 2019** commencing at 18:00.

Present: Councillors Gill Fitzhugh (Chair), Leslie Barson, Ray Lancashire, Eartha Pond, Emma Sweeney and Susanna Rustin.

Also present: Anna Tomlinson, Director, Lindsey Brown, Community Development Officer; Jemma Callue, Octavia Foundation; and two members of the public.

The meeting commenced at 18:00.

091-19/20 Apologies for absence Cllrs John McArdle, Orrel Lawrence,

092-19/20 Declarations of interest – there were none.

093-19/20 Minutes of the previous meeting –the minutes of the Council Meeting held 16 October 2019 were approved and signed by the Chair.

094-19/20 Public session – Chrissie Chambers asked about the cutting back of trees by Simon Walton and Ray Lancashire

Cllr Stella Wilson arrived

095-19/20 Finance Report – Councillors had received the latest financial reports. Anna reported that the coding on many of the accounts was incorrect. She reported that Cllr McArdle and the CDO and she had attended Rialtas' training

096-19/20 Community Grants - Clear Public Space did not have a constitution and therefore the organisation was not able to receive a grant of over £1000 for their project, A Future without Rubbish. The CDO reported that she had now received a constitution from Clear Public Space

Cllr Stella Wilson left

097-19/20 Planning applications – the recommendations contained in the following table were **approved**

	Reference	Proposal	Recommendation
1	19/05796/FULL	Modifications to the entrance door, construction of an intermediate landing on the staircases, maintenance of the roof, re pointing of the brickwork, restoration of the floor on the ground floor, and associated works (Linked to 19/05797/LBC). (Retrospective application) - 68 Fifth Avenue London W10 4DP	QPCC wishes to object to this application on the grounds that on the basis of the limited information provided the materials and finishes are not in keeping with the original.

2	19/07631/FULL	Erection of single storey rear extension and rear dormer roof extensions. - 25 Oliphant Street London W10 4ED	QPCC wish to object to this proposal on the grounds that it will occupy too much of the existing open space surrounding the house and that the installation of dormer windows is inappropriate and will disrupt the roofline of the street.
3	19/07659/COFUL	Development of existing western car park for the erection of a five storey block providing nineteen use Class C3 residential units, and demolition of existing storage sheds to provide a further four three storey use Class C3 dwellings, amenity space, refuse storage, cycle parking, and estate works including the realignment of Droop Street; reconfiguration of the existing central car park, and erection of a replacement boundary wall to the existing nursery. - Queens Park Court Ilbert Street London W10 4QA	QPCC welcomes this development and has no objection to the proposals. It also notes the extensive community consultation undertaken by the applicant while developing the plans.
4	19/07758/TCA	T1 - Mimosa - Fell. This young tree is overdominant, completely shading the rear garden. The owner wishes to create a varied garden and improve biodiversity. The tree can be viewed from Marne Street. - 114 Fifth Avenue London W10 4DS	QPCC has no objection to this proposal.
5	19/08300/FULL	Erection of a infill side return of the closet wing to the rear of the property by way of making a single storey extension, along with conversion of the roof attic space (working within the existing roof envelope). - 47 Huxley Street London W10 4QQ	QPCC has no objection to this proposal where the developer has taken advice from the planning department and undertaken consultation prior to submission.

098-19/20 Chairs report – Cllr FitzHugh reported that Westminster City Council City Plan had been finished and sent to the Secretary of State so QPCCNP could now be completed

Working Groups & Champions

099-19/20 The Voice Working Group – it was proposed that Cllr Orrel Lawrence should join The Voice working group. This was agreed by Cllrs

100-19/20 Updates from working groups

Air Quality Working Group: Cllr Lancashire reported that the next survey was going to be in December as one was done last December

Environment and Open Spaces: It was agreed that Cllr Susanna Rustin and Cllr Ray Lancashire would meet Katie Cowan who was retiring as chair of the working group.

A discussion took place on allotments

Events working Group: Cllr Sweeney reported that the committee had met to discuss

The Winter Festival. It was agreed that the pensioners lunch should take place mid week as it was easier to get volunteers

Community Arts. Rebecca Mason from Westminster City Council planning department walked round the ward looking at prospective places for pieces of public art. The CDO and members of the working group went round with her. She told us what we needed to do to make applications and told us that she would write to us formally to confirm this.

Planning Working Group: Cllr Gill FitzHugh reported that the Design Guide for Canal Terrace had been progressed

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the **Extraordinary Meeting** of the **Community Council** held in
Queen's Park Gardens, Ilbert Street, London W10 4JQ
on **Monday 23 March 2020** commencing at 18:00.

Present: Councillors Gill Fitzhugh (Chair), John McArdle, Leslie Barson, Ray Lancashire, Orrel Lawrence, Emma Sweeney, and Susanna Rustin.

Also present: six members of the public.

The meeting commenced at 18:00, with all present maintaining appropriate social distancing.

156-19/20 Apologies for absence Cllrs Brian Nicholas, and Eartha Pond.

157-19/20 Declarations of interest – Cllr McArdle declared an interest as Proper Officer and Responsible Finance Officer.

158-19/20 Public session – A member of the public noted that, during the Coronavirus pandemic, other meetings were happening virtually and asked if the Council had considered this. Cllr McArdle said that local government regulations presently did not allow such arrangements but emergency legislation may change this, and if so, the Council would consider this in future.

Queens Park Gardens. Another member of the public reported that lots of dogs were using the Gardens and queried whether a temporary partition could be obtained to separate them. Cllr Rustin welcomed this suggestion and said it would be put to the Open Spaces Committee. It was noted in discussion that Hammersmith & Fulham Parks had already closed and that Westminster's may in the future.

It was suggested that the Council's next electronic e-mail for residents include details of who to contact locally who can offer advice on dog behaviour.

Local activities to support the community during the COVID 19 pandemic. A member of the public reported that the QPG Hub and the Avenues Youth Club were involved in providing food to children who were not at school. The Hub had provided breakfast that morning, and the Avenues would provide lunch the next day. Children from Queens Park Primary, St Luke's, and Wilberforce Primary were accessing lunch at the Avenues.

Cllr McArdle noted the need for local organisations to work together and to create a network which could allocate volunteers to areas of greatest need.

Cllr Sweeney described what was happening at the Paddington Development Trust. Staff were manning a telephone helpline. She felt this was vital to reach out to the digitally excluded as most official advice was coming via the internet, but some people still relied on telephone. She expressed concern that QPCC were behind neighbouring areas in their activities.

It was agreed that Cllr Sweeney would set up a meeting to try to co-ordinate what was happening locally and to discuss how to signpost people to sources of advice, possibly via a note listing emergency telephone numbers. Cllr McArdle noted that the next edition of the Queens Park Voice was about to be delivered and another delivery could be arranged if it was agreed to produce a special note.

A member of the public noted an increase in “scamming” activity with people trying to profiteer from the crisis, and asked that the Council include a warning about this on its website.

159-19/20 Emergency Delegation and Arrangements – Councillors had received a report recommending temporarily modifying the Scheme of Delegations, Financial Regulations and Standing Orders during the COVID 19 pandemic. The report recommended that there be an extension of delegated powers to the Proper Officer.

There was a question about what happens if the Proper Officer becomes unable to carry out these duties. Cllr McArdle said there always needed to be a nominated Proper Officer in post, so another person would need to be appointed. The Council already had contingency arrangements for bank signatories. The Council was also recruiting staff at the present time.

There was a discussion about the potential conflict of interest in an individual being both a Councillor and a member of Council staff. Cllr McArdle said it was very unusual, but not prohibited. It was allowable for a temporary period whilst staff were recruited. He noted that decisions would be taken in consultation with other Councillors.

It was questioned why this meeting was taking place in person while other organisations were holding virtual meetings. Cllr McArdle said that legislation was expected which would allow local government to hold virtual meetings, but this was not yet in place. Advice was that it was unlikely they would have been challenged if the meeting has been convened virtually, but there was a risk. Given the Council’s proceedings have been the subject of local scrutiny, it was felt best exceptionally to hold this meeting in the park as no suitable premises were available which would have allowed the Government’s recommended social distancing guidelines to be followed. It was noted that four councillors were needed to be quorate so the meeting was properly convened in that respect.

The meeting concluded with a reminder that at 8pm on Thursday there was a movement to hold a mass public applause for members of the NHS.

Report To:	Queen's Park Community Council		
Title:	Revocation of Emergency Delegation		
Purpose:	For Decision		
Author:	Councillor John McArdle Proper Officer and Responsible Finance Officer		
Date of Meeting	22 April 2020	Agenda Item	165-19/20

1 Summary

This report proposes to revoke the emergency delegation to the Proper Officer on the grounds that it is no longer needed.

2 Recommendations

It is recommended that the Council

- (1) Notes the contents of this report
- (2) Revokes the delegation

3 Background

- 3.1 At an extraordinary meeting on 23 March 2020 the Council approved an emergency delegation to the Proper Officer, designed to enable the continued provision of services to the community during the period when the Council would be unable to meet and take decisions. (159-19/20)
- 3.2 Although the original decision envisaged that the delegation arrangements would remain in place until "rescinded by a subsequent Council meeting when all Councillors and Members of the public are next able to meet in person" a change in legislation now permits the Council to meet remotely and take decisions so the delegation can be rescinded now.
- 3.3 The arrangements for future meetings are a separate item on this agenda and the process for making decisions will be refined as required

4 Actions Taken by the Proper Officer under the Delegation

4.1 During the period of the delegation the Proper Officer took the following decisions:

(1) Approved the recommendations of the Planning Working Group and submitted the comments to Westminster City Council.

(2) Approved the recommendations of the Grants Panel in respect of applications made in the February 2020 round, and confirmed the success or otherwise to the applicants.

(3) Paid a grant of £1,900 to Musica in respect of an application to deliver guitar lessons at The Avenues on condition that they made arrangements to deliver the lessons online.

(4) Approved the updated Risk Log to be placed on file.

(5) Established a telephone Hotline, distributed leaflets promoting it, and put in place temporary staffing to enable its operation in support of the community during the current crisis. The next stages of this project are a separate item on the agenda of this meeting.

Report To:	Queen's Park Community Council		
Title:	Finance Report		
Purpose:	For Decision		
Author:	Councillor John McArdle Proper Officer and Responsible Finance Officer		
Date of Meeting	22 April 2020	Agenda Item	166-19/20

1 Summary

This report summarises the financial position at the end of 2019/20 and sets out some of the issues for 2020/21.

2 Recommendations

It is recommended that the Council

- (1) Notes the contents of this report
- (2) Approves the payments to the value of £25,238.79 contained in Table 1.
- (3) Approves the transfer of £14,550 into an earmarked reserve for Community Grants
- (4) Approves the payment of special grants of £20,000 to The Avenues in respect of ongoing youth work and of £2,500 to each of The Avenues and QPG Hub for current food supply projects

3 Background

- 3.1 The year end process for 2019/20 has been completed and the accounts balanced. Preparations are in hand to load 2020/21 onto the Rialtas system.

4 Payments Made by the Council

- 4.1 Table 1 below sets put all payments made by the Council in February and March 2020, being those that the Council has not already seen. The payments to Apogee and Publica, with a total value of £3,240 including VAT, were approved by the Council in February 2020 (129-19/20) and the remainder made under delegated powers.
- 4.2 Under Article 5.5 of the Council's Financial Regulations the Responsible Finance Officer has delegated authority to authorise payments in certain circumstances, including where the payment forms part of a contract or is for a value of less than £1,000. Where this authority is used a schedule of the payments is to be provided to the next meeting of the Council. The total value of these, including redacted payments, is £25,238.79.

Table 1: Payments During February and March 2020

Date	Supplier	Goods or Service	Value (£)
03/02/2020	Barclays	Bank Charges	6.5
03/02/2020	VISION ICT LTD	Email hosting	21.6
03/02/2020	Rialtas	Accounting software	48
03/02/2020	MRS S J SHIPPEN	Travel expenses	73.8
03/02/2020	VIKING	Office supplies	79.26
03/02/2020	Rialtas	Accounting software	145.2
03/02/2020	BRIAN NICHOLAS	Councillor allowance	150
03/02/2020	Rialtas	Accounting software	330
03/02/2020	HAPPY LIZZY EVENT	Events	1170
04/02/2020	SIMON WALTON	FQPG REIMBURSEMENT	160.91
13/02/2020	Redacted	Salary Payment	
13/02/2020	Redacted	Salary Payment	
18/02/2020	FIRST AID COVER	FIRST AID COVER	260
19/02/2020	HR SERVICES	HR support	24
19/02/2020	A2 DOMINION	Room Booking	36
19/02/2020	EMMA SWEENEY	Councillor allowance	250
19/02/2020	MICROSHADE	Hosting	340.44
19/02/2020	Redacted	HMRC Payments	
19/02/2020	JOHN GOOD LTD	Printing The Voice	785.28
28/02/2020	VODAFONE LIMITED	Telephone charges	24.6
28/02/2020	ONECOM	IT services	59.98
03/03/2020	MRS S J SHIPPEN	Travel expenses	41.3
03/03/2020	Redacted	HMRC Payments	
03/03/2020	PUBLICA	Neighbourhood plan	1440

03/03/2020	APOGEE	Supply and install printer	1800
06/03/2020	Barclays	Bank Charges	6.5
12/03/2020	VISION ICT LTD	Email hosting	64.8
12/03/2020	A2 DOMINION	Room Booking	81
12/03/2020	VIKING	Office supplies	176.69
12/03/2020	MICROSHADE	Hosting	340.44
12/03/2020	BREAKTHROUGH COMMU	Mailchimp support	420
12/03/2020	Redacted	HMRC Payments	
12/03/2020	HCGA	Gardening	3750
12/03/2020	HCGA	Gardening	3750
13/03/2020	Redacted	Pension payments	
13/03/2020	Redacted	Salary Payment	
13/03/2020	Redacted	Salary Payment	
19/03/2020	Redacted	HMRC Payments	
20/03/2020	MRS G M FITZHUGH	Reimbursement of expenses	39.45
20/03/2020	HR SERVICES	HR support	48
20/03/2020	ROSAMUND SAUNDERS	Design of The Voice	375
20/03/2020	J J MCARDLE	Reimbursement of expenses	574.23
20/03/2020	HAPPY LIZZY EVENT	Communications support	750
20/03/2020	COMPLEX CREATIVE	Website support and maintenance	1080
27/03/2020	VODAFONE LIMITED	Telephone charges	24.6
27/03/2020	NCVO	Membership	159
31/03/2020	ONECOM	IT services	64.14
31/03/2020	Redacted	Pension payments	

5 Overall Financial Position

- 5.1 In January 2019 the Council approved a budget for 2019/20 and in January 2020 noted that both income and expenditure were likely to fall short of that budget. This proved to be the case and the overall outcome is shown in Table 2 below.

Table 2: Outturn Figures 2019/20

	Budget 2019/20	Outturn 2019/20	Difference
Income	184,549	184,258	-291
Expenditure	232,982	197,022	-40,960
Income less Expenditure	-48,433	-12,764	35,669
Precept	162,149	162,149	-

- 5.2 Some of the underspend of nearly £41,000 has arisen through lack of activity on planned work streams, due in part to a lack of staff resources to support these, but there were two significant underspends related to the Coronavirus pandemic with a total value of over £25,000.
- 5.3 The first is in respect of Community Grants where the Grants Panel recommended the award of Grants to the value of £14,550 but this could not be distributed due to restriction on the activities of the organisations concerned. It is recommended that this be placed in an earmarked reserve to be called down when the projects can be delivered.
- 5.4 The second is for payments to suppliers in respect of services supplied during 2019/20 which were not paid for until 2020/21. While these normally have a low value and are insignificant this year the disruption to various systems led to £10,702.97 being carried over.

6 Outlook for 2020/21

- 6.1 A budget for 2020/21, based largely on that for 2019/20, was approved in January 2020 and proposed expenditure of £226,425 to be offset by income of £177,835 leading to a call on reserves of £48,590 during the year.
- 6.2 This plan has, of course, been largely overtaken by events and the coronavirus will have an impact on both activity levels and expenditure across the year. There will be some savings through things not being done and additional expenditure as the Council leads the community response to the pandemic. This is the subject of proposals elsewhere on this agenda. As the bulk of the Council's income comes from the precept there is likely to be minimal impact on revenue.

- 6.3 Things are too uncertain to make changes to the budget at this stage so the approved figures will be loaded onto the system as a starting point.
- 6.4 Within the budget for 2020/21 provision of £25,000 has been made for Special Grants. £20,000 of this is allocated to The Avenues with the remaining £5,000 previously used for a 'holiday hunger' project. It is proposed that the £20,000 be paid to The Avenues immediately to help with their cash flow, and that the remaining £5,000 be split equally between The Avenues and QPG Hub to support their ongoing food supply projects. This is in addition to the proposals for specific expenditure on a Coronavirus response in other parts of the agenda.

7 Financial reports to the Council

- 7.1 The Detailed Receipts & Payments by Budget Heading and Council Detail Report for the year are attached as Appendices. There were gaps in the Bank Reconciliation at times so Councillor Lancashire has agreed to undertake this process for the entire year and this will be reported separately.

Detailed Receipts & Payments by Budget Heading 31/03/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100</u> <u>Income</u>						
1010 Project income	456	1,000	544			45.6%
1076 Precept	162,150	162,149	(1)			100.0%
1105 Bank loyalties (income)	16	0	(16)			0.0%
<u>101</u> <u>Staff costs</u>						
4100 Staff costs	(48,618)	(53,307)	4,689		4,689	91.2%
4105 Training	(475)	(500)	25		25	95.0%
<u>102</u> <u>Administration</u>						
4101 Councillor allowances	(800)	(3,000)	2,200		2,200	26.7%
4105 Training	0	(1,000)	1,000		1,000	0.0%
4120 Insurance	(988)	(1,200)	212		212	82.3%
4125 Office rent	(10,081)	(12,000)	1,919		1,919	84.0%
4126 Room bookings	(783)	(1,100)	318		318	71.1%
4127 Office maintenance/relocation	(3,060)	(15,000)	11,940		11,940	20.4%
4128 Catering	(191)	(350)	159		159	54.5%
4129 Volunteer development	0	(2,923)	2,923		2,923	0.0%
4130 IT - hosting, computers, email	(2,538)	(2,200)	(338)		(338)	115.4%
4132 Stationery and materials	(484)	(500)	16		16	96.9%
4133 Chair's allowance	0	(75)	75		75	0.0%
4134 Community grants	(24,986)	(37,728)	12,742		12,742	66.2%
4135 Teleomms, postage	(1,449)	(800)	(649)		(649)	181.1%
4136 Pop Up Fund	(833)	(2,000)	1,167		1,167	41.7%
4137 Subscriptions	(2,613)	(2,650)	37		37	98.6%
4138 Special grants	(25,000)	(25,000)	0		0	100.0%
4139 Travel expenses	(395)	(200)	(195)		(195)	197.4%
4140 Professional fees	(3,484)	(1,000)	(2,484)		(2,484)	348.4%
4142 Audit fees	(677)	(1,000)	323		323	67.7%
4144 Bank charges	(133)	0	(133)		(133)	0.0%
4150 Elections costs	0	(4,000)	4,000		4,000	0.0%
<u>201</u> <u>Communications and Events</u>						
1410 Income Summer Festival	8,180	6,500	(1,680)			125.8%
1411 Income Fireworks	8,600	5,000	(3,600)			172.0%
1412 Income Winter Fair	50	1,500	1,450			3.3%
1413 Income QP Voice	0	400	400			0.0%
4110 Website	(3,323)	(2,762)	(561)		(561)	120.3%
4128 Catering	(108)	(350)	242		242	30.9%
4200 Queens Park Voice	(3,905)	(4,000)	95		95	97.6%
4205 Winter Fair	(4,372)	(3,000)	(1,372)		(1,372)	145.7%
4206 Winter Social	0	(100)	100		100	0.0%
4210 Summer Festival	(16,472)	(13,500)	(2,972)		(2,972)	122.0%

Detailed Receipts & Payments by Budget Heading 31/03/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4220 Fireworks	(11,069)	(9,000)	(2,069)		(2,069)	123.0%
4225 Events organisation	0	(7,800)	7,800		7,800	0.0%
4235 Advertising - recruitment	(1,575)	(1,000)	(575)		(575)	157.5%
4236 Marketing & promotion	(850)	(1,500)	650		650	56.7%
<u>301 Environment and open spaces</u>						
4300 Community gardening	(15,000)	(15,000)	0		0	100.0%
4301 Dog strategy	(2,880)	(3,700)	820		820	77.8%
4305 Park developments	0	(4,500)	4,500		4,500	0.0%
4410 Air quality	(245)	(750)	505		505	32.7%
<u>401 Neighbourhood planning</u>						
4400 Neighbourhood Plan	(2,160)	(2,520)	360		360	85.7%
4402 Harrow Rd projects	0	(1,000)	1,000		1,000	0.0%
<u>999 VAT data</u>						
115 VAT refund	4,091	0	(4,091)			0.0%
515 VAT on Payment	(5,591)	0	(5,591)		(5,591)	0.0%
4115 HMRC Charge	(1,170)	0	(1,170)		(1,170)	0.0%
Grand Totals:- Receipts	183,543	176,549	(6,994)			104.0%
Payments	196,307	238,015	41,708	0	41,708	82.5%
Net Receipts over Payments	(12,764)	(61,466)	(48,702)			
Movement to/(from) Gen Reserve	(12,764)					

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
RECEIPTS						
100 Income						
1010 Project income	456	1,000	544			45.6%
1076 Precept	162,150	162,149	(1)			100.0%
1105 Bank loyalties (income)	16	0	(16)			0.0%
201 Communications and Events						
1410 Income Summer Festival	8,180	6,500	(1,680)			125.8%
1411 Income Fireworks	8,600	5,000	(3,600)			172.0%
1412 Income Winter Fair	50	1,500	1,450			3.3%
1413 Income QP Voice	0	400	400			0.0%
999 VAT data						
115 VAT refund	4,091	0	(4,091)			0.0%
TOTAL RECEIPTS	183,543	176,549	(6,994)	0	0	104.0%
PAYMENTS						
101 Staff costs						
4100 Staff costs	48,618	53,307	4,689		4,689	91.2%
4105 Training	475	500	25		25	95.0%
102 Administration						
4101 Councillor allowances	800	3,000	2,200		2,200	26.7%
4105 Training	0	1,000	1,000		1,000	0.0%
4120 Insurance	988	1,200	212		212	82.3%
4125 Office rent	10,081	12,000	1,919		1,919	84.0%
4126 Room bookings	783	1,100	318		318	71.1%
4127 Office maintenance/relocation	3,060	15,000	11,940		11,940	20.4%
4128 Catering	191	350	159		159	54.5%
4129 Volunteer development	0	2,923	2,923		2,923	0.0%
4130 IT - hosting, computers, email	2,538	2,200	(338)		(338)	115.4%
4132 Stationery and materials	484	500	16		16	96.9%
4133 Chair's allowance	0	75	75		75	0.0%
4134 Community grants	24,986	37,728	12,742		12,742	66.2%
4135 Teleomms, postage	1,449	800	(649)		(649)	181.1%
4136 Pop Up Fund	833	2,000	1,167		1,167	41.7%
4137 Subscriptions	2,613	2,650	37		37	98.6%
4138 Special grants	25,000	25,000	0		0	100.0%
4139 Travel expenses	395	200	(195)		(195)	197.4%
4140 Professional fees	3,484	1,000	(2,484)		(2,484)	348.4%
4142 Audit fees	677	1,000	323		323	67.7%
4144 Bank charges	133	0	(133)		(133)	0.0%
4150 Elections costs	0	4,000	4,000		4,000	0.0%
201 Communications and Events						
4110 Website	3,323	2,762	(561)		(561)	120.3%
4128 Catering	108	350	242		242	30.9%
4200 Queens Park Voice	3,905	4,000	95		95	97.6%
4205 Winter Fair	4,372	3,000	(1,372)		(1,372)	145.7%
4206 Winter Social	0	100	100		100	0.0%
4210 Summer Festival	16,472	13,500	(2,972)		(2,972)	122.0%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4220 Fireworks	11,069	9,000	(2,069)		(2,069)	123.0%
4225 Events organisation	0	7,800	7,800		7,800	0.0%
4235 Advertising - recruitment	1,575	1,000	(575)		(575)	157.5%
4236 Marketing & promotion	850	1,500	650		650	56.7%
301 Environment and open spaces						
4300 Community gardening	15,000	15,000	0		0	100.0%
4301 Dog strategy	2,880	3,700	820		820	77.8%
4305 Park developments	0	4,500	4,500		4,500	0.0%
4410 Air quality	245	750	505		505	32.7%
401 Neighbourhood planning						
4400 Neighbourhood Plan	2,160	2,520	360		360	85.7%
4402 Harrow Rd projects	0	1,000	1,000		1,000	0.0%
501 Development groups						
4107 Community engagement	0	3,000	3,000		3,000	0.0%
4420 Public & community arts	0	5,000	5,000		5,000	0.0%
4425 Social inclusion	0	500	500		500	0.0%
4430 Children & young people	0	5,000	5,000		5,000	0.0%
999 VAT data						
515 VAT on Payment	5,591	0	(5,591)		(5,591)	0.0%
4115 HMRC Charge	1,170	0	(1,170)		(1,170)	0.0%
TOTAL PAYMENTS	196,307	251,515	55,208	0	55,208	78.0%
Total Receipts	183,543	176,549	(6,994)			104.0%
Total Payments	196,307	251,515	55,208	0	55,208	78.0%
Movement to/(from) Gen Reserve	(12,764)					

Report To:	Queen's Park Community Council		
Title:	Coronavirus Update		
Purpose:	For Decision		
Author:	Councillor John McArdle Proper Officer and Responsible Finance Officer		
Date of Meeting	22 April 2020	Agenda Item	169-19/20

1 Summary

This report provides some initial information on the Council's activities in response to the crisis and recommends that interim processes be consolidated.

2 Recommendations

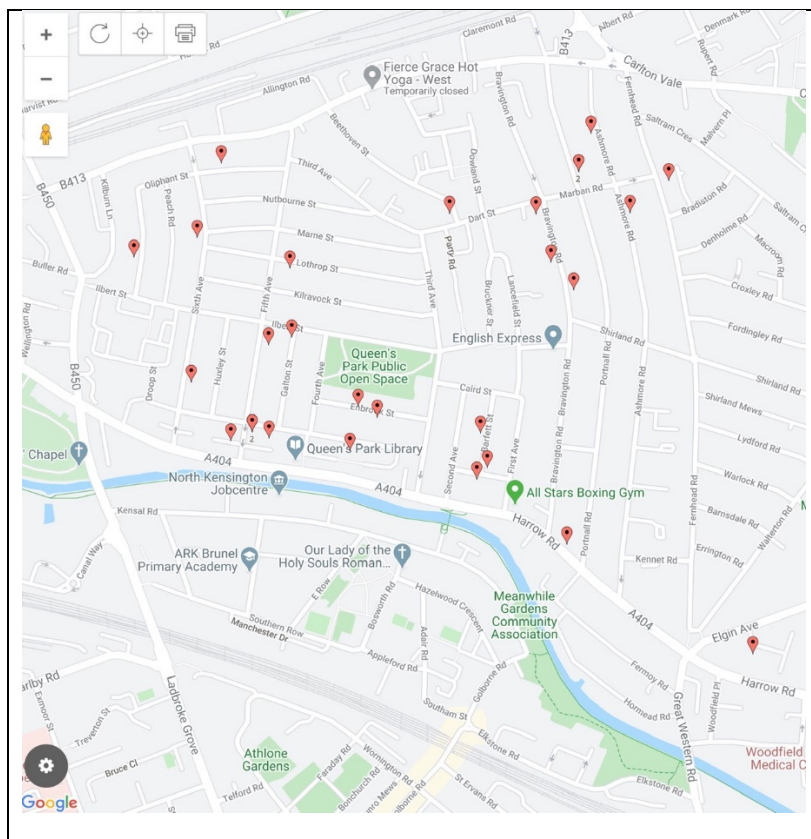
It is recommended that the Council

- (1) Notes the contents of this report
- (2) Approves the allocation of £25,000 from reserves for the continuation of the Hotline
- (3) Confirms that Queens Park in Bloom be deferred until September 2020

3 Background

- 3.1 During the public session at the extraordinary meeting on 23 March 2020 the Council discussed the need for a local response to the crisis, and agreed that a focus should be the 'digitally excluded' who may not have access to the information available on the internet.
- 3.2 To deliver this response a 'Hotline' was established using the Council's own telephone number, for those who might be reluctant to call a mobile number, and a dedicated mobile number which can also receive messages by text and WhatsApp.
- 3.3 The primary focus of this Hotline is to receive calls from residents in need and pass them to those best placed to help. A network of partners was engaged to deliver this including QPG Hub, The Avenues, North Paddington FoodBank, Westminster Connects, and the local Covid-19 Mutual Age Group. The Council's communications resources were focussed on the project and an additional member of staff taken on temporarily in support. A flyer was distributed to all the houses in Queen's Park with the details.

3.4 A more current report will be available at the meeting but in the first week almost 60 residents were helped, many of whom would not otherwise have been contacted. This help included shopping and deliveries, hot meals, and assistance with other sources of support. The map below indicates some of the locations served.



3.5 It is recommended that the Hotline be continued while the current situation prevails, and that for planning purposes the assumption is made that it will be needed until at least June 2020.

4 Financial Issues

4.1 It is estimated that the costs of running the Hotline for three months could be up to £25,000. This will include the technology needed to receive and handle calls, staffing of the coordination of the response, and an allowance for the provision of food and other supplies to the needy.

4.2 No provision has been made in the budget for 2020/21 for this extraordinary event so it is proposed that a sum of £25,000 be identified in the reserves and used for the delivery of this project, The Council has over £100,000 in reserves and it can be argued that this would be a good use of the money.

4.3 It should be noted that this is an allowance, to be called off if needed, and money will not be spent unless it is needed. The table below gives an indication of how the figure was calculated and both the expenditure against this earmarked reserve and the need to extend the project could be reviewed at a future meeting.

Week Commencing	Labour & Support	Supplies	Total	Month	Quarter
30-Mar-20	£ 1,250	£ 300	£ 1,550		
06-Apr-20	£ 1,500	£ 300	£ 1,800		
13-Apr-20	£ 1,500	£ 300	£ 1,800		
20-Apr-20	£ 1,500	£ 300	£ 1,800		
27-Apr-20	£ 1,500	£ 300	£ 1,800	£8,750	£24,950
04-May-20	£ 1,500	£ 300	£ 1,800		
11-May-20	£ 1,500	£ 300	£ 1,800		
18-May-20	£ 1,500	£ 300	£ 1,800		
25-May-20	£ 1,500	£ 300	£ 1,800	£7,200	
01-Jun-20	£ 1,500	£ 300	£ 1,800		
08-Jun-20	£ 1,500	£ 300	£ 1,800		
15-Jun-20	£ 1,500	£ 300	£ 1,800		
22-Jun-20	£ 1,500	£ 300	£ 1,800		
29-Jun-20	£ 1,500	£ 300	£ 1,800	9,000	

5 Future Planning

5.1 It is difficult to plan precisely when the future timetable for easing restrictions is unclear. The table below, however, sets out an initial analysis of what might happen and when decisions will have to be taken.

Week Commencing	Communication / Event	Action / Decision
13-Apr-20	Council Papers out Thursday	E-Newsletter on Friday
20-Apr-20	Council Meeting Wednesday	Online meeting
27-Apr-20		
04-May-20	Annual Community Meeting due Wednesday	Confirm meeting to be deferred rather than online, new date TBC
11-May-20	Council Papers out Thursday	E-Newsletter on Friday
18-May-20	Annual Council Meeting Wednesday	Online meeting
25-May-20		
01-Jun-20	Queens Park in Bloom due 1 to 14 June	To be deferred until September
08-Jun-20	Council Papers out Thursday	E-Newsletter on Friday
15-Jun-20	Council Meeting Wednesday	Possible online meeting
22-Jun-20	Expect The Voice this week	

29-Jun-20		
06-Jul-20		
13-Jul-20	Council Papers out Thursday	E-Newsletter on Friday
20-Jul-20	Council Meeting Wednesday	Possible online meeting
27-Jul-20	Summer Festival on Saturday 1 August	Holding the slot but WCC not taking bookings for the park. Need to confirm a date for the Go / No Go decision
03-Aug-20		
10-Aug-20		
17-Aug-20	No Council Meeting in August	
24-Aug-20		
31-Aug-20	Grants close Sunday 6 September	
07-Sep-20		
14-Sep-20	Council Papers out Thursday	Normally an eNewsletter on Friday
21-Sep-20	Council Meeting Wednesday	Normal meeting
28-Sep-20		
05-Oct-20		

Report To:	Queens Park Community Council		
Title:	Planning Applications – April 2020		
Purpose:	For information		
Author:	Councillor John McArdle Proper Officer and Responsible Finance Officer		
Date of Meeting	22 April 2020	Agenda Item	170-19/20

- 1 The City Council has confirmed that during the lock down the planning process will continue as normal, other than that meetings of planning sub committees will be held virtually and that site visits when involve entering premises will not be undertaken.
- 2 As the Council has not met since February the following responses to planning applications have been submitted.

	Reference	Proposal	Recommendation
1	20/01185/FULL	Erection of a rear side infill extension at ground floor level, modification of the existing window to a double door on the rear wall of the existing lean-to, and installation of two conservation roof lights to the rear roof slope. (Linked to 20/01186/LBC) - 142 Fifth Avenue London W10 4DU	Queen's Park Community Council has no objection to this proposal.
2	20/01186/LBC	Erection of a rear side infill extension at ground floor level, modification of the existing window to a double door on the rear wall of the existing lean-to, and installation of two conservation roof lights to the rear roof slope. (Linked to 20/01185/FULL) - 142 Fifth Avenue London W10 4DU	Queen's Park Community Council has no objection to this proposal.
3	20/01669/ADFULL	Detailed ventilation system accompanied by an acoustic report pursuant to condition 4 of planning permission dated 11th November 2019 (RN:19/02905). - Wilberforce Primary School Beethoven Street London W10 4LB	Queen's Park Community Council has no objection to this proposal provided officers are satisfied with the noise mitigation measures.
4	20/01673/FULL	Erection of single storey rear infill extension at ground floor. - 120A Bravington Road London W9 3AL	Queen's Park Community Council has no objection to this proposal.
5	20/01685/FULL	Replacement of the ground floor conservatory with a brick extension, replacement of the rear kitchen window with a sliding door, replacement of the existing windows with double-glazed wooden sash windows and the installation of rooflights in the rear roof pitch. - 96 Kilburn Lane London W10 4AH	Queen's Park Community Council has no objection to this proposal.
6	20/01748/FULL	Erection of a rear side infill extension at ground floor level. Installation of two conservation roof lights to the rear roof slope. - 103 Lothrop Street London W10 4JA	Queen's Park Community Council has no objection to this proposal.

	Reference	Proposal	Recommendation
7	20/02016/FULL	Erection of single storey rear infill extension. (Linked to 20/02017/LBC) - 111 Fifth Avenue London W10 4DR	Queen's Park Community Council wishes to object to this proposal. Insufficient detail has been provided on either the dimensions or the materials to be used on the extensions into the side return and into the roof to assess the impact on neighbouring properties.
8	20/02017/LBC	Erection of single storey rear infill extension. (Linked to 20/02016/FULL) - 111 Fifth Avenue London W10 4DR	Queen's Park Community Council wishes to object to this proposal. Insufficient detail has been provided on either the dimensions or the materials to be used on the extensions into the side return and into the roof to assess the impact on neighbouring properties.



You are hereby summoned to attend a **Meeting** of the **Community Council** to be held at on
Wednesday 20 May 2020 commencing at **6.00pm**.

Join Zoom Meeting

<https://us02web.zoom.us/j/7867803081>

Meeting ID: 786 780 3081

Councillor John McArdle, Proper Officer

14 May2020

AGENDA

- 174-19/20** **Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 175-19/20** **Declarations of interest.**
- 176-19/20** **Minutes of a previous meeting** – to consider the minutes of the meeting of the Council held on 26 February 2020 for confirmation and signing as a correct record.
- 177-19/20** **Minutes of a previous meeting** – to consider the minutes of the meeting of the Council held on 22 April 2020 for confirmation and signing as a correct record.
- 178-19/20** **Minutes of HR Committee** – to adopt the minutes of the HR Committee Meeting held on 3 March 2020.
- 179-19/20** **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*).
- 180-19/20** **Financial report.** - to receive a report on the current financial position and approve payments.
- 181-19/20** **HR update** – to receive an update on HR matters.
- 182-19/20** **Governance** – to approve a proposal to restructure the Council.
- 183-19/20** **Coronavirus update** – to receive an update on the Council’s response to the pandemic.
- 184-19/20** **Planning applications** – to receive an update from the Planning Working Group on responses to planning applications.
- 185-19/20** **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).
- 186-19/20** **Chair’s report.**
- 187-19/20** **Officers’ report.**



Council
26 February 2020
124-139, 19/20

QUEEN'S PARK COMMUNITY COUNCIL

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

W10 4JL on **Wednesday 26 February 2020** commencing at 18:00.

Present: Councillors Gill Fitzhugh (Chair), Leslie Barson, Ryan Dalton (from 6:40pm), Ray Lancashire, Orrel Lawrence (from 6.17pm), John McArdle and Susanna Rustin.

Also present: Sam Shippen – Locum Assistant and five members of the public.

124-19/20 Apologies for absence –

RESOLVED that apologies for absence were received from Councillor Emma Sweeney.

125-19/20 Declarations of interest – Councillor John McArdle declared an interest as Proper Officer & RFO; Councillor Ray Lancashire declared an interest in item 132 as a Volunteer Gardener at St John's Church.

126-19/20 Minutes of the previous meeting

RESOLVED that the minutes of the meeting held 15 January 2020 be approved, subject to the alteration of "ban" to "bank" on page 4, as a correct record and signed by the Chair.

127-19/20 Minutes of HR Committee

RESOLVED that the minutes of the HR Committee meetings held on 5 June and 2 October 2019 be **ADOPTED**.

128-19/20 Public session

A member of the public expressed thanks to the Proper Officer for the quality of the papers prepared for the meeting; supported the climate emergency proposal; did not support the yew trees in the church; and requested the Council to keep the fireworks on 5th November as it helps with control of public disorder.

Councillor Orrel Lawrence entered the meeting.

A second member of the public thanked the Community Development Officer for her service and the excellent work she has undertaken on behalf of the council; added support for the climate emergency proposal; and also supported keeping fireworks on 5th November.

A third member of the public supported keeping fireworks unless there was a very good reason to change.

A fourth expressed concern at the prospect of disruption to local road during the demolition of the old Jubilee Sports Centre and the subsequent development. It was noted that servicing plans had been published together with a direct contact telephone number for the site manager and that issues should be raised directly with him.

The Chair thanked the members of the public.

129 -19/20 Financial Report

The RFO advised that the circulated report gave a broad position as not all the systems were completely up to date.

RESOLVED that payments totalling £1,193.75 made by the RFO under 5.5 of the Financial Regulations and payments totalling £5,260 under 5.2 be **APPROVED** by the Council.

RESOLVED that the remainder of the report be **NOTED**.

130-19/20 Declaration of a Climate Emergency

Councillor Susanna Rustin advised of support received from the Queen’s Park Bangladeshi Society, the local MP and WCC ward councillors.

RESOLVED that the Council :

1. Sets a target of net-zero carbon emissions for Queen’s Park Community Council by May 2022;
2. Led by the Director and Environment and Open Spaces Working Group, develops a strategy to reach this target, beginning with an emissions audit, and reports to Council on a 6-monthly basis;
3. As well as reducing the council’s own emissions, develops policies aimed at encouraging reduction of those from transport and housing in Queen’s Park overall, including by lobbying the City of Westminster. These policies should also produce benefits to local people such as cleaner air and more opportunities for walking and cycling;
4. Promotes nature-friendly gardening and greenspaces, including in Queen’s Park Gardens, and communicates our activities and policies to the public, including children, in engaging ways;
5. Work with Westminster City Council to increase rates of recycling and reduce waste;
6. Asks for residents and stakeholder groups to submit ideas for improving the environment in the parish;
7. Includes a statement on the environmental impact of any proposal in all reports to its meetings.

Further **RESOLVED** that a budget of up to £1,000 from reserves be allocated to achieving this resolution.

131-19/20 Tree Planting Proposal

RESOLVED that the Council **AGREES** in principle to support the planting of trees in the grounds of St John’s Church on Kilburn Lane; **DELEGATES** the authority to the RFO to spend up to £1,000 from reserves on this project in consultation with the Chair of the Council and the Coordinator of the Environment & Open Spaces Working Group.

Councillor Ryan Dalton entered the meeting.

132-19/20 Proposal to Cease or Move the November Fireworks Event

RESOLVED that the Council

1. **NOTES** the content of the report;
2. **CONFIRMS** that a Fireworks Event be held on 5 November 2020 as programmed;
3. **AGREES** not to hold an additional Fireworks Event in 2020;
4. **DIRECTS** the Proper Officer to write to the proposer explaining the Council’s decision and the reasons behind it, including the public support for keeping the existing arrangements.

133-19/20 Environment & Open Spaces – *this item was deferred to be considered with item 137-19/20.*

134-19/20 Short-term Communications Contract

RESOLVED that the Council **NOTES** the contents of the report and **APPROVES** the award of a short term Contract for the provision of communications support to Happy Lizzie Event Planning in the sum of £1,500 to be drawn from the Marketing and Promotion budget.

Item 135-19/20 was moved to the end of the agenda.

136-19/20 Planning Applications

RESOLVED that the recommendations of the Planning Applications Working Group be **APPROVED** subject to overdevelopment being added to the comments for 20/00142/FULL.

Reference	Proposal	Recommendation
1 20/00100/COFUL	Variation of condition 1 of planning permission dated 16 December 2014 (RN: 13/12250/COFUL) for the: Demolition of all existing buildings on site and redevelopment to provide a terrace of 20 townhouses fronting Caird Street, two buildings (one on corner of Caird Street and Third Avenue and the other on corner of Lancefield Street and Bruckner Street) accommodating 64 apartments (of which 12 are affordable) and a 772m2 (Class D1/D2) community sports and community centre, with associated car parking, cycle parking, private and communal amenity space and landscaping. (Site includes 2-6 Caird Street, 17-23 Bruckner Street and 1-3 Lancefield Street) (Application linked to redevelopment of Moberly Sports Centre in London Borough of Brent). Namely, to allow replacement of square bay windows with angled bay window, updated kitchen layout, and removal of high level windows from north elevation to both Flat Type 2B and Flat Type 2C, and replacement of door with window on north elevation to Flat Type 2C. - Jubilee Sports Centre Caird Street London W10 4RR	QPCC Has no objection to this proposal.

Reference	Proposal	Recommendation
2 20/00101/NMA	Amendments to planning permission dated 16 December 2014 (RN: 13/12250/COFUL) for Demolition of all existing buildings on site and redevelopment to provide a terrace of 20 townhouses fronting Caird Street, two buildings (one on corner of Caird Street and Third Avenue and the other on corner of Lancefield Street and Bruckner Street) accommodating 64 apartments (of which 12 are affordable) and a 772m ² (Class D1/D2) community sports and community centre, with associated car parking, cycle parking, private and communal amenity space and landscaping. (Site includes 2-6 Caird Street, 17-23 Bruckner Street and 1-3 Lancefield Street) and varied by the Section 73 dated 5 December 2016 (Ref 16/03606/FULL) which sought to vary Condition 1, NAMELY, revised layouts of the apartments in Block B and minor elevational changes. - Jubilee Sports Centre Caird Street London W10 4RR	QPCC Has no objection to this proposal.
3 20/00142/FULL	Erection of single storey rear extension at ground floor and dormer roof extension at second floor. - 40 Parry Road London W10 4SZ	QPCC wishes to object to this application on the grounds that the proposed extension overdevelopment of the site and is too large for the space available and will have an overbearing impact on the neighbouring properties.
4 20/00188/FULL	Ground floor rear extension. - 210A Bravington Road London W9 3AP	QPCC Has no objection to this proposal.
5 20/00439/TELCOM	Installation of twelve antennas, three cabinets and ancillary works thereto at roof level. - Naylor House 59 Bruckner Street London W10 4NU	QPCC Has no objection to this proposal.
6 20/00621/COFUL	Variation of conditions 1 and 16 of planning permission dated 16 December 2014 (RN: 13/12250) for the: Demolition of all existing buildings on site and redevelopment to provide a terrace of 20 townhouses fronting Caird Street, two buildings (one on corner of Caird Street and Third Avenue and the other on corner of Lancefield Street and Bruckner Street) accommodating 64 apartments (of which 12 are affordable) and a 772m ² (Class D1/D2) community sports and community centre, with associated car parking, cycle parking, private and communal amenity space and landscaping. (Site includes 2-6 Caird Street, 17-23 Bruckner Street and 1-3 Lancefield Street) (Application linked to redevelopment of Moberly Sports Centre in London Borough of Brent). Namely, to allow alterations to parking arrangements for the townhouses, amenity space and corresponding alterations to the internal layouts. - Jubilee Sports Centre Caird Street London W10 4RR	QPCC Has no objection to this proposal.

Reference	Proposal	Recommendation
7 20/00795/PIAPA	Notification for Prior Approval for change of use from Shop (Class A1) to 1 residential flat (Class C3) under Schedule 2, Part 3, Class O of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended). - Shop 230 Kilburn Lane London W10 4BA	QPC has no objection to this proposal.
8 20/00945/FULL	Erection of infill ground floor single storey side extension. - 75 Third Avenue London W10 4HU	QPC wishes to object to this proposal as sufficient detail on the materials to be used has not been provided to satisfy us that the extension will be in keeping with the original building.

137-19/20 Working Group reports

Air Quality – December event was not held; a new source is required to source the tubes. It was **AGREED** that the RFO sort this;

Children & Young People – Councillor Eartha Pond is trying to organise a date for the group to meet:

Environment & Open Spaces – No formal meeting has been held but follow up on contracts with HCGA including the organisation of a calendar of events and Canine Culture has been undertaken. QP in Bloom judging will be carried out in June. The agreement for the Hut is awaited; A2Dominion has approached for an upgrade of the community space at Selby Square – consultation and wider community involvement will follow.

Events – a meeting is due on 27/2/20 to engage HLEP for the next year.

Forward Planning – meeting in next two weeks.

Grants - Closing date was 16/2/20 with 10 applications received, panel is to meet 4/3/20 and recommendations will come to next meeting.

Planning – The Chair of the Council had attended a WCC meeting to discuss CIL money. A discussion took place regarding a meeting regarding the Jubilee development and concerns regarding access to the site; construction phasing, expected dust and noise issues and potential role for QPC in representing residents with planning enforcement and environmental health.

Public & Community Arts – To be revisited via Strategic Plan; leaflet re history of QPC and how to get involved was suggested.

The Voice – Deadline 2/3/20 news articles welcomed; delivery 16/3/20 agreed to be to The Hub.

RESOLVED to **NOTE** the reports and actions suggested.

138-19/20 Chair's Report

RESOLVED to **NOTE** the report and **APPROVE** the awards to be given at the Annual Community Meeting.

139-19/20 Officers' Report

RESOLVED that the report be **NOTED**.

135-19/20 Strategic Governance

The Community Development Officer presented the paper and explained the background to the proposals.

RESOLVED to AGREE IN PRINCIPLE the proposed changes and that a Task and Finish Group be established consisting of Councillors Ryan Dalton, Gill Fitzhugh and Susanna Rustin supported by the Proper Officer, Community Development Officer and Locum Assistant to develop the proposed structure, practicalities for implementation and Terms of Reference for People and Places Committees, with a view to reporting to the next two Council meetings and implementing changes in May 2020.

The meeting closed at 8.10pm.

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held remotely using Zoom
on **Wednesday 22 April 2020** commencing at 18:00.

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

Also present: Liz Thorpe-Tracey, Communications and Community Development Officer, Ted Flanagan, Hotline Manager, and three members of the public.

160-19/20 Apologies for absence –

RESOLVED that apologies for absence were received from Councillor Brian Nichola

161-19/20 Declarations of interest – Councillor McArdle declared an interest as Proper Officer & RFO; Councillors Dalton and Pond declared an interest in the part of **118-19/20** Finance Report relating to QPG Hub and The Avenues.

162-19/20 Minutes of the meeting held 20 November 2019 – The Proper Officer advised that the minutes of the Council Meeting held 20 November 2019 had been prepared retrospectively and were now available.

RESOLVED THAT The minutes were approved as a correct record to be signed by the Chair at the next physical meeting.

163-19/20 Minutes of the meeting held 23 March 2020

The Chair proposed an amendment that an additional sentence be added to **159-19/20** Emergency Delegation and Arrangements to confirm that the recommendations contained therein were approved. This recommendation was approved.

RESOLVED that the minutes as amended be approved as a correct record and signed by the Chair at the next physical meeting.

164-19/20 Public session

A member of the public asked Councillors Fitzhugh and McArdle what they thought of the services being provided through the City Council. In discussion it was agreed that they had certainly set out to provide support, and were in front of some neighbouring authorities, by were often creaking under weight of demand. There did appear to still be a need for a local response, and this would be discussed later at **169-19/20** on the agenda.

A second member of the public wanted to ask about the Council's response to Covid-19, and was asked to participate in item **169-19/20**.

165 -19/20 Revocation of Emergency Delegation and Arrangements

The RFO had circulated a report recommending that as remote meetings could now be held the emergency arrangements could be revoked.

RESOLVED that the emergency arrangements contained in **159-19/20** approved on 23 March 2020 be revoked.

166 -19/20 Financial Report

The RFO had circulated a report on the final figures for 2019/20 and the outlook for 2020/21. From the report he drew out the fact that the cancellation of the meeting planned for 18 March 2020 meant that the recommendations of the Grants Panel had not been approved in time for distribution and proposed putting this money into an Earmarked Reserve to be drawn down when the crisis eased.

The report also recommended distribution of the Special Grant of £20,000 allocated in the budget for 2020/21 to The Avenues and that the additional £5,000, used in 2019/20 for the Holiday Hunger project be split between The Avenues and QPG Hub for food projects in the area. Following discussion it was agreed to transfer £2,500 from the Summer Festival to this budget and allocate £5,000 to The Avenues and £2,500 to QPG Hub. It was agreed also to put more specific monitoring and publicity in place for the Special Grants to demonstrate the good work being undertaken across the Council's network.

RESOLVED that the payments to the values of £25,238.79 contained in Table 1 be approved.

RESOLVED that £14,550 be transferred into an Earmarked Reserve to be used for Community Grants previously approved by the Grants Panel

RESOLVED that £2,500 be transferred from the Summer Festival budget to the Special Grants budget, and that £25,000 be given to The Avenues and £2,500 to QPG Hub.

167-19/20 HR Update

Councillor Rustin reported that almost 100 applications had been received and that the selection process was under way although the detailed process would be subject to continued guidance on social distancing. The Director remained on sick leave with Councillor McArdle covering the Proper Officer and responsible Financial Officer roles so there was no change to report.

168-19/20 Governance

Councillor Fitzhugh led a discussion on the restructuring report previously distributed and undertook to circulate the latest draft before discussing it in detail with each councillor individually to establish what role they would like to take in the new structure. It was agreed that the outcome of these discussions would be brought to the May Council meeting which would be an ordinary business meeting with the Annual Meeting deferred until it was possible to hold a physical meeting.

169-19/20 Coronavirus Update

A report had previously been circulated and an update was provided by the Hotline Manager on the work being undertaken by the wider QPCC network and the way this local response was filling the gap left by statutory services and already established community services such as North Paddington FoodBank. There was discussion on the need to follow up on devices and wi-fi for people who didn't have access to services and this was added to the work programme. It was agreed that all this vindicated the decision to establish the Hotline and that the recommendation to allocate £25,000 from reserves in support of this project was approved.

RESOLVED that the future planning programme at 5.1 in the report be noted, and that it be kept under review.

RESOLVED that £25,000 be earmarked from reserves for the continuation for three months of the project to provide a local response.

170-19/20 Planning Applications

RESOLVED that the recommendations of the Planning Applications Working Group be approved.

	Reference	Proposal	Recommendation
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1	20/01185/FULL	Erection of a rear side infill extension at ground floor level, modification of the existing window to a double door on the rear wall of the existing lean-to, and installation of two conservation roof lights to the rear roof slope. (Linked to 20/01186/LBC) - 142 Fifth Avenue London W10 4DU	Queen's Park Community Council has no objection to this proposal.
2	20/01186/LBC	Erection of a rear side infill extension at ground floor level, modification of the existing window to a double door on the rear wall of the existing lean-to, and installation of two conservation roof lights to the rear roof slope. (Linked to 20/01185/FULL) - 142 Fifth Avenue London W10 4DU	Queen's Park Community Council has no objection to this proposal.
3	20/01669/ADFULL	Detailed ventilation system accompanied by an acoustic report pursuant to condition 4 of planning permission dated 11th November 2019 (RN:19/02905). - Wilberforce Primary School Beethoven Street London W10 4LB	Queen's Park Community Council has no objection to this proposal provided officers are satisfied with the noise mitigation measures.
4	20/01673/FULL	Erection of single storey rear infill extension at ground floor. - 120A Bravington Road London W9 3AL	Queen's Park Community Council has no objection to this proposal.
5	20/01685/FULL	Replacement of the ground floor conservatory with a brick extension, replacement of the rear kitchen window with a sliding door, replacement of the existing windows with double-glazed wooden sash windows and the installation of rooflights in the rear roof pitch. - 96 Kilburn Lane London W10 4AH	Queen's Park Community Council has no objection to this proposal.
6	20/01748/FULL	Erection of a rear side infill extension at ground floor level. Installation of two conservation roof lights to the rear roof slope. - 103 Lothrop Street London W10 4JA	Queen's Park Community Council has no objection to this proposal.

171-19/20 Working Group reports –

Councillor Lancashire reported that the reduction in traffic had led to improvements in air quality, and Councillor Pond outlined her expectation that the need for services for children and young people is likely to increase during lockdown. Councillor Rustin confirmed that Queen's Park gardens remained open, and was being used well, and that The Voice had gone out but there had been difficulties with deliveries.

172-19/20 Chair's Report – the Neighbourhood Plan had been delayed by the need to fit in with both the City Plan and the London Plan, but progress was now being made. Minor changes had been made to recognise that pedestrian must have priority on the footpaths outside shops and that there is no point in calling for more parking as neither the City Council nor the GLA will allow that.

173-19/20 Officers' Report –that the work undertaken during the month was featured in the reports to the Council and the priority for the month to come will be consolidating the community response at **169-19/20** to ensure that we emerge from the crisis with a stronger network of community organisations.

The meeting closed at 7.45pm.

Minutes of the meeting of the **HR Committee** held
in the Beethoven Centre, Third Avenue, London W10 4JL
on **Wednesday 4 March 2020** at 10:00.

Present: Cllrs Susanna Rustin (chair), Leslie Barson, Gill Fitzhugh and Emma Sweeney.
Also present: John McArdle, Proper Officer and RFO, Lindsey Brown, CDO.

The meeting began at 10:10.

HR21-19/20	Apologies for absence – none had been received.
HR22-19/20	Declarations of interest – there were none.
HR23-19/20	Minutes of previous meeting – the minutes of the previous meeting held on 13 November were not available so this item was deferred. Cllr Gill Fitzhugh undertook to write to the Director asking for a copy of the notes taken at the meeting.
HR24-19/20	Public session – there were no members of the public present.
HR25-19/20	<p>Recruitment - the future role of the Community Development Officer position was discussed and it was agreed to both review the allocation of duties to the post and to extend the working hours to four or five days per week depending on the duties allocated. The grade for the post will be evaluated when that had been done.</p> <p>It was agreed that the role had grown beyond that originally envisaged, and that a this should be taken into account at all stages in the process.</p> <p>A recruitment timetable was agreed as follows:</p> <ul style="list-style-type: none"> • 12/03/20 – Confirm Job Description • 18/03/20 – Council to confirm recruitment process and select interview panel • 19/03/20 – Post to be advertised • 14/04/20 – Closing date for applications • 15/04/20 – Shortlisting starts • 29/04/20 – Interviews <p>This timetable was agreed to be achievable, and would result in the replacement being in post for late May / early June.</p> <p>It was agreed that the HR Committee should meet again at 10:00 on 22 April 2020 to review progress.</p>

HR25-19/20 (continued)	The need for interim cover for the gap until the new CDO is in post was discussed and it was agreed the Proper Officer would arrange this using the existing Communications Contract with Happy Lizzie Event Planning and his powers to appoint temporary staff under the Scheme of Delegations.
HR26-19/20	Exclusion of the press and public – <i>Lindsey Brown left the meeting at 11:30.</i>
HR27-19/20	Administrative arrangements – the minutes of the confidential part of the meeting will be made available only to those persons present. <i>Cllr Leslie Barson left the meeting at 11:35 and returned at 11:39.</i>

The meeting ended at 11:40

Report To:	Queen's Park Community Council		
Title:	Finance Report		
Purpose:	For Decision		
Author:	Councillor John McArdle Proper Officer and Responsible Finance Officer		
Date of Meeting	20 May 2020	Agenda Item	180-19/20

1 Summary

This report summarises the financial position at the end of April 2020.

2 Recommendations

It is recommended that the Council

- (1) Notes the contents of this report
- (2) Approves the payments to the value of £10,275.08 contained in Table 1.
- (3) Approves the renewal of insurance for £1,037.70 as recommended at 5.2.

3 Income to the Council

The precept of £164,841 which is collected by Westminster City Council has been paid into the Council's bank account.

4 Payments Made by the Council

- 4.1 Table 1 below sets put all payments made by the Council in April 2020. The payments to Syte Architects, Avenues and QPG Hub with a total value of £30,589.76 including VAT, were approved by the Council in February (129-19/20) and April 2020 (155-19/20) and the remainder made under delegated powers.
- 4.2 Under Article 5.5 of the Council's Financial Regulations the Responsible Finance Officer has delegated authority to authorise payments in certain circumstances, including where the payment forms part of a contract or is for a value of less than £1,000. Where this authority is used a schedule of the payments is to be provided to the next meeting of the Council. The total value of these, including redacted payments, is £10,275.08.

Table 1: Payments During February and March 2020

Date	Supplier	Goods or Service	Value (£)
01/04/2020	ICO	DATA REGISTRATION	35.00
02/04/2020	MUSICUS CIC	COMMUNITY GRANT	1,900.00
02/04/2020	J J MCARDLE	CLLR ALLOW	250.00
02/04/2020	HAPPY LIZZY EVENT	COMMUNICATIONS SUPPORT	3,324.00
02/04/2020	JOBLADDER LTD	RECRUITMENT SUPPORT	474.00
02/04/2020	MICROSHADE	HOSTING	445.92
02/04/2020	A2 DOMINION	ROOM BOOKING	75.00
02/04/2020	C A CHAMBERS	DIG SERVICES	1,650.00
06/04/2020	BARCLAYS	BANK CHARGES	6.50
07/04/2020	SYTE ARCHITECTS LT	PLANNING SUPPORT	3,089.76
07/04/2020	REDACTED	HMRC	
07/04/2020	REDACTED	SALARY PAYMENT	
27/04/2020	AVENUES	SPECIAL GRANT	20,000.00
27/04/2020	AVENUES	FOOD GRANT	5,000.00
27/04/2020	QPG COMMUNITY HUB	FOOD GRANT	2,500.00
27/04/2020	EARTHA POND	EXPENSES	271.88
27/04/2020	RYAN DALTON	CLLR ALLOW	250.00
27/04/2020	JOHN GOOD LTD	PRINTING	89.72
27/04/2020	HR SERVICES PARTNE	HR SUPPORT	48.00
29/04/2020	VODAFONE LIMITED	MOBILE PHONE	25.21
30/04/2020	ONECOM	IT SERVICES	77.06
01/04/2020	ICO	DATA REGISTRATION	35.00

4 Coronavirus Hotline

In April 2020 the Council approved a budget of £25,000 from reserves for the continuation of the Hotline. A full report is provided elsewhere on the agenda but during April expenditure of £8,519 was incurred against a notional budget of £8,750

5 Council Insurance for 2020/21

- 5.1 The Council's insurance policy expires on 1 June 2020 and it has received a renewal quote for £987.70, which is the same as last year, from specialist agents Came & Company Local Council Insurance brokers. There is a small discount of around £50 available for three year agreement but this is not recommended as it would tie us to the same insurance company for next year at a time when the general financial climate may lead to increases and a need to shop around.
- 5.2 It is recommended, therefore, that the insurance be renewed through Camel and Company with PEN Underwriting Limited for a total payment of £1,037.70 including fees and taxes.

6 Financial reports to the Council

The Detailed Receipts & Payments by Budget Heading is attached as an Appendix.

Detailed Receipts & Payments by Budget Heading 24/04/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100</u> <u>Income</u>						
1076 Precept	164,841	164,842	1			100.0%
<u>101</u> <u>Staff costs</u>						
4100 Staff costs	(1,748)	(54,000)	52,252		52,252	3.2%
4105 Training	0	(500)	500		500	0.0%
<u>102</u> <u>Administration</u>						
4101 Councillor allowances	(540)	(1,500)	960		960	36.0%
4105 Training	0	(1,000)	1,000		1,000	0.0%
4120 Insurance	0	(1,300)	1,300		1,300	0.0%
4125 Office rent	0	(10,000)	10,000		10,000	0.0%
4126 Room bookings	(75)	(1,400)	1,325		1,325	5.4%
4127 Office maintenance/relocation	0	(1,000)	1,000		1,000	0.0%
4129 Volunteer development	(1,400)	(2,000)	600		600	70.0%
4130 IT - hosting, computers, email	(792)	(7,500)	6,708		6,708	10.6%
4132 Stationery and materials	0	(500)	500		500	0.0%
4133 Chair's allowance	0	(75)	75		75	0.0%
4134 Community grants	(1,900)	(25,000)	23,100		23,100	7.6%
4135 Teleomms, postage	(85)	(1,000)	915		915	8.5%
4136 Pop Up Fund	0	(2,000)	2,000		2,000	0.0%
4137 Subscriptions	(35)	(2,600)	2,565		2,565	1.3%
4138 Special grants	(27,500)	(27,500)	0		0	100.0%
4139 Travel expenses	(272)	(150)	(122)		(122)	181.3%
4140 Professional fees	0	(1,000)	1,000		1,000	0.0%
4142 Audit fees	0	(1,000)	1,000		1,000	0.0%
4144 Bank charges	(7)	0	(7)		(7)	0.0%
4150 Elections costs	0	(2,000)	2,000		2,000	0.0%
<u>201</u> <u>Communications and Events</u>						
1410 Income Summer Festival	0	6,500	6,500			0.0%
1411 Income Fireworks	0	5,000	5,000			0.0%
1412 Income Winter Fair	0	1,500	1,500			0.0%
4110 Website	0	(2,500)	2,500		2,500	0.0%
4128 Catering	0	(200)	200		200	0.0%
4200 Queens Park Voice	(594)	(4,000)	3,406		3,406	14.8%
4205 Winter Fair	0	(3,200)	3,200		3,200	0.0%
4206 Winter Social	0	(100)	100		100	0.0%
4210 Summer Festival	0	(11,000)	11,000		11,000	0.0%
4220 Fireworks	0	(9,000)	9,000		9,000	0.0%
4225 Events organisation	0	(7,800)	7,800		7,800	0.0%
4235 Advertising - recruitment	0	(1,600)	1,600		1,600	0.0%
4236 Marketing & promotion	(1,000)	(500)	(500)		(500)	200.0%

Detailed Receipts & Payments by Budget Heading 24/04/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>301 Environment and open spaces</u>						
4300 Community gardening	0	(17,500)	17,500		17,500	0.0%
4301 Dog strategy	(1,650)	(4,000)	2,350		2,350	41.3%
4305 Park developments	0	(1,500)	1,500		1,500	0.0%
4410 Air quality	0	(500)	500		500	0.0%
<u>401 Neighbourhood planning</u>						
4400 Neighbourhood Plan	(2,575)	(2,000)	(575)		(575)	128.7%
4402 Harrow Rd projects	0	(500)	500		500	0.0%
<u>999 VAT data</u>						
515 VAT on Payment	(693)	0	(693)		(693)	0.0%
Grand Totals:- Receipts	164,841	177,842	13,001			92.7%
Payments	40,865	208,925	168,060	0	168,060	19.6%
Net Receipts over Payments	123,976	(31,083)	(155,059)			
plus Transfer From EMR	1,900					
Movement to/(from) Gen Reserve	125,876					

Report To:	Queen's Park Community Council		
Title:	Coronavirus Update		
Purpose:	For Discussion		
Author:	Liz Thorpe-Tracey, Communications and Community Development Officer, and Ted Flanagan, Hotline Manager		
Date of Meeting	20 May 2020	Agenda Item	183-19/20

1 Summary

The following report outlines the response to the Covid-19 crisis in Queen's Park and includes some suggestions for forward planning. The community has responded quickly with organisations, businesses and volunteers dedicating time, effort and resources to support the most vulnerable through this extremely challenging period.

2 Recommendations

It is recommended that the Council

- (1) Notes the contents of this report
- (2) Discusses continuation of the scheme and any follow up required.

3 Background

- 3.1 At the beginning of April QPCC set up a hotline to support Queen's Park residents impacted by the Covid-19 epidemic with a particular focus on those isolated without internet access. The service has been promoted by leaflet, word of mouth networks and online. In addition to direct calls there have been multiple referrals from concerned neighbours and community groups. The hotline is run by QPCC staff seven days per week and serves as a first point of contact for residents in need of help. Staff listen and provide emotional support, refer cases to partners and agencies where appropriate, and delegate tasks to a local volunteer team on the ground.

4 Activities

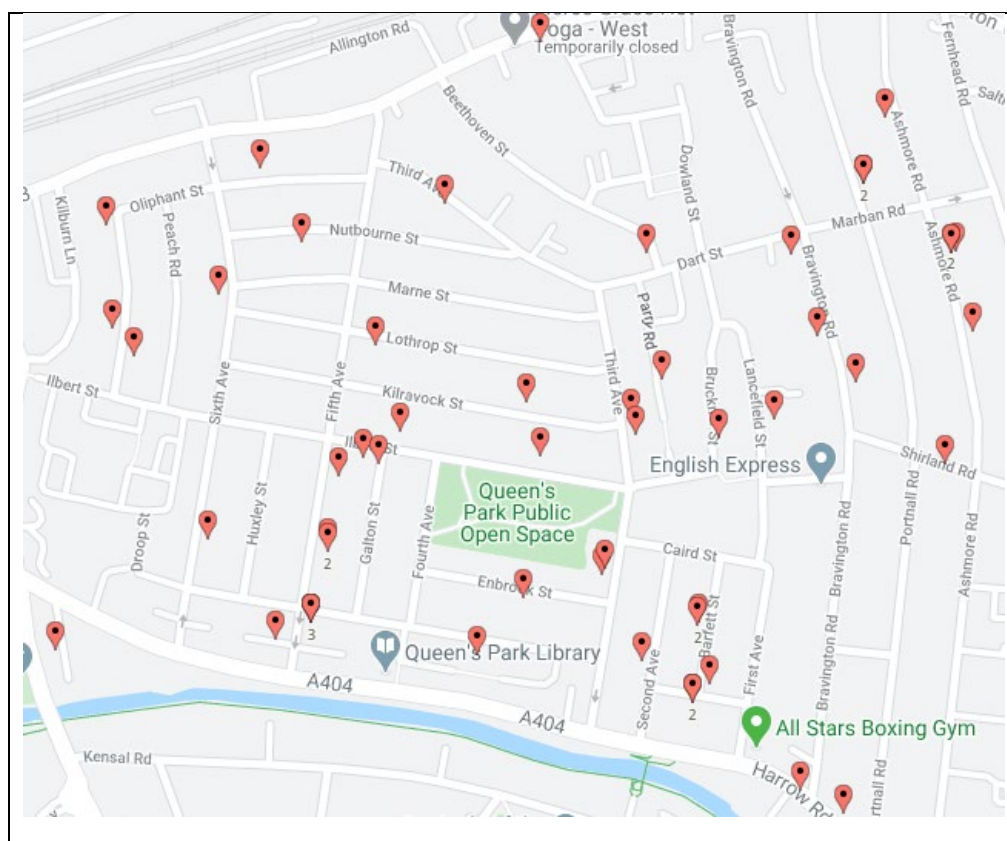
- 4.1 To date the hotline has supported 69 cases, and 51 are receiving ongoing support.
 - 44% involve residents aged 60 or over
 - 26% involve residents on the Shielded list at high risk from Covid-19
 - 22% involve families
 - 10% involve animals

Each call is logged and case managed by staff who check in regularly and provide support as required.

4.2 Referrals and support

- 49 cases have been supported by local volunteers with shopping trips, prescription pickups, gas/electricity top ups, troubleshooting, running errands and emotional support
- 36 cases have been referred to North Paddington Food Bank for emergency and ongoing weekly food packages
- 8 families have been referred to Avenues cooked lunch delivery service (Mon to Fri)
- 18 older/ shielded residents have been referred into QPG Hub/ Ida's restaurant cooked lunch delivery service (Mon, Weds, Fridays and weekends)
- 15 cases have been referred to Westminster CAB for advice on benefits, debt, finance, and housing
- 2 cases have been referred to adult social services
- 1 case has been referred to children's social services
- 1 case has been referred to the community mental health team
- 2 cases have been referred to the Paddington Emergency Response Partnership which brings together a number of local agencies to support the most complex cases and flag them to statutory support services.
- 1 resident has been admitted to hospital and another has sadly passed away

4.3 Geographic spread of cases across Queen's Park



- 4.4 It is highly likely the current cases represent a just a small fraction of those in need across Queen's Park. Door-knocking and outreach could be a potential way to access and help more people moving forwards.

Local partnership

- 4.5 Queen's Park is fortunate to have a range of excellent community-based organisations, businesses and active volunteers operating on the ground who have responded quickly to the crisis by adapting their services and working hard to support those most in need.

North Paddington Food Bank

- 4.6 The North Paddington Food Bank has expanded to meet a massive increase in demand during the lockdown providing a vital lifeline to isolated residents and low income households. It is currently delivering 636 food parcels to 1130 people each week - an increase of five times its pre-Covid service.
- 4.7 Deliveries in W10 and W9 postcodes account for over 40% of the Foodbank's total service highlighting a very high level of need in Queen's Park. The Foodbank opened a Queen's Park Satellite Hub on the 30th April at the Avenues Youth Project in response to demand. QPCC is working with foodbank staff and volunteers, referring those in need into the service, and helping ensure weekly food deliveries are timed appropriately and tailored as much as possible to ensure people don't go hungry and food is not wasted.

Avenues Youth Project

- 4.8 The Avenues Youth Project launched a hot meal delivery service on the 23rd March to support vulnerable local children and families during the lockdown. Starting with its own membership base, then expanding to accept referrals, the project is now delivering 100 meals a day to over 50 households every Monday to Friday. The project is funded by QPCC, alongside donations and an impressive volunteer effort involving chefs, administrators and delivery drivers. QPCC staff have been working closely with the Avenues team referring cases into the service and providing additional support to families through the Hotline. The Avenues is planning to re-open at the beginning of June when the food project will have run for 10 weeks saving 50 low income families an average of £100 per week and involving over 45 local volunteers.

QPG Community and Sports Hub

- 4.9 The QPG Hub team have been operating seven days a week and working incredibly hard throughout the lockdown to support those in need across Queen's Park. The Hub has continued to deliver free Magic breakfast and food care packages to the Wilberforce School Families that it was supporting prior to the crisis. It has also launched a cooked food service in partnership with Ida's Restaurant and the Felix Project which is currently delivering 87 meals three times a week to older isolated residents and its core families.

- 4.10 On 2nd May the Hub expanded to offer a weekend service delivering Saturday brunch and Sunday roasts to 42 of its highest risk group. Every Thursday the hub delivers Fish and Chips donated by the Seashell restaurant in Lisson Grove which has become a lockdown favourite. QPCC has referred 18 older isolated residents onto the hot meal service and 45 for fish and chips with very positive feedback. The QPG Hub team are have provided a responsive service on the ground supporting the Hotline with a range of tasks; from shopping trips, prescription pick-ups, electricity/gas and phone top-ups, cat food drop-offs, a hearing aid repair and much more. They are also picking up and referring cases into the Hotline and providing a valuable picture of the situation on the ground.

QPCC Volunteer Team

- 4.11 QPCC is managing a team of seven local volunteers who provide a friendly support service to those in need. The team have been carefully trained to protect themselves and the residents they are supporting and provided with PPE, high-vis vests, ID badges and volunteer cards. They follow a strict safeguarding protocol to ensure any concerns are flagged to QPCC staff and appropriate agencies. Despite the challenges of supporting lonely and anxious people whilst maintaining strict social distancing boundaries, the team have been doing a fantastic job of reducing isolation and providing support from a safe distance. They have been helping with a wide range of tasks including shopping and prescription pick-ups, as well as going the extra mile to help a low-income family in isolation celebrate a 9 year olds birthday.

A couple of quotes below highlight the difference the team are making:

'Would like to say a big thanks for arranging shopping and hot meals to my mother Ms Murphy, who is a disabled pensioner, extremely vulnerable; and because I'm unwell, has no one else to help her. this is a huge lifeline and I'm extremely grateful for all you've done. I don't know what we would have done without this.'

Mandy Murphy, Kilravock Street

'I would like to thank you about the huge help and support you are providing me with as a single mother of three young children with no friends or family around me in this difficult time you are making a big difference to us by collecting prescriptions, getting food and essentials for us. People who are answering the phone are very kind and helpful, big thankyou to everyone. I appreciate your kindness and help'

Wassila Faradji, Lancefield Street

5 Future Planning

- 5.1 The Council has committed to maintaining the Hotline through May and June, and as the government eases lockdown restrictions must consider the best way to gradually withdraw support from the cohort it has been helping throughout the crisis. QPCC is co-ordinating with key partners to ensure those in need continue to receive support over the coming months and beyond.

- 5.2 The Foodbank has confirmed it will continue to support all the referrals QPCC has made going forwards. Weekly food parcels will be a vital lifeline to low income households and isolated residents in the difficult months ahead. QPG Hub is planning to continue its current food delivery service to high risk, shielded and older residents until government advice to stay at home is reviewed at the end of June. The Avenues hot food service for families will run to the end of May.
- 5.3 The collaboration and community spirit displayed by volunteers, organisations and agencies at a very local level throughout the past two months has been incredible and inspiring. Queen's Park is extremely fortunate to have such a rich and active community support network to call on in times of need. In the event of a second wave of Covid-19 cases in the autumn the partnerships and connections built up will be vital in supporting the growing cohort of vulnerable residents that have been identified.

North Westminster Community Aid Report

Prepared by the Paddington Emergency Response Group
Week of 11 May, 2020

"In North Paddington we have seen worrying increases in the need for aid across our neighbourhood. Volunteers and staff of local non-profits have risen to the challenge, helping residents and households suffering hardship; but as we go forward, the Council's support will be integral to providing sustainable support for our community"

Weekly Aid Numbers

757 Total households helped by non-profits last week

636 Weekly Foodbank deliveries
Up from 125 pre-COVID

1130 People served by foodbank
Up from 190 pre-COVID

Geographic Breakdown

Of food aid – N. Westminster wards are highlighted in blue

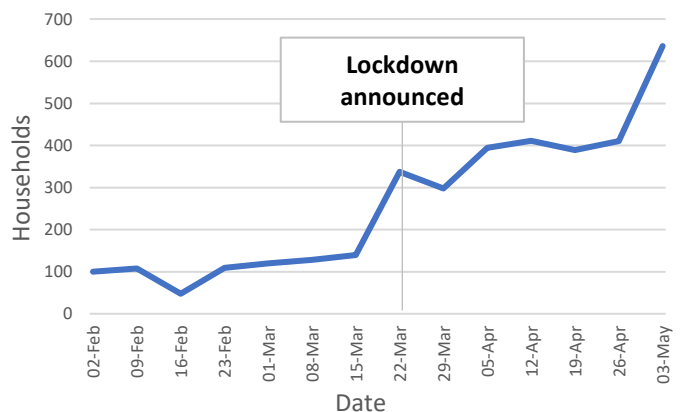
Ward	Deliveries	Ward	Deliveries
W10	132	NW8	77
W2	117	NW6	24
W9	140	NW1	11
W11	50	NW5	1
W8	3	NW2	1
W6	1	SW1	66
WC2	5	SW5	3
N9	1	SW7	1
Other	2	SW3	1
Grand Total			636

Summary of Community Support

- Frontline volunteers are helping those in isolation with day to day tasks, especially prescription and food pick ups
- Frontline volunteers are also seeing citizens with complex issues, often these citizens require escalated support from adult social care – they're currently supporting **15** of these residents
- Foodbank aid is increasing each week, reaching record highs (5x pre-COVID volumes)
- Non-profits are supplementing the foodbanks through hot meal deliveries, 163 people receive daily meals in Queen's Park and another 120 in Maida Vale

Food Aid Trends

Aid is increasing by ~65 households per week



Requests for Westminster Council

- **Increase adult social care capacity:** additional professional social service capacity will help tackle increasingly complex issues that volunteers cannot handle
- **Direct volunteers to non-profits:** We are concerned that volunteer levels will drop as lockdown is eased. Continued referrals from the council would help combat this decline
- **Provide supplementary food aid:** Paddington food aid has been covering areas outside of its intended operating areas allocating funds and increasing capacity of other food aid will alleviate this pressure
- **Allocate funds to the NP Foodbank:** to cover the vast increase in food aid

Report To:	Queens Park Community Council		
Title:	Planning Applications – May 2020		
Purpose:	For decision		
Author:	Councillor John McArdle Proper Officer and Responsible Finance Officer		
Date of Meeting	20 May 2020	Agenda Item	184-19/20

1 It is recommended the following responses to planning applications be submitted.

	Reference	Proposal	Recommendation
1	20/02222/FULL	Installation of new entrance gates including electric light, and alterations to existing wall and railings. - St Johns Church Kilburn Lane London W10 4AA	Queen's Park Community Council has no objection to this proposal.
2	20/02565/TCA	T1 - Ash - Located in rear garden - Close to wall and over neighbouring garden causing complaints - Due to the position and size of the tree we would like to fell. - 50 Marne Street London W10 4JF	Queen's Park Community Council has no objection to this proposal.
3	20/02718/FULL	Installation of rooflight on the rear roof slope and installation of a rooflight in closet wing. - First Floor Flat 36 Ilbert Street London W10 4QJ	Queen's Park Community Council wishes to object to this proposal on the grounds that insufficient detail has been given on the dimensions and design to make an informed assessment.
4	20/02842/CLOPUD	Erection of dormer to rear roof slope. - 40 Parry Road London W10 4SZ	Queen's Park Community Council wishes to object to this proposal on the grounds that the proposed room size and height will not provide acceptable living standards.
5	20/02947/FULL	Erection of a single-story glazed side infill extension and installation of double glazed windows to front and rear elevations. - 48 Sixth Avenue London W10 4HD	Queen's Park Community Council wishes to object to this proposal on the grounds that insufficient detail has been given on the dimensions and design to make an informed assessment.

Report To:	Queen's Park Community Council		
Title:	Officers' Report		
Purpose:	For information and discussion		
Author:	Councillor John McArdle / Liz Thorpe-Tracey Proper Officer and Responsible Finance Officer / Communications and Community Development Officer		
Date of Meeting	20 May 2020	Agenda Item	187-19/20

1 Summary

This report sets out some of the activity undertaken by Officers since the last meeting and activities proposed for the next month.

2 Recommendations

That the Council notes the Report and discusses the future programme..

3 Main tasks / issues since last full meeting of Council

Much of the work during April was focussed on developing and supporting the Hotline, as reported elsewhere on the agenda, and in undertaking those activities required at the year end.

4 Main tasks / issues over the forthcoming month

Supporting the Hotline will continue to be a priority through May, and the Council should also consider the impact the current situation will have on activity generally for the remainder of 2020. The table below sets out some key dates to aid discussion.

Week Commencing	Communication / Event	Action / Decision
04-May-20	Annual Community Meeting due on Wednesday	Meeting to be deferred rather than online, new date TBC
11-May-20	Council Papers out Thursday	E-Newsletter issued
18-May-20	Council Meeting Wednesday	Online meeting, which will not be the Annual Meeting. All councillors will hold their positions till this takes place at a date to be decided.
25-May-20		
01-Jun-20	Queens Park in Bloom postponed	Deferred until September
08-Jun-20	Council Papers out Thursday 26	E-Newsletter on Friday

15-Jun-20	Council Meeting Wednesday	Online meeting
22-Jun-20	Expect The Voice this week	Decision to be taken at the May meeting
29-Jun-20		
06-Jul-20		
13-Jul-20	Council Papers out Thursday	E-Newsletter on Friday
20-Jul-20	Council Meeting Wednesday	Probable online meeting
27-Jul-20	Summer Festival on Saturday 1 August	To be confirmed at June meeting, but unlikely to take place. Need an alternative of some kind.
03-Aug-20		
10-Aug-20		
17-Aug-20	No Council Meeting in August	
24-Aug-20		
31-Aug-20	Grants close Sunday 6 September	Need to set process
07-Sep-20	Queen's Park in Bloom this month	Need to set process
14-Sep-20	Council Papers out Thursday	E-Newsletter on Friday
21-Sep-20	Council Meeting Wednesday	Might be able to return to normal meetings using social distancing principles
28-Sep-20		
05-Oct-20		
12-Oct-20		
19-Oct-20	Council Meeting Wednesday	Might be able to return to normal meetings using social distancing principles
26-Oct-20		
02-Nov-20	Fireworks due on Thursday 5 November	To be decided whether to go ahead and in what form, possibly in September
09-Nov-20		
16-Nov-20	Council Meeting Wednesday	Might be back to normal
23-Nov-20		
30-Nov-20		



You are hereby summoned to attend a **Meeting** of the **Community Council** to be held at on **Wednesday 17 June 2020** commencing at **6.00pm**.

Join Zoom Meeting
<https://us02web.zoom.us/j/7867803081>

Meeting ID: 786 780 3081

Councillor John McArdle, Proper Officer

11 June 2020

AGENDA

- 188-19/20** **Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 189-19/20** **Declarations of interest.**
- The meeting will pause for a minute of silence to mark the third anniversary of the tragedy at Grenfell Tower.**
- 190-19/20** **Minutes of a previous meeting** – to consider the minutes of the meeting of the Council held on 20 May 2020 for confirmation and signing as a correct record.
- 191-19/20** **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).*
- 192-19/20** **Traffic management.** - to discuss traffic related matters including a request from a resident for a Play Street and a proposal to support healthy streets Westminster..
- 193-19/20** **Financial report.** - to receive a report on the current financial position and approve payments.
- 194-19/20** **Annual returns.** - to receive and consider for approval the year end documents including the Internal Audit Report for 2019/20.
- 195-19/20** **HR update** – to receive an update on HR matters.
- 196-19/20** **Governance** – to approve a proposal to restructure the Council.
- 197-19/20** **Coronavirus update** – to receive an update on the Council’s response to the pandemic.
- 198-19/20** **Black Lives Matter** – to discuss and explore ways that the Council can show support
- 199-19/20** **Pop-up Fund** – to receive an application and decide on it
- 200-19/20** **Planning applications** – to receive an update from the Planning Working Group on responses to planning applications.
- 201-19/20** **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).
- 202-19/20** **Chair’s report.**
- 203-19/20** **Officers’ report.**

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held remotely using Zoom
on **Wednesday 20 May 2020** commencing at 18:00.

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

Also present: Liz Thorpe-Tracey, Communications and Community Development Officer and three members of the public.

174-19/20 Apologies for absence –

None were received.

175-19/20 Declarations of interest – Councillor McArdle declared an interest as Proper Officer & RFO. Councillor Pond declared an interest in the Avenues Youth Project

176-19/20 Minutes of the meeting held 26 February 2020

RESOLVED THAT The minutes were approved as a correct record to be signed by the Chair at the next physical meeting.

177-19/20 Minutes of the Council meetings held on 22 April 2020

RESOLVED THAT The minutes were approved as a correct record to be signed by the Chair at the next physical meeting.

178-19/20 HR Committee held on 3 March 2020

RESOLVED THAT The minutes be adopted.

179-19/20 Public session

A member of the public congratulated the council for the work done for the community during the coronavirus emergency.

180 -19/20 Financial Report

The RFO circulated a report on the current financial position. The following items were highlighted

- (i) that spend on the Corona Virus Hotline was on target.
- (ii) that funding from Westminster City Council had been received
- (iii) that the Council's insurance policy was due for renewal, and that a one-year renewal was recommended

RESOLVED to agree the report on the current financial position

RESOLVED to agree payments to the value of £10,275.08 contained in Table

RESOLVED to agree the one-year renewal of the insurance policy at a cost of £1,037.70

181-19/20 HR Update

Councillor Rustin reported that there were almost 100 applications for the Community Development Officer post and that shortlisting was in process with interviews being planned. The interview panel will comprise Cllrs, Sweeney, McArdle and Rustin. The Director is to return to work part time shortly.

182-19/20 Governance

Councillor Fitzhugh summarised the governance restructuring. The Council would have two major committees the People Committee and the Place Committee each meeting five times per year. Full council would meet four times per year.

Councillor Fitzhugh also expressed her thanks to Councillors Lawrence and Pond for their input into the review, and asked council members to participate in a Task and Finish Group to look at the committee terms of reference, which will then be brought to the June meeting of Council for approval.

183-19/20 Coronavirus Update

Councillor Fitzhugh expressed her thanks to everyone who worked on the coronavirus update report and asked councillors to consider the following questions in relation to fundraising:

- (i) what can the council – as a community council – do which other organisations can't?
- (ii) how can the council capitalise on the work done so far;
- (iii) how can QPCC work better with its parent council Westminster City Council?

Ms Thorpe-Tracy also raised the issue of what the council is able to offer as Avenues and other partner organisations move towards transition from lockdown and begin to resume their normal services.

184-19/20 Planning Applications

RESOLVED that the recommendations of the Planning Applications Working Group be approved.

	Reference	Proposal	Recommendation
1	20/02222/FULL	Installation of new entrance gates including electric light, and alterations to existing wall and railings. - St Johns Church Kilburn Lane London W10 4AA	Queen's Park Community Council has no objection to this proposal.
2	20/02565/TCA	T1 - Ash - Located in rear garden - Close to wall and over neighbouring garden causing complaints - Due to the position and size of the tree we would like to fell. - 50 Marne Street London W10 4JF	Queen's Park Community Council has no objection to this proposal.
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			not provide acceptable living standards.
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185-19/20 Working Group reports –

Air Quality: Councillor Lancashire reported that the reduction in traffic continues to impact on air quality with a 60% fall in pollution levels. **Neighbourhood Plan:** Despite the huge amount of work which has gone into producing it, the Neighbourhood Plan can't now be submitted to Westminster City Council till 2021. **Environment and Open Space:** will be holding a meeting on 21 May. HFCG's contract has been renewed. **Events:** No events are currently planned, proposals will be brought to the June meeting for alternative events. **Public and Community Arts:** will be meeting next week. **The Voice:** a summer issue will be produced.

186-19/20 Chair's Report – Councillor Barbe has left the area and resigned from the Council. Councillor Fitzhugh will write a letter of thanks to her for her contribution to the Council's work. The process for replacing a councillor, is started when Westminster City Council is informed of the vacancy and a Notice of Election is issued.

187-19/20 Officers' Report –The work undertaken has been covered in other reports.

The meeting closed at 19:20

Report To:	Queen's Park Community Council		
Title:	Traffic Management		
Purpose:	For Discussion and Decision		
Author:	Councillor Susanna Rustin		
Date of Meeting	17 June 2020	Agenda Item	192-19/20

1 Summary

This report introduces a discussion on traffic matters in our area.

2 Recommendations

It is recommended that the Council

- (1) Notes the contents of this report
- (2) Notes the presentation by a member of the public
- (3) Approves the proposal to support Westminster Healthy Streets
- (4) Explores ways in which to promote safer cleaner streets

3 Background

- 3.1 The recent pandemic has led to a significant decline in traffic on the streets, and a consequent improvement in air quality. As the UK emerges from the lockdown the government is encouraging Councils to take steps to encourage active travel, and Westminster City Council has proposed a number of measures to improve conditions across the city including Queen's Park. A copy of this is attached.
- 3.2 At the same time, a resident has written to QPCC asking for a Play Street. Preliminary discussions have been held and she will give presentation to the meeting of how this might work.
- 3.3 The Community Council is not the only interested party, and a city-wide campaigning organisation called Westminster Healthy Streets is also pressing the City Council for action. It is proposed that we ally with them on matters of common interest and to gain access to expert advice. There is no cost to this and no commitment to take any specific action.

<https://westminsterstreets.org.uk/>



City of
Westminster

City of Westminster

DRAFT Movement Strategy – Street proposal

Queen's Park area

June 2020 / Version 1.0



Key measures

- Temporary walking and cycling measures proposals for Harrow Road
- Additional temporary cycle parking
- Experimental cycle schemes
- Experimental local traffic management measures to enhance walking and cycling

Temporary proposals for Harrow Road

- Temporary walking and cycling measures proposals for Harrow Road include:
 - Cycle logos in the carriageway
 - Pop-up mandatory peak hour cycle lanes (allowing loading off-peak)
 - Temporary footway widening using barriers and cones, to facilitate loading
 - Temporary suspension/relocation of parking/loading bays

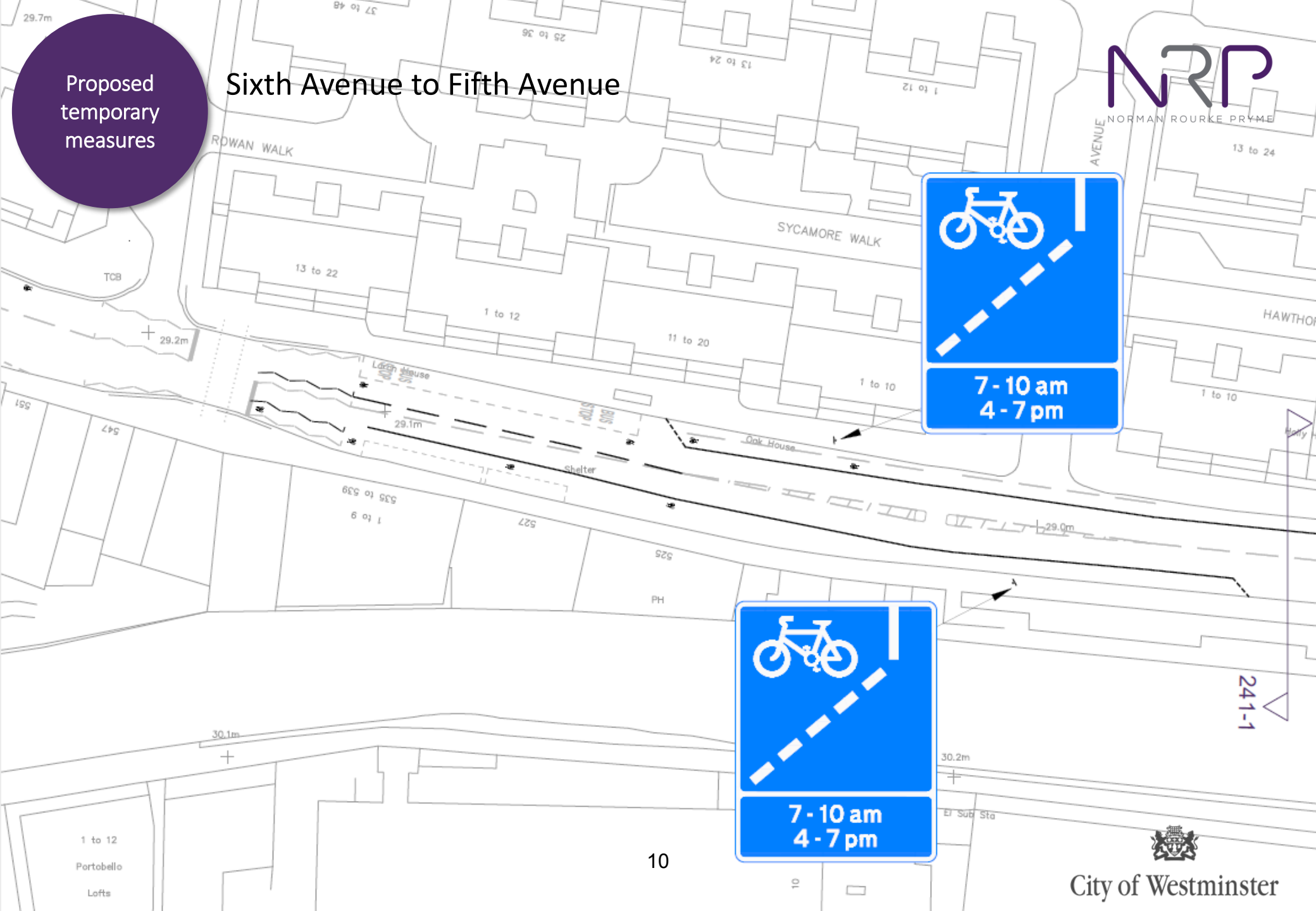
Proposed temporary measures

Ladbroke Grove to Sixth Avenue



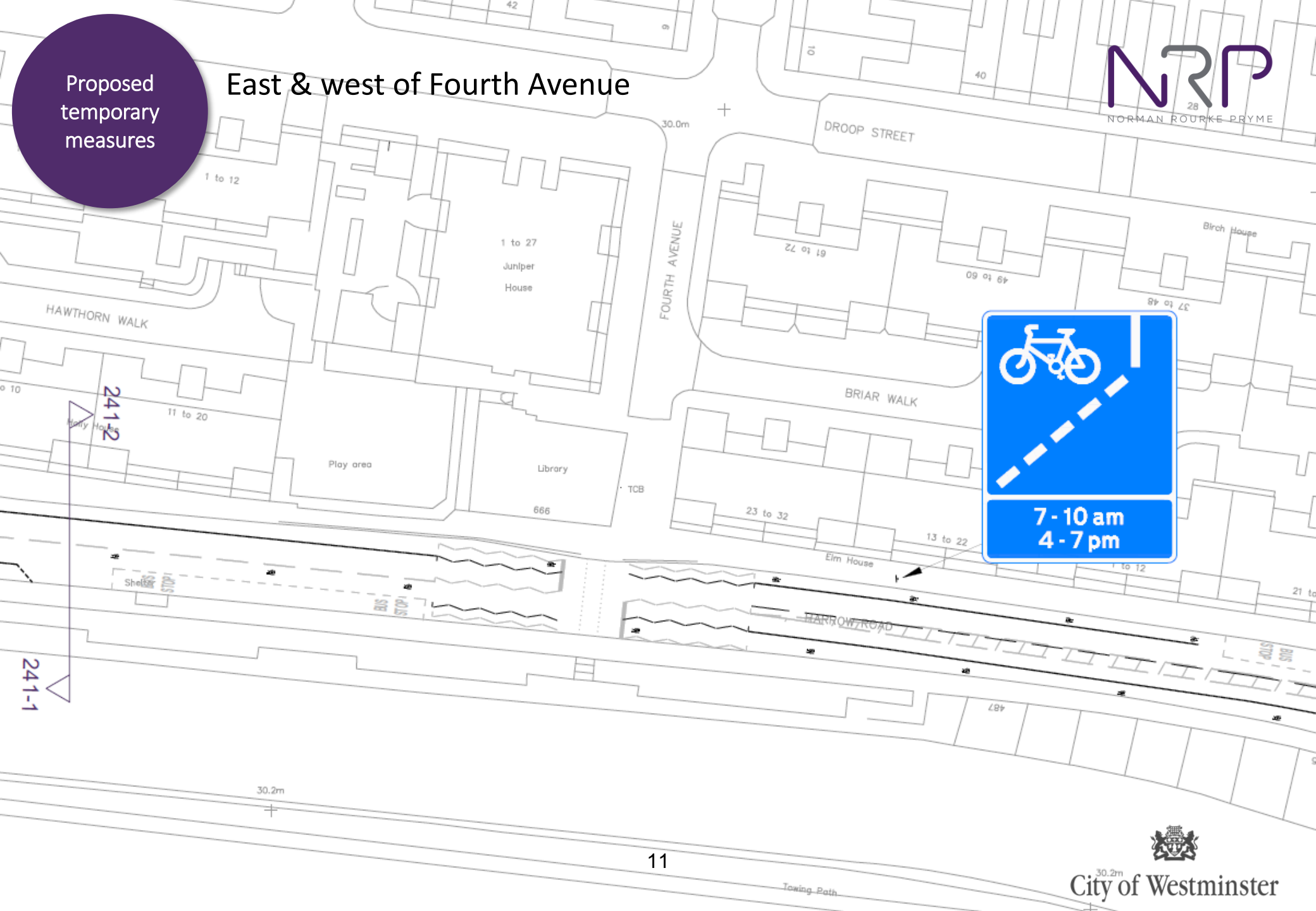
Proposed temporary measures

Sixth Avenue to Fifth Avenue



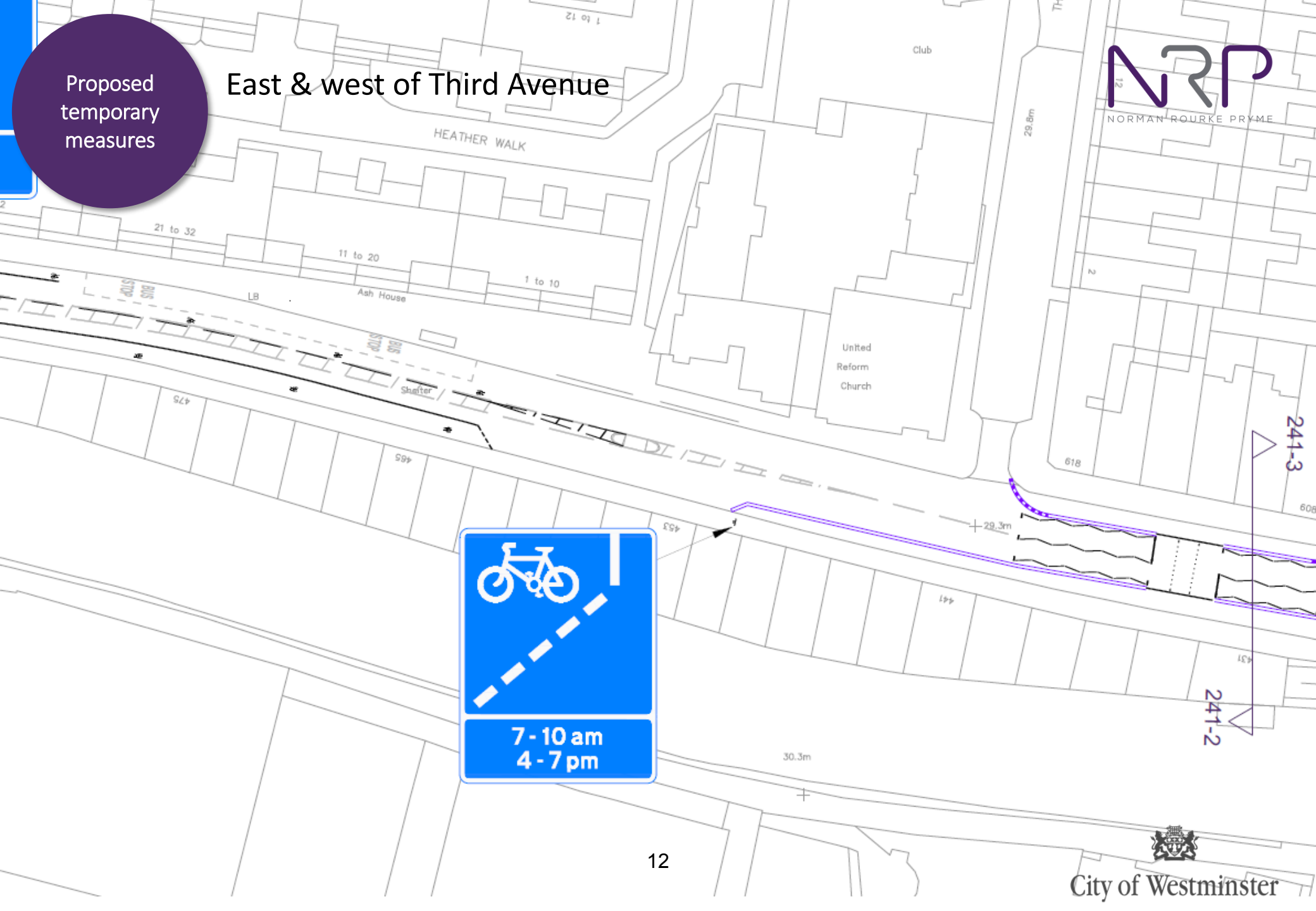
Proposed temporary measures

East & west of Fourth Avenue



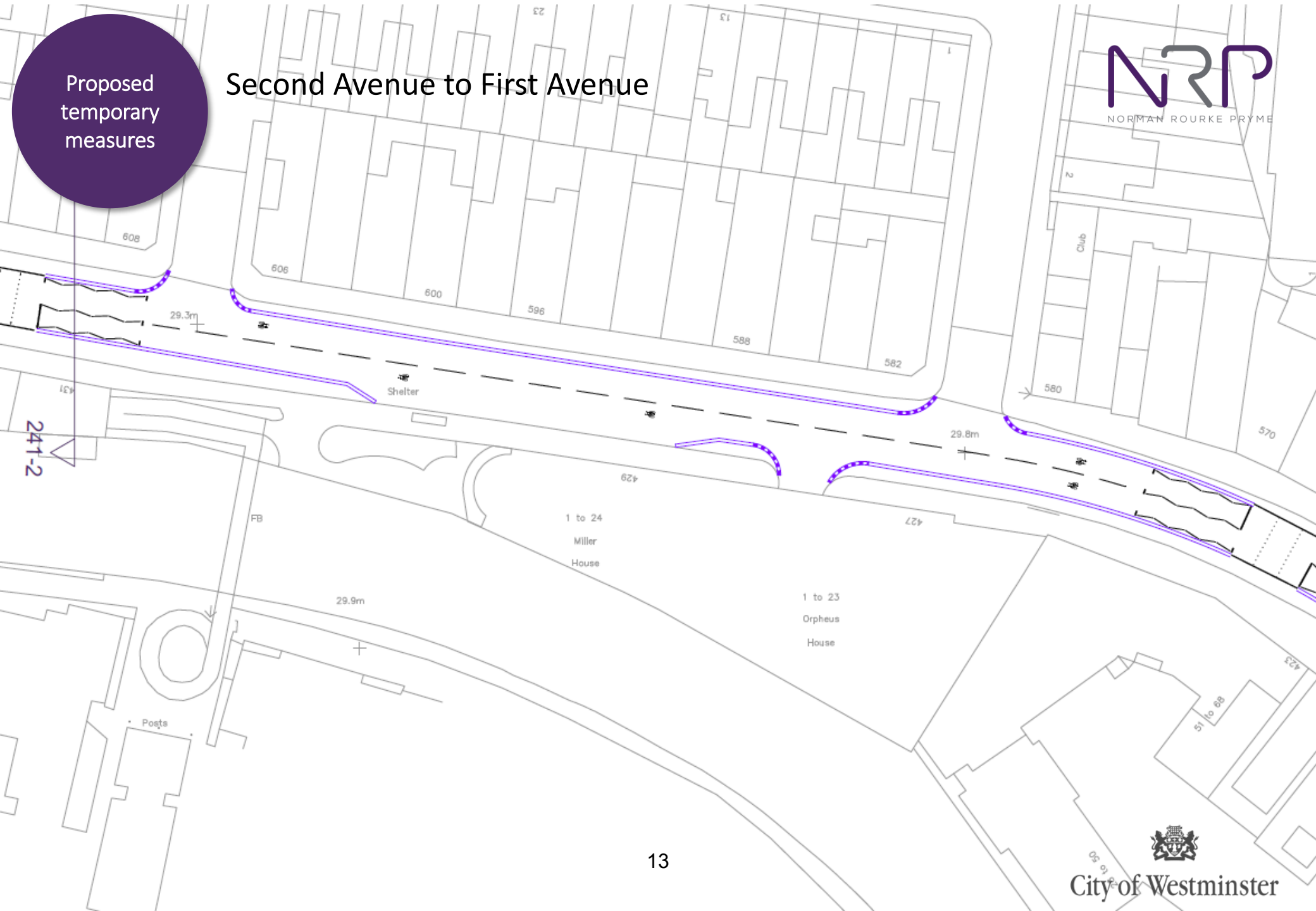
Proposed temporary measures

East & west of Third Avenue



Proposed temporary measures

Second Avenue to First Avenue

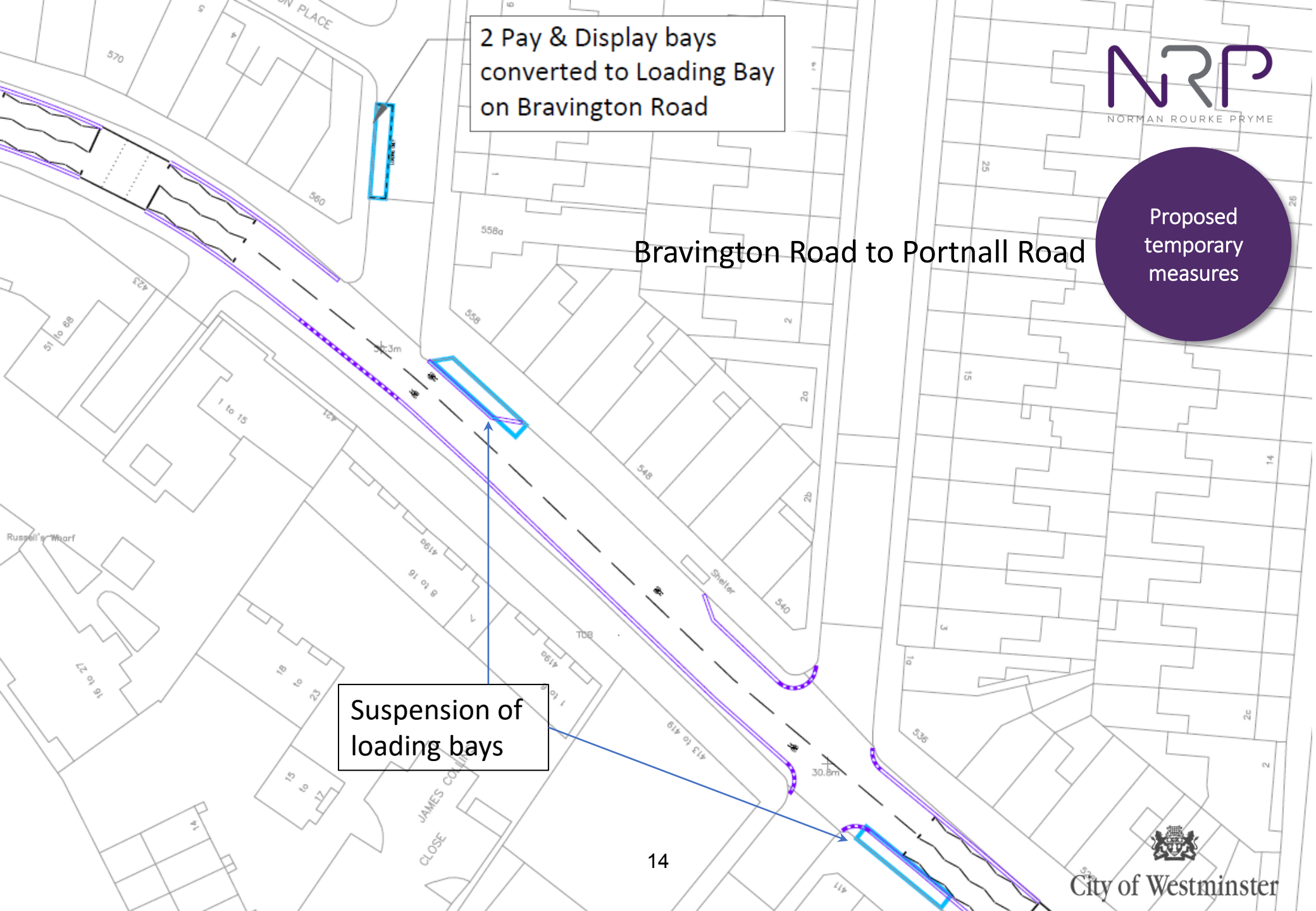


Proposed temporary measures

2 Pay & Display bays converted to Loading Bay on Bravington Road

Bravington Road to Portnall Road

Suspension of loading bays



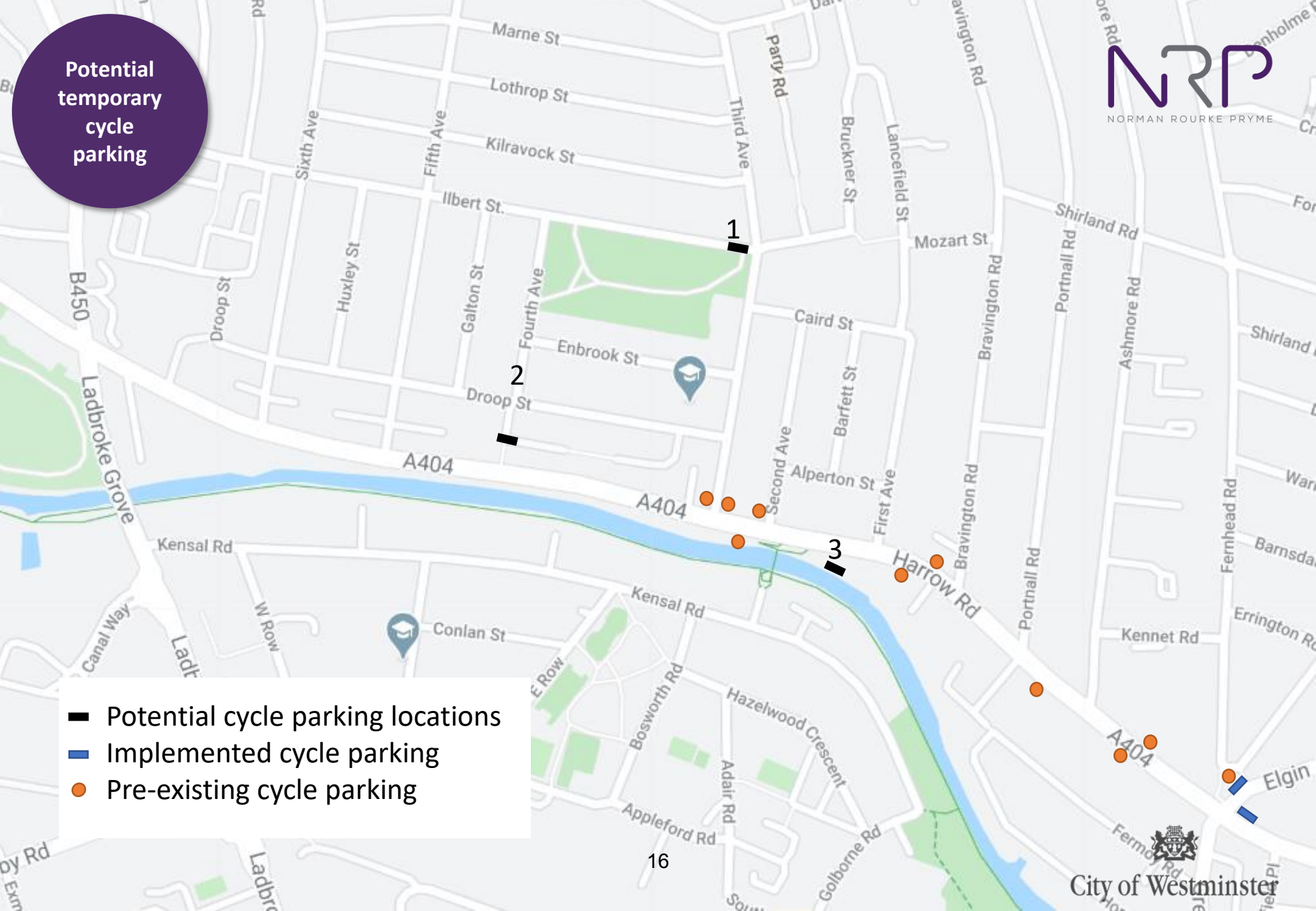


Proposed
temporary
measures

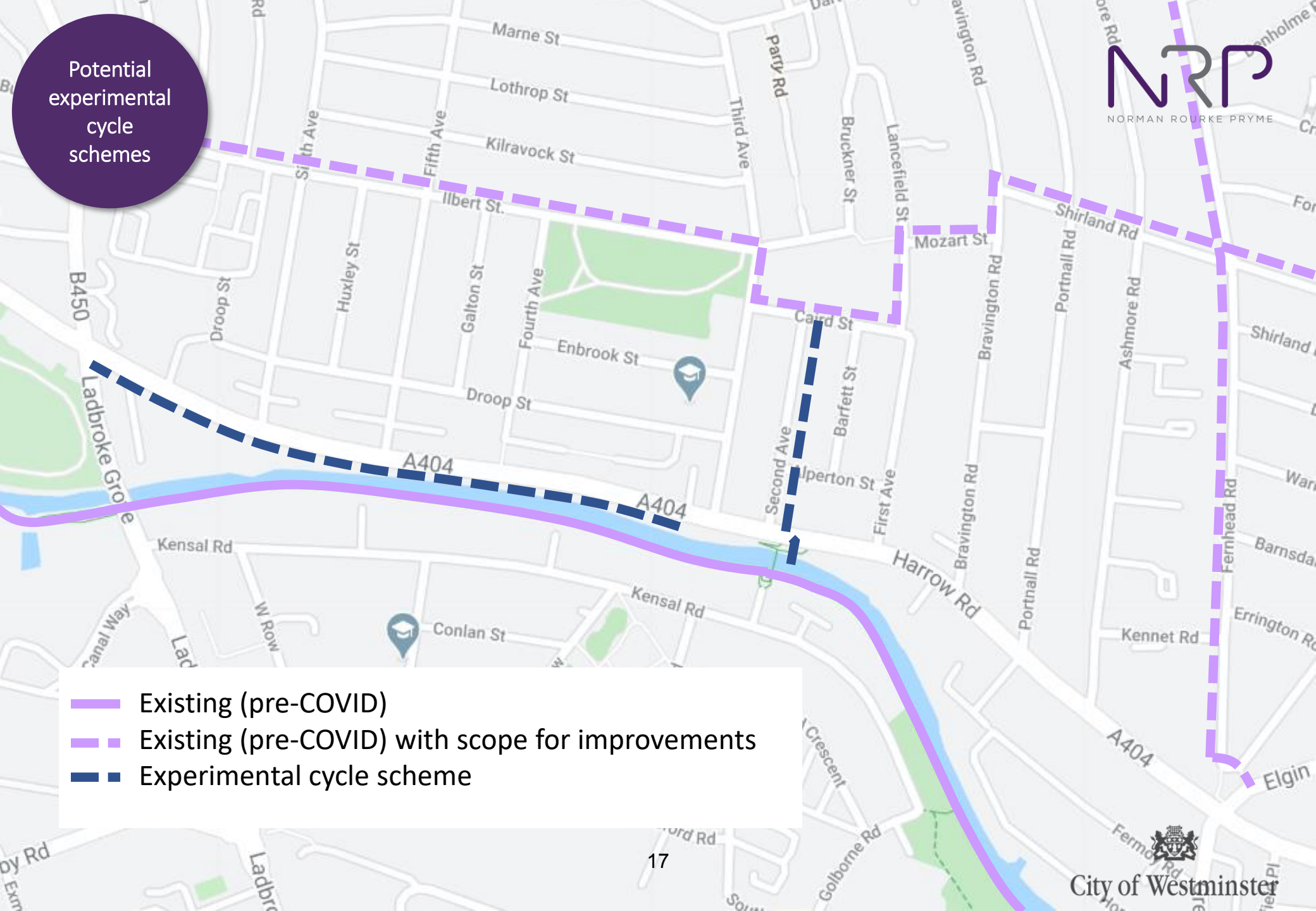
Ashmore Road to Elgin Avenue

Potential temporary cycle parking

- Potential cycle parking locations
- Implemented cycle parking
- Pre-existing cycle parking



Potential experimental cycle schemes



- Existing (pre-COVID)
- Existing (pre-COVID) with scope for improvements
- Experimental cycle scheme

Report To:	Queen's Park Community Council		
Title:	Finance Report		
Purpose:	For Decision		
Author:	Councillor John McArdle Proper Officer and Responsible Finance Officer		
Date of Meeting	17 June 2020	Agenda Item	193-19/20

1 Summary

This report summarises the financial position at the end of May 2020.

2 Recommendations

It is recommended that the Council

(1) Notes the contents of this report

(2) Approves the payments to the value of £1,678.79, including redacted payments, contained in Table 2.

3 Payments Made by the Council

- 3.1 Table 1 below sets put all payments made by the Council in April 2020. The payments for the Hotline, SALC Membership, Insurance, and the Community Grant with a total value of £13,001.22 had previously been approved by the Council and the remainder made under delegated powers.
- 3.2 Under Article 5.5 of the Council's Financial Regulations the Responsible Finance Officer has delegated authority to authorise payments in certain circumstances, including where the payment forms part of a contract or is for a value of less than £1,000. Where this authority is used a schedule of the payments is to be provided to the next meeting of the Council. The total value of these, including redacted payments, is £1,678.79 and these are set out in Table 2 for approval.

Table 1: All Payments During May 2020

Date	Supplier	Goods or Service	Value (£)
11/05/2020	HAPPY LIZZY EVENT	HOTLINE SUPPLIES & SUPPORT	4,860.88
11/05/2020	T FLANAGAN	HOTLINE SUPPLIES & SUPPORT	3,750.00

11/05/2020	EARTHA POND	EXPENSES	529.73
11/05/2020	MICROSHADE	HOSTING	282.90
11/05/2020	HR SERVICES	HR SUPPORT	120.00
28/05/2020	SURREY ALC LIMITED	MEMBERSHIP FEES	2,352.64
28/05/2020	CAME + CO	INSURANCE 2020/21	1,037.70
28/05/2020	REDACTED	REDACTED	
28/05/2020	HR SERVICES	HR SUPPORT	72.00
28/05/2020	VODAFONE LIMITED	MOBILE PHONE	25.21
29/05/2020	MS H S WRIGHT	COMMUNITY GRANT	1,000.00
29/05/2020	POSITIVE DESIGN	ARTWORK FOR BANNER	180.00
29/05/2020	REDACTED	REDACTED	
29/05/2020	ONECOM SVS LIMITED	IT SERVICES	66.38

Table 2: Payments to be Approved During May 2020

Date	Supplier	Goods or Service	Value (£)
11/05/2020	EARTHA POND	EXPENSES	529.73
11/05/2020	MICROSHADE	HOSTING	282.90
11/05/2020	HR SERVICES	HR SUPPORT	120.00
28/05/2020	REDACTED	REDACTED	
28/05/2020	HR SERVICES	HR SUPPORT	72.00
28/05/2020	VODAFONE LIMITED	MOBILE PHONE	25.21
29/05/2020	POSITIVE DESIGN	ARTWORK FOR BANNER	180.00
29/05/2020	REDACTED	REDACTED	
29/05/2020	ONECOM SVS LIMITED	IT SERVICES	66.38

4 Financial reports to the Council

The Detailed Receipts & Payments by Budget Heading is attached as an Appendix.

Detailed Receipts & Payments by Budget Heading 30052020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100</u> <u>Income</u>						
1076 Precept	164,841	164,842	1			100.0%
<u>101</u> <u>Staff costs</u>						
4100 Staff costs	(9,000)	(54,000)	45,000		45,000	16.7%
4105 Training	0	(500)	500		500	0.0%
<u>102</u> <u>Administration</u>						
4101 Councillor allowances	(1,100)	(1,500)	400		400	73.3%
4105 Training	0	(1,000)	1,000		1,000	0.0%
4120 Insurance	(1,038)	(1,300)	262		262	79.8%
4125 Office rent	0	(10,000)	10,000		10,000	0.0%
4126 Room bookings	(75)	(1,400)	1,325		1,325	5.4%
4127 Office maintenance/relocation	0	(1,000)	1,000		1,000	0.0%
4129 Volunteer development	(1,400)	(2,000)	600		600	70.0%
4130 IT - hosting, computers, email	(1,094)	(7,500)	6,406		6,406	14.6%
4132 Stationery and materials	(25)	(500)	475		475	5.0%
4133 Chair's allowance	0	(75)	75		75	0.0%
4134 Community grants	(2,900)	(25,000)	22,100		22,100	11.6%
4135 Telecomms, postage	(162)	(1,000)	838		838	16.2%
4136 Pop Up Fund	0	(2,000)	2,000		2,000	0.0%
4137 Subscriptions	(2,388)	(2,600)	212		212	91.8%
4138 Special grants	(29,203)	(27,500)	(1,703)		(1,703)	106.2%
4139 Travel expenses	(272)	(150)	(122)		(122)	181.3%
4140 Professional fees	0	(1,000)	1,000		1,000	0.0%
4142 Audit fees	0	(1,000)	1,000		1,000	0.0%
4144 Bank charges	(7)	0	(7)		(7)	0.0%
4150 Elections costs	0	(2,000)	2,000		2,000	0.0%
<u>201</u> <u>Communications and Events</u>						
1410 Income Summer Festival	0	6,500	6,500			0.0%
1411 Income Fireworks	0	5,000	5,000			0.0%
1412 Income Winter Fair	0	1,500	1,500			0.0%
4110 Website	0	(2,500)	2,500		2,500	0.0%
4128 Catering	0	(200)	200		200	0.0%
4200 Queens Park Voice	(594)	(4,000)	3,406		3,406	14.8%
4205 Winter Fair	0	(3,200)	3,200		3,200	0.0%
4206 Winter Social	0	(100)	100		100	0.0%
4210 Summer Festival	(180)	(11,000)	10,820		10,820	1.6%
4220 Fireworks	0	(9,000)	9,000		9,000	0.0%
4225 Events organisation	0	(7,800)	7,800		7,800	0.0%
4235 Advertising - recruitment	0	(1,600)	1,600		1,600	0.0%
4236 Marketing & promotion	(1,000)	(500)	(500)		(500)	200.0%

Detailed Receipts & Payments by Budget Heading 30052020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>301 Environment and open spaces</u>						
4300 Community gardening	0	(17,500)	17,500		17,500	0.0%
4301 Dog strategy	(1,650)	(4,000)	2,350		2,350	41.3%
4305 Park developments	0	(1,500)	1,500		1,500	0.0%
4410 Air quality	0	(500)	500		500	0.0%
<u>401 Neighbourhood planning</u>						
4400 Neighbourhood Plan	(2,575)	(2,000)	(575)		(575)	128.7%
4402 Harrow Rd projects	0	(500)	500		500	0.0%
<u>999 VAT data</u>						
515 VAT on Payment	(884)	0	(884)		(884)	0.0%
Grand Totals:- Receipts	164,841	177,842	13,001			92.7%
Payments	55,545	208,925	153,380	0	153,380	26.6%
Net Receipts over Payments	109,296	(31,083)	(140,379)			
plus Transfer From EMR	11,419					
Movement to/(from) Gen Reserve	120,716					

Report To:	Queen's Park Community Council		
Title:	Annual Return		
Purpose:	For Decision		
Author:	Councillor John McArdle Proper Officer and Responsible Finance Officer		
Date of Meeting	17 June 2020	Agenda Item	194 -19/20

1 Summary

This report recommends approval of the annual returns.

2 Recommendations

It is recommended that the Council approves the attached documents.

3 Background

- 3.1 The internal auditor has completed his work on the Council's accounts for 2019/20 and returned the "AGAR" form for approval by the Council.
- 3.2 This is attached, together with the Annual Return and when approved these will be published on the Council's website and on the notice board.
- 3.2 It is recommended that these be approved and signed by the Chair.
- 3,4 A full copy of the auditor's report, together with an action plan to deal with the points raised, will be brought to the next meeting.

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2019/20

ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic and year-end bank account reconciliations were properly carried out.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>			
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YY

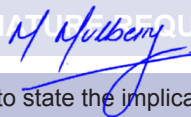
DD/MM/YY

DD/MM/YY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED



Date

DD/MM/YY

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

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

ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 31 MARCH 2020

Queens Park Community Council

SECTION 2 - THE STATEMENT OF ACCOUNTS

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

Responsible Financial Officer

Date

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

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	126,783	138,511	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	157,999	162,150	Total amount of Precept income received in the year
3	Total other receipts	18,842	21,394	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	46,730	48,618	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	118,383	147,689	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	138,511	125,747	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	138,511	125,747	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	0	0	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

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

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

Working details for ANNUAL RETURN - Year ended 31 March 2020

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	114,085	125,813	310	0	General Reserves
1	8,518	8,518	320	0	EMR - Grants
1	4,180	4,180	321	0	EMR - Office Rent
1	Balances brought forward	126,783	138,511	Total balances & reserves at the beginning of the year as recorded in the Financial Records	
2	157,999	162,150	1076	100	Precept
2	Annual Precept	157,999	162,150	Total amount of Precept income received in the year	
3	4,545	4,091	115	999	VAT refund
3	1,794	456	1010	100	Project income
3	2	16	1105	100	Bank loyalties (income)
3	7,905	8,180	1410	201	Income Summer Festival
3	2,172	8,600	1411	201	Income Fireworks
3	2,013	50	1412	201	Income Winter Fair
3	410	0	1413	201	Income QP Voice
3	Total other receipts	18,842	21,394	Total income or receipts as recorded in the cashbook minus the Precept	
4	46,730	48,618	4100	101	Staff costs
4	Staff costs	46,730	48,618	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses	
5	Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings	
6	4,510	5,591	515	999	VAT on Payment
6	1,968	800	4101	102	Councillor allowances
6	99	475	4105	101	Training
6	1,081	0	4105	102	Training
6	2,205	3,323	4110	201	Website
6	0	1,170	4115	999	HMRC Charge
6	999	988	4120	102	Insurance
6	10,167	10,081	4125	102	Office rent
6	852	783	4126	102	Room bookings
6	25	3,060	4127	102	Office maintenance/relocation
6	50	191	4128	102	Catering
6	116	108	4128	201	Catering
6	77	0	4129	102	Volunteer development
6	1,783	2,538	4130	102	IT - hosting, computers, email
6	400	484	4132	102	Stationery and materials
6	50	0	4133	102	Chair's allowance
6	14,530	24,986	4134	102	Community grants
6	756	1,449	4135	102	Teleomms, postage
6	705	833	4136	102	Pop Up Fund
6	2,359	2,613	4137	102	Subscriptions
6	20,000	25,000	4138	102	Special grants

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2020

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>	
6	5	395	4139	102	Travel expenses	
6	3,602	3,484	4140	102	Professional fees	
6	914	677	4142	102	Audit fees	
6	25	133	4144	102	Bank charges	
6	2,809	0	4150	102	Elections costs	
6	2,902	3,905	4200	201	Queens Park Voice	
6	2,987	4,372	4205	201	Winter Fair	
6	90	0	4206	201	Winter Social	
6	12,875	16,472	4210	201	Summer Festival	
6	9,304	11,069	4220	201	Fireworks	
6	92	1,575	4235	201	Advertising - recruitment	
6	0	850	4236	201	Marketing & promotion	
6	15,000	15,000	4300	301	Community gardening	
6	3,420	2,880	4301	301	Dog strategy	
6	1,480	2,160	4400	401	Neighbourhood Plan	
6	188	245	4410	301	Air quality	
6	-41	0	4999	102	Miscellaneous	
6	Total other payments	118,383	147,689	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	138,511	125,747	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		138,511	125,747	200	0	Current Bank A/c
8	Total Cash & Investments	138,511	125,747	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9	Total Fixed Assets	0	0	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register		
10	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)		

Report To:	Queen's Park Community Council		
Title:	Coronavirus Update June 2020		
Purpose:	For Discussion		
Author:	Liz Thorpe-Tracey, Communications and Community Development Officer, and Ted Flanagan, Hotline Manager		
Date of Meeting	17 June 2020	Agenda Item	197-19/20

1 Summary

The following report updates the response to the Covid-19 crisis in Queen's Park and includes some suggestions for forward planning. The community has responded quickly with organisations, businesses and volunteers dedicating time, effort and resources to support the most vulnerable through this extremely challenging period.

2 Recommendations

It is recommended that the Council notes and discusses the contents of this report.

3 Background

- 3.1 QPCC has been running a hotline service to support vulnerable and high-risk residents throughout the coronavirus pandemic. With the easing of lockdown restrictions, falling cases and a country slowly returning to a 'new normal' this report outlines how the council will withdraw support in a sensitive and appropriate manner; whilst remaining ready to mobilise in the event of a second wave..

4 Activities

- 4.1 Since the beginning of April the hotline has been operating 7 days a week, supporting a total of 72 households. Key numbers:
- 40 referrals to North Paddington Foodbank
 - 15 referrals to Westminster CAB
 - 23 referrals to community hot food delivery initiatives
 - 45 fish and chips delivered every Thursday for 10 weeks
 - 95 shopping trips by local volunteers to shielded/high need households
 - 18 prescription pick-ups by volunteers to shielded/high need households
 - Numerous errands and utility/phone top ups for those shielding or self-isolating

- Tablets and technical support provided to two isolated residents to get them online (in partnership with PDT)
- Community fundraising effort to repatriate a father of a local family from Bangladeshi
- Regular face-to-face and telephone befriending and emotional support To date the hotline has supported 69 cases, and 51 are receiving ongoing support.

Timeframe

- 4.5 The hotline was set up as a temporary measure to support Queen's Park's most vulnerable residents during the coronavirus pandemic. Demand for the service peaked in the middle of May and has been gradually reducing into June. Staff have stopped actively promoting the hotline but continue to support those self-isolating at home and households with the highest level of need.

The service will continue to run until the end of June.

- 4.6 Every household receiving support has been sent a letter this week to make them aware of the timeframe for withdrawal (see appendix attached). This has been followed up with phone calls to ensure people are prepared along with referrals into relevant support services. The withdrawal of support can be painful and is being done as sensitively and with as much notice as possible.

Key Supporting Agencies

- 4.7 WCC's Westminster Connects hotline service will continue to operate providing advice to vulnerable and high-risk residents. All active hotline cases will be advised to contact Westminster Connects for advice and support from July onwards. Services include a paid for volunteer assisted shopping service, prescription pick-ups, foodbank referrals, adult and children social care referrals and a telephone befriending service delivered by One Westminster.
- 4.8 The hotline has referred 40 cases into the North Paddington Foodbank with 20 active cases receiving weekly ongoing support. QPCC staff are referring its highest risk group to a case worker within the Foodbank who will keep in touch and ensure they continue to receive support over the coming months if required. Other households have been informed when their food parcels will end and advised to contact Westminster Connects to be re-referred.
- 4.9 QPG Hub recently received funding from Westminster Charities to continue their food delivery service throughout the summer. The hotline has referred 18 older residents into the service. This group will continue to receive hot meals delivered three times per week and at the weekends. This important service will continue to provide support and comfort to those who continue to isolate at home.

- 4.10 Social isolation, loneliness, anxiety and poor mental health have unfortunately increased throughout the lockdown. Despite the gradual lifting of restrictions many isolated residents and some families are reluctant to leave their homes. QPCC staff are referring residents on a case by case basis to the following services so they continue to feel supported and linked into the community.

Age UK Westminster – 1-2-1 telephone befriending service for over 60s, weekly well-being calls and shopping service launching in July. Contact details passed on for follow up phone call

Open Age - online and telephone group sessions aimed at reducing isolation and building connections for over 50s. Contact details passed on for follow up phone call

Chat and Connect – telephone befriending service run by One Westminster open to all. Referral via Westminster Connects

Family Lives Outreach Team – contact details of families passed on with consent for follow up phone conversation and support

Community and Maternity Champions – contact details of families passed on with consent for phone conversation and link into local activities.

QPCC Volunteer Team

- 4.11 The QPCC hotline has been managing a team of seven local volunteers who have displayed an impressive level of commitment and professionalism during the lockdown. Volunteers have been briefed on the timeframe for withdrawal and are happy to be contacted to start up again if required. The team has been introduced to Lucie - QPCC's new Community Development Officer - who will keep them active and engaged going forwards. The collaboration and community spirit displayed by volunteers throughout the past two months has been incredible and inspiring. QPCC is planning to host a celebration and thank you bringing together all the volunteers and key partners as soon as it is safe to do so.

5 Future Planning and Preparation

- 5.1 Huge uncertainty exists around the likelihood and timing of a second wave of Covid-19 cases and how another lockdown might be implemented. QPCC must assume the worst and lay down the foundations to respond and mobilise quickly if required. The hotline service has proven to be a valuable method of reaching and supporting isolated and vulnerable residents. The systems are in place and ready to go if needed. QPCC has case notes and contact details of all the residents who have received support. Volunteers have been briefed and are happy to start again. Key partners remain committed.

- 5.2 QPCC is linked into a wider support network across North Paddington via the Paddington Emergency Response Partnership and contacts in Public Health/WCC. The partnership and connections built up during the past few months will be vital in mobilising quickly and efficiently if required. QPCC has played an important co-ordination role throughout the lockdown bringing together community-based partners and ensuring support reaches those most in need. It is recommended that the council retains at least £25,000 in its reserves so that it is able to quickly re-establish the hotline service within a wider co-ordination role in the event of a second wave of cases.
- 5.3 Unfortunately, the economic, social and mental health consequences of the coronavirus pandemic will be long-lasting with a disproportionate impact on low income communities such as Queen's Park. The hotline service has uncovered an isolated and vulnerable cohort of residents and mobilised a team of local volunteers who feel passionate about supporting them. It is recommended that QPCC takes the opportunity that this crisis has presented and considers its role in reducing isolation and linking this group into the wider community going forwards.

Important news

Dear friends

Queen's Park Community Council, QPCC, has been supporting local people by offering hot meals, shopping and errands since the beginning of the 'London Lockdown'. We have been available on the phone every day from 8am-8pm, you may have spoken to Liz or Ted.

This emergency phone and volunteer support line will stop at the end of June 2020, as life begins to return to normal.

We need to be ready to respond to a future crisis and keep funds in reserve for later this year. If the Covid-19 virus returns, or another emergency occurs, we will open the phone lines again.

From July, we will not be able to refer you to NP Foodbank, or organise urgent shopping.

QPG Hub is continuing a limited service to the isolated residents who are on their list.



**We have been very pleased to help you!
A special thank you to our amazing
volunteers!**

**We hope to see you
at our local events and meetings
very soon!**

**Liz & Ted
QPCC Covid-19 Hotline**

Feedback? We would love to hear from you!
phone: 0208 960 5644
text: 07511 590997
email: info@qpcc.org

**There's a rainbow after the rain.
We'll get through the storm
together. Yours, QPCC**

If you continue to need help

General support and advice:

Westminster Connects **020 7641 1222** westminsterconnects@westminster.gov.uk

Westminster Citizens Advice 0300 330 1191

Critical care

Adult Social Care 020 7641 1444 / 020 7641 1175

Children's Services 020 7641 4000 (9-5pm) Emergency 020 7641 6000

Queen's Park Community Council

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We are a partnership of organisations and volunteers who worked together to help people in need in Queen's Park Westminster

A HUGE THANK YOU TO ALL OUR PARTNER ORGANISATIONS!



WELCOME TO QPG COMMUNITY & SPORTS HUB
254 KILBURN LANE



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[@QPGhub](#)



info@qpghub.com
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COVID-19 MUTUAL AID UK

Local organising to support the most vulnerable in our communities



Report To:	Queen's Park Community Council		
Title:	Declaration of Support for Black Lives Matter		
Purpose:	For discussion and decision		
Author:	Councillor Brian Nicholas		
Date of Meeting	17 June 2020	Agenda Item	198-19/20

1 Summary

This report recommends that the Council declares its support for Black Lives Matter and explores ways to demonstrate that support.

2 Recommendations

That the Council:

- (1) Discusses the matter raised
- (2) Expresses support for Black Lives Matter
- (3) Explores areas of activity that can be used for this support

3 Background and Context

- 3.1 There have been two incredibly upsetting news stories recently. The first was the horrific killing of George Floyd and the continued violence against Black communities across the US, which has led to Black Lives Matter protests happening here and across the world. This has been particularly distressing for Black people.
- 3.2 The second was the Public Health England report which found that the risks from Covid-19 are higher for BAME people, partly because of the all too stark inequalities in UK society. Both stories are causing distress for many.

4 Areas for Discussion

There is no place for racism in society or the workplace

Being an Ally

For White colleagues and those from minority ethnic backgrounds who are not Black, many have also been affected by the death of George Floyd and will be wondering what they can do to help and support their Black colleagues.

There are several things we can all do to become supportive allies:

Read and educate yourself – educating yourself about the challenges faced by Black colleagues and friends, requires active listening, engagement and curiosity. There are plenty of resources being circulated on Twitter, LinkedIn and Instagram at the moment, and FAME have also provided the following links:

- [Anti-racism resources](#) and [here](#)
 - [How to support Black lives in the UK](#)
 - [This powerful blog from Anita Osibona](#)
- **Amplify** – amplifying the voices of Black colleagues, by providing platforms to demonstrate support and advocate change. You may never share their experiences, but you can use your relative privilege as someone who does not experience racism or who may experience racism differently to make sure Black voices are heard.
 - **Challenge** – call out inequality, mistreatment and ignorance wherever and whenever we see it and be introspective – is there more you can do personally to challenge your unconscious bias?
 - **Check in on people** - right now colleagues need support more than ever, particularly whilst we are all working from home.

Diversity and Inclusion

We should all be clear about the urgent need to take concrete action to dismantle bias and racism. We can only build a stronger, greener United Kingdom by addressing these issues professionally and personally.

Report To:	Queen's Park Community Council		
Title:	Pop-up Fund		
Purpose:	For decision		
Author:	Lucie Prior, Community Development Officer		
Date of Meeting	17 June 2020	Agenda Item	199-19/20

1 Summary

An application has been received for a Pop-up Fund grant to design an online and hard copy of a guide to local social and cultural events. The amount requested is £200 to fund the design.

2 Recommendations

That the Council:

- (1) Approves the Pop-up fund grant of £200 for the design of the guide.
- (2) Requests that the beneficiary of the grant makes available the local information to copy into The Voice "What's On" section and cross promotes QPCC.

3 Background and Context

- 3.1 The guide lists free activities for parents and families to take part in with social distancing measures in place, from local social and cultural events to major cultural institutions.
- 3.2 The guide will widen families' cultural knowledge and experiences with benefits to mental health, creativity and imagination, and increased confidence in access the arts.
- 3.3 Many families in the area are struggling financially due to the pandemic and a free resource showing access to free activities would assist them.
- 3.4 Children and young people have not been attending school for three months and this opens up another opportunity to access new resources to aid their education.
- 3.4 The guide can be used to cross promote QPCC events and activities as well as raise awareness of the Council.
- 3.5 A copy of the application is attached as an appendix.

4 Areas for Discussion

Costs requested are for design of the guide only.

Appendix: Application for Pop-up Grant

Name of event: N/A

Proposed dates: On-going

Proposed times: N/A

Brief description:

Who will attend / benefit from the project? Queens Park residents and the wider community

Please describe which residents have expressed support for the event:

How will the event be promoted? On schools/libraries/councils websites and newsletters. We will also contact local newspapers

How much money will the project require? £200

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

Issue

As the old Proverb goes - *Give a man a fish, and you feed him for a day. Teach a man to fish, and you feed him for a lifetime.* This proposal is to design and produce an information pack – filled with activities for families of Queens Park and the wider community. By providing a brochure of information on social, cultural, environmental, physical and fun activities our families will gain confidence in accessing these activities and in time it will become part of who they and their children are. These activities, some based in large cultural institutions are often viewed as “not for us!”

This brochure, which will be produced in hard copy and digitally. It is also in response to opportunities lost due to the current crisis. It will generate an index of opportunity for local residents in response to Covid 19 to experience outside spaces and cultural spaces safely – adhering to current guidelines.

Unlocking the future after lockdown

We all know that every experience opens up a new door for parents and families – a new door in their imagination, their dreams and aspirations. It is also clear in this current crisis that children and young people are likely to experience high rates of depression and anxiety due to Covid 19. The brochure will aid families to access creative, fun nourishing activities to help them laugh, play and imagine again.

The brochure lists activities for school holidays, weekends, as well as after school. It will highlight activities that can take place now, with social distancing and closures, but will also list other cultural and social spaces that can be accessed when restrictions are lifted.

Proposition

1. To design an online and hard copy guide to local social and cultural events as well as in wider London and just outside London.

Benefits of resource

- Information on free local activities
- Knowledge of free holiday activities run by local and major cultural institutions
- Historical information on local area and London in general
- Information at the finger tips – costs, location, what to expect

Project Outcomes

- Increased connection and cohesion to local area, London and the UK as a whole
- Widen educational, cultural knowledge and experience
- Greater confidence in accessing activities in London and in larger institutions
- Greater knowledge of local environment and green spaces
- Improved negotiation and communication skills
- Increased engagement in the arts, cultural and outdoor activities in London

Costs of design

Total £200

Report To:	Queens Park Community Council		
Title:	Planning Applications – June 2020		
Purpose:	For decision		
Author:	Councillor John McArdle Proper Officer and Responsible Finance Officer		
Date of Meeting	17 June 2020	Agenda Item	200-19/20

1 It is recommended the following responses to planning applications be submitted.

	Reference	Proposal	Recommendation
1	20/02497/FULL	Demolition of existing buildings, construction of 5 storey building containing twenty 1-bed flats with private balconies, bicycle storage, refuse storage and communal roof terrace. The proposals include some remodelling to the existing Victoria Wharf apartments of which these proposals are an extension of. - Victoria Wharf St John's Terrace London W10 4RB	Queen's Park Community Council has no objection to this proposal.
2	20/03399/TCA	T2 x1 Pear Pyrus communis Rear garden Grind down stump to approx. 300mm below ground level T2 x1 Pear Pyrus communis Rear garden "This tree has been poorly maintained in the past and is now in a bad condition. Suggested works: T1 x1 Holly Ilex aquifolium Rear garden Grind down stump to approx. 300mm below ground level - 109 Ilbert Street London W10 4QF	Queen's Park Community Council has no objection to this proposal.
3	20/03477/ADFULL	Photographs and specifications of the facing materials you will use, including glazing, and elevations and roof plans annotated to show where the materials are to be located pursuant to condition 4 of planning permission dated 1 May 2020 (RN: 20/02016/FULL). - 111 Fifth Avenue London W10 4DR	Queen's Park Community Council wishes to object to this application on the grounds that the proposals do not relate to the original elevation in either materials or design,