



You are hereby summoned to attend the **Annual Meeting** of the **Community Council** to be held on
Wednesday 15 July 2020 commencing at **6.00pm**.

Join Zoom Meeting

<https://us02web.zoom.us/j/7867803081>

Meeting ID: 786 780 3081

Lucie Prior Acting Proper Officer

9 July 2020

AGENDA

001-20/21	Election of Chair – to elect a Chair of the Community Council for the 2020/21 municipal year.
002-20/21	Chair's declaration of acceptance of office – to receive the Chair's declaration of acceptance of office.
003-20/21	Election of Vice-Chair – to elect a Vice-Chair of the Community Council for the 2020/21 municipal year.
004-20/21	Apologies for absence – to receive and approve any apologies for absence.
005-20/21	Declarations of interest
006-20/21	Minutes of the previous meeting – to consider for approval the minutes of the Council Meeting held 17 June 2020 for confirmation and signing as a correct record.
007-20/21	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 Chairman).</i>
008-20/21	Committee terms of reference — to review the terms of reference for People, Place, HR, and Appeals committees.
009-20/21	Committee membership – to appoint members, chairs and vice-chairs to the People, Place, HR, and Appeals committees.
010-20/21	Review of delegation arrangements.
011-20/21	Diary of meetings – to agree dates of meetings for the 2020/21 municipal year
012-20/21	Standing orders – to review the council's Standing Orders for re-adoption.
013-20/21	Financial regulations - to review the council's Financial regulations for re-adoption.

014-20/21	Re-adoption of policies - to review various policy documents and confirm re-adoption. <ul style="list-style-type: none"> • Complaints Procedure • Member and Officer Protocol • Members' Code of Conduct • Disciplinary Policy and Procedure • Grievance Procedure • Document Retention Policy • Office Security Policy
015-20/21	Safeguarding Policy - to approve the council's safeguarding policy for adoption
016-20/21	Community Engagement / Young People – to discuss recent events
017-20/21	Financial Report - to receive a report on the current financial position and approve payments.
018-20/21	Planning Applications – to approve the recommendations of the Planning Working Group.
019-20/21	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.
020-20/21	Officers' Report

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held remotely using Zoom
on **Wednesday 17 June 2020** commencing at 18:00.

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

Also present: Lucie Prior, Community Development Officer, Liz Thorpe-Tracey, Communications and Events Co-ordinate, and three members of the public.

188-19/20 Apologies for absence – Councillors Ryan Dalton and Brian Nicholas.

Minute's Silence – the meeting paused to mark the third anniversary of the tragedy at Grenfell Tower.

188-19/20 Declarations of interest – Councillor McArdle declared an interest as Proper Officer & RFO.

190-19/20 Minutes of the meeting held 20 May 2020

RESOLVED THAT, subject to the addition of the phrase “compared with the previous year” to the report of the Air Quality Working Group, the minutes were approved as a correct record to be signed by the Chair at the next physical meeting.

191-19/20 Public session

A member of the public asked about plans to celebrate the way the community developed closeness over the lockdown period. It was confirmed that there are proposals, and that they will be discussed later in the agenda.

192-19/20 Traffic Management

The Council received a paper which advised of the City Council's Movement Strategy for Queen's Park Area, and also set out a request from a young resident for a Play Street in the area. The resident was in the meeting and delivered a presentation setting out some of the benefits for both children and the community. The Chair thanked her for her contribution and the during discussion the Council agreed to press the City Council for a Play Street.

RESOLVED that the City Council's Movement Strategy be noted

RESOLVED that the request for a Play Street be supported and that it be taken on as a Council project to be delivered by the Community Development Officer.

193 -19/20 Financial Report

The RFO circulated a report on the current financial position

RESOLVED to agree the report on the current financial position

RESOLVED to agree payments to the value of £1,678.79 contained in Table 2.

194-19/20 Annual Return

RESOLVED that the Annual Return be APPROVED

195-19/20 HR Update

Councillor Rustin reported that the new Community Development Officer had started at the beginning of the month and that she had also taken on the role of Acting Proper Officer. The Director remained on sick leave but was starting a phased return to work.

RESOLVED that the HR Update be APPROVED

196-19/20 Governance

Councillor Fitzhugh presented a report with draft Terms of Reference for the new People and Place Committees.

RESOLVED that the report be APPROVED

197-19/20 Coronavirus Update June 2020

The Communications and Community Development Officer presented a report on the Hotline, on actions taken during May 2020, and on plans for withdrawal as the lockdown eased. It was recommended that the service cease at the end of June but that the Council be ready to reinstate the support systems should there be a second wave at any time.

RESOLVED that the report be APPROVED

198/20 Black Lives Matter

A report prepared by Councillor Brian Nicholas was discussed and the Council agreed to take steps to highlight this issue including placing a statement of support on the front page of the website and working with schools and other local agencies to raise the profile of the issue and to encourage especially young people to get engaged.

RESOLVED that the Council take this on as an action area preparing projects to support raising awareness.

199/20 Pop-up Fund

The Community Development Officer presented an application for a Pop-up Grant in connection with the preparation of an events guide, and recommended approval subject to the applicant supplying events information for the Council's own guide.

RESOLVED that the report be APPROVED

200-19/20 Planning Applications

RESOLVED that the recommendations of the Planning Applications Working Group be approved.

201-19/20 Working Group reports –

Children and Young People: The Avenues has been running successful programmes based around online channels and is planning a summer programme. Services are also being provided by the Maternity Champions. **Environment and Open Space:** The Working Group had met and were pursuing a number of activities. It was noted that the Queen's Park Gardens had been well used during the lockdown. **Events:** The Events Working Group has been meeting and a full programme of smaller socially distanced events is being prepared, spread over a longer period rather than as an all-day Summer Festival. A "walking tour / treasure hunt" is also being prepared for distribution with The Voice. **Public and Community Arts:** Hasn't met but there are proposals "bubbling under" in the area. **The Voice:** the summer issue is in preparation and will be issued in the last part of July. A detailed distribution plan will be prepared to ensure that it is delivered effectively and safely.

202-19/20 Chair's Report – The situation around the All Stars Boxing Club in Queen's Park Hall seems to be changing and the Asset of Community Value registration is due to expire soon. This will be followed up with the City Council.

203-19/20 Officers' Report – The work undertaken has been covered in other reports but the report included a calendar of meetings and events for 2020/21. It was still not clear when the Beethoven Centre will open again.

RESOLVED that the report be APPROVED

The meeting closed at 20:00

Report To:	Queen's Park Community Council		
Title:	Committee Terms of Reference		
Purpose:	For Approval		
Author:	Lucie Prior, Acting Proper Officer		
Date of Meeting	15 July 2020	Agenda Item	008-20/21

1 Summary

This report recommends approval of Terms of Reference.

2 Recommendations

That the proposals at section 4 be approved.

3 Background and context

- 3.1 At its meeting on 17 June 2020 the Council approved Draft Terms of Reference for the new People and Place Committees, with the provision that the first meeting of each Committee assess the suitability of these and bring a final version back to the full Council for approval. Copies of these draft Terms are attached as an appendix.
- 3.2 The Council already has in place an HR Committee and an Appeals Committee with established terms of reference. Copies of these are attached as an appendix also.
- 3.3 At its meeting on 16 December 2019 the Council established a Staffing Committee to deal with matters arising from the long term absence of the Director. This Committee met once, and most of the day to day activity was undertaken by the Chair of HR and the HR Committee.

4 Proposals

- 4.1 That the number of members of each Committee be decided, that a quorum for each meeting be set, that the draft Terms of Reference for the People and Place Committees attached as Appendices A and B be approved and that the Chair of each Committee, when appointed, be directed to bring a final version back to the Council for approval at its October meeting.
- 4.2 That the Terms of Reference for the HR and Appeals Committees attached as Appendices C and D be approved.
- 4.3 That the Staffing Committee be wound up and its activities taken over by the HR Committee.
- 4.4 In the event that it becomes clear that the Director is not going to return the HR Committee will undertake the process to recruit a replacement using principles already established in previous rounds of recruitment and reporting progress to the Council when it meets.

Appendix A: People Committee Terms of Reference

Name of group	People Committee
Chair, vice chair	
Membership (cllrs and coopted members*)	
Frequency of meetings	5 times a year
Terms of reference	<ul style="list-style-type: none"> • Promote community cohesion, neighborliness and community spirit. • Work with state and voluntary service providers to help identify gaps in services to local people and help fill these gaps where possible with a focus on children and young people and groups in need or at risk of exclusion, such as unemployed people, older people and people with disabilities. • Advocate for the preservation and improvement of existing services and facilities for residents. • Support initiatives that address issues of crime and anti-social behavior in Queen's Park. • Identify and set up projects that fulfil QPCC's mission and objectives which are within the Health and Well Being objectives. • To agree, and work within, an Annual plan. • To authorise expenditure that is allocated to the committee. • To fundraise where necessary to support the work of the committee.
Points of reference?	

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

Appendix B: Place Committee Terms of Reference

Name of group	Place Committee
Chair, vice chair	
Membership (cllrs and co-opted members*)	
Frequency of meetings	
Terms of reference	<p>ENVIRONMENT AND OPEN SPACES</p> <p>Responsible for policies and projects relating to the environment, open spaces and planning, including public art, transport, air pollution, carbon emissions and wildlife</p> <p>To monitor and improve open spaces in the council area, including:</p> <ul style="list-style-type: none"> • Queen's Park Gardens • Harrow Road Open Space • Sports areas, facilities and equipment • Children's play areas • Streets • Edges and Verges <p>To raise awareness of the importance of air quality, to monitor air pollution locally and take steps to reduce it.</p> <p>To ensure that the council meets its net zero carbon emissions target of May 2022.</p> <p>To promote walking and cycling and other healthy outdoor activities</p> <p>THE NEIGHBOURHOOD PLAN</p> <ul style="list-style-type: none"> • To work towards achieving the implementation of policies and projects of The Neighbourhood Plan <p>PLANNING</p> <p>To oversee the planning working group/ subcommittee which is responsible for monitoring planning applications in Queen's Park.</p> <p>Preparing and communicating information for residents about local planning matters. Consulting with residents and liaising with Westminster City Council (the Local Planning Authority)</p>

	<p>about planning requirements and enforcement.</p> <p>To represent QPCC at the Westminster Amenity Society Forum meetings.</p> <p>PUBLIC AND COMMUNITY ART</p> <p>To encourage art activities in Queen's Park</p> <p>To develop plans for public and community art in Queen's Park</p> <p>OVERALL STRATEGY</p> <p>To support, monitor and implement relevant objectives in the Neighbourhood Plan and other strategic documents; to make recommendations to Council as appropriate</p> <p>To support resident and volunteer-led initiatives and groups in these areas</p>
Points of reference?	

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

Appendix C: HR Committee Terms of Reference

1. Purpose

Responsible for the human resources of the Council including volunteers.

2. Responsibilities

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

3. Membership

This committee shall have five councillors.

Appendix D: Appeals Committee Terms of Reference

1. Purpose

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

2. Responsibilities

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

3. Membership

This committee shall have five councillors from which any three may hear an appeal.

Report To:	Queen's Park Community Council		
Title:	Committee Membership		
Purpose:	For Decision		
Author:	Lucie Prior, Acting Proper Officer		
Date of Meeting	15 July 2020	Agenda Item	009-20/21

1 Summary

This report recommends that appointments be made.

2 Recommendations

That the proposals at section 4 be approved.

3 Background and context

- 3.1 In each Municipal Year the Council must appoint members, a Chair, and a Vice-chair for each Committee.
- 3.2 The Council also has a number of working groups, each of which has a Coordinator rather than a Chair. Some of these Working Groups may no longer be required under the new Committee system.

4 Proposals

- 4.1 That the Council appoints members of the People Committee and then appoints a Chair and Vice-chair.
- 4.2 That the Council appoints members of the Place Committee and then appoints a Chair and Vice-chair.
- 4.3 That the Council appoints members of the HR Committee and then appoints a Chair and Vice-chair.
- 4.4 That the Council appoints members of the Appeals Committee and then appoints a Chair and Vice-chair.
- 4.5 That the Council appoints, where required, a Coordinator for each of the following Working Groups:
 - The Voice
 - Social Inclusion
 - Public & Community Arts
 - Forward Planning
 - Events
 - Community Engagement
 - Children & Young People
 - Air Quality.

Report To:	Queen's Park Community Council		
Title:	Review of Scheme of Delegation		
Purpose:	For Approval		
Author:	Lucie Prior, Acting Proper Officer		
Date of Meeting	15 July 2020	Agenda Item	010-20/21

1 Summary

This report recommends that the Council adopts a revised Scheme of Delegation.

2 Recommendations

That the Council adopt the Scheme of Delegation referred to in section 4.

3 Background and context

- 3.1 The Council maintains a Scheme of delegation, setting out how certain responsibilities and duties will be discharged. This includes delegation to Committees.
- 3.2 As two new Committees have been established it is necessary to reflect this by amending the document.

4 Proposed Scheme of Delegation

- 4.1 The only alteration to the document, approved in May 2020, is the addition of the People and Place Committees to the section on Committees.
- 4.2 A copy of the revised document is attached as an appendix.

Appendix: Proposed Scheme of Delegation

Legislative framework

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

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

Local Government Act 1972 S. 101

Arrangements for discharge of function by local authorities

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

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

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

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

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

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

Aim

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

Council

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

- Setting the precept and approval of the Council's budget
- Approval of the Annual Accounts
- Completion of the Annual Return including the Governance Statement

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

Other functions which have been retained by Council are:

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

Proper Officer

The Chief Officer shall be the Proper Officer and carry out the functions of the Proper Officer and Responsible Finance Officer as provided by the Local Government Act 1972 and other Acts and statutory instruments as set out in the job description for the post. In the absence of the Chief Officer, the Council must make suitable arrangements to undertake functions delegated to the Proper Officer. Delegated actions of the Chief Officer shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time.

The Chief Officer is specifically authorised to:

- Receive declarations of acceptance of office.

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

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

- Calling extra meetings of the Council or any committee or sub-committee as necessary, having consulted with the appropriate chairman, except those called by the Chairman or members in accordance with Standing Order 6;
- Issuing press releases and statements to the press on the Council's known policies, subject to the provisions of the Council's Press and Media Policy;
- Updating and managing the content on the Council's website;
- Making arrangements for the maintenance of the office IT system;
- Disposal of Council records according to legal restrictions and an agreed retention and disposal policy;
- Handling requests for information under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- in the first instance, acknowledging and handling all complaints regarding the council (except where the complaint relates to the Chief Officer);
- Making arrangements for the routine maintenance of the Council Office and any other land or premises;
- Purchasing basic office equipment and supplies;
- Arranging emergency repairs to the Council Office or other Council premises (subject to the council's standing orders and financial regulations);
- Taking appropriate action arising from other emergencies (in consultation with the Chairman/Vice Chairman of Council or committee chairman as appropriate to the circumstances);
- To engage temporary or seasonal workers and determine their wages and conditions of service;

- Managing all employees of the council (not including any variation of employment contracts and not including any matters relating to grievances lodged against him/her); with the authority to take disciplinary action, excluding termination of employment, under agreed procedures;
- Making arrangements to pay salaries/wages and expenses to all employees of the Council (subject to the Council's financial regulations);
- Dealing with day to day matters in relation to the allotments function, in accordance with any recommendations of the Environment & Open Spaces Working Group or full Council to include issuing Allotment Tenancy Agreements and making arrangements for collecting the deposits;
- Authorising routine recurring expenditure within the agreed budget;
- Authorising emergency expenditure up to £1,000 whether or not there is budgetary provision for the expenditure (Fin Regs 4.5).

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

Responsible Financial Officer (RFO)

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

Committees

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

- People
- Place
- HR
- Appeals

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

All Committees are authorised to:

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

Report To:	Queen's Park Community Council		
Title:	Diary of Meetings		
Purpose:	For Decision		
Author:	Lucie Prior, Acting Proper Officer		
Date of Meeting	15 July 2020	Agenda Item	011-20/21

1 Summary

This report sets out the proposed meeting dates for the remainder of the Municipal year 2020/21.

2 Recommendations

That the Council approves the dates and proposal that the People and Place Committees set their own meeting dates set out at 4 below.

3 Background

- 3.1 In May 2020 (182-19/20) the Council decided to implement a new structure with People and Place Committees to deal with a large proportion of its business and to reduce the number of meetings of the full Council to four per year. This report proposes dates for these meetings together with a mechanism for setting the dates of the Committee meetings.

4 Proposals

- 4.1 The full Council will meet on the following three occasions during the Municipal Year 20/21 and shall include the business listed alongside each date on the Agenda. In setting the dates consideration has been taken of the need for a timely decisions on some matters.

Date	Business to include
21 October 2020	<ul style="list-style-type: none"> • Mid-year financial review and virements • Approval of September grant applications • Approval of Terms of Reference and meeting dates for People and Place Committees
20 January 2021	<ul style="list-style-type: none"> • Approval of budget and precept for 2021/22
17 March 2021	<ul style="list-style-type: none"> • Approval of framework for 2020/21 Annual Report • Approval of February grant applications

- 4.2 The Chairs of the People and Place Committees will consult with the members of each Committee and agree a date for a meeting to be held in September 2020. At those meetings each Committee shall select the meeting dates for the remainder of the Municipal Year 20/21 and propose these to Council in October.

- 4.3 The HR and Appeals Committees shall meet as necessary.
- 4.4 Each Working Group shall meet as necessary to effectively deliver the activities of that group.
- 4.5 All meetings of the Council, and of the People and Place Committees, will be held remotely until further notice. No meeting which mixes remote attendees with those present in the room will be held until the arrangements for such a meeting have been discussed and approved by the Council.
- 4.6 A face to face meeting of the HR or Appeals Committee can be held if this can be done safely and in accordance with guidance in place at the time. This will only be done if all members of the Committee agree.
- 4.7 A face to face meeting of any Working Group can be held if this can be done safely and in accordance with guidance in place at the time. This will only be done if all members of the Working Group agree.

5 Annual Community Meeting for 2020/21

- 5.1 This was postponed from 6 May and has been provisionally arranged for Wednesday 23 September in The Avenues. Advice from Government and Public Health England continues to change and this meeting will only go ahead if it can be held safely and in a meaningful way.
- 5.2 A final recommendation will be made by the Events Working Group and reported to councillors during September for confirmation of another formal postponement if required.

6 Meetings for 2021/22

The Annual Community Meeting for 2021/22 shall take place on Wednesday 5 May and the Annual Meeting of the Full Council shall take place on Wednesday 19 May 2021.

Report To:	Queen's Park Community Council		
Title:	Review of Standing Orders		
Purpose:	For Approval		
Author:	Lucie Prior, Acting Proper Officer		
Date of Meeting	15 July 2020	Agenda Item	012-20/21

1 Summary

This report recommends that the revised Standing Orders be adopted by the Council.

2 Recommendation

It is recommended that the Council approves the Standing Orders contained in the appendix to this report.

3 Background

3.1 The Council has a set of Standing Orders which regulate how certain activities are undertaken including a number of provisions around the arrangements for and conduct of meetings. These were framed in the context that meetings would take place in a room

3.2 Since the last review legislation has been introduced that permits the holding of meetings remotely, so it is proposed to add the following clause to the current Standing Orders.

“3 c Where legislation permits any reference any reference to a “meeting” shall include also an online meeting and arrangements will be made to fulfil all other requirements.”

3.3 A copy of the amended document in full is attached as an appendix.



Queen's Park Community Council

Standing Orders

How to use standing orders

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

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

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

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

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

List of standing orders

1.	Rules of debate at meetings	3
2.	Disorderly conduct at meetings	4
3.	Meetings generally	5
4.	Committees and sub-committees	7
5.	Ordinary council meetings	7
6.	Extraordinary meetings of the council and committees and sub-committees	9
7.	Previous resolutions	9
8.	Voting on appointments	10
9.	Motions for a meeting that require written notice to be given to the Proper Officer	10
10.	Motions at a meeting that do not require written notice	10
11.	Handling confidential or sensitive information	11
12.	Draft minutes	11
13.	Code of conduct and dispensations	12
14.	Code of conduct complaints	13
15.	Proper Officer	13
16.	Responsible Financial Officer	14
17.	Accounts and accounting statements	14
18.	Financial controls and procurement	14
19.	Handling staff matters	16
20.	Requests for information	16
21.	Relations with the press/media	17
22.	Execution and sealing of legal deeds	17
23.	Communicating with Unitary councillors	17
24.	Restrictions on councillor activities	17
25.	Standing orders generally	17

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.

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

2. Disorderly conduct at meetings

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

3. Meetings generally

Key – applies to:

J Full Council meetings 3 Committee meetings 3 Sub-committee meetings

- J a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- J b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- 3 c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.
- J 3 d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e Members of the public may make representations, answer questions, present petitions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- J 3 l Members of the press or public may photograph, film, make sound recordings or use social media to send comments or reports during a meeting while it is open to the public provided that it is not disruptive and does not detract from the proper conduct of the meeting.
- J 3 m The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- J n Subject to standing orders which indicate otherwise, anything authorised or required to

be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council.

- J o The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- J 3 3 p Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.
- J 3 3 q The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.

- r Voting on a question shall be by a show of hands.

At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before the vote is taken.

- s The minutes of a meeting shall include an accurate record of the following:
 - i. the date and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.

- J 3 3 t A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

- J u No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.

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

- J 3 3 v If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

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

- x Where legislation permits any reference any reference to a "meeting" shall include also an online meeting and arrangements will be made to fulfil all other requirements.

4. Committees and sub-committees

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

5. Ordinary council meetings

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.

- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.
- d In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.
- e The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.
- g The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.
- j Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:
 - i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4 above;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;

- xiii. Review of inventory of land and assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
 - xv. Review of the council's and/or staff subscriptions to other bodies;
 - xvi. Review of the council's complaints procedure, code of conduct and member-officer protocol;
 - xvii. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.
- k The business of the meeting may also include:
- xviii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000, the Data Protection Act 1998, and General Data Protection Regulations;
 - xix. Review of the council's policy for dealing with the press and media;
 - xx. Review of other council policies.

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

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

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 6(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the

person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

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

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 14 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c Before including a motion on the agenda received in accordance with standing order 9(b) above, The Proper Officer may correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 8(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded electronically and numbered in the order that they are received.
- h Motions rejected shall be recorded electronically with an explanation by the Proper Officer for their rejection.

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

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

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

11. Handling confidential or sensitive information

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

12. Draft minutes

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

13. Code of conduct and dispensations

See also standing order 3(t) above.

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.

- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer with a right of appeal to a meeting of the council and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required].
- h A dispensation may be granted in accordance with standing order 12(e) above if having regard to all relevant circumstances the following applies:
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or
 - ii. granting the dispensation is in the interests of persons living in the council's area or
 - iii. it is otherwise appropriate to grant a dispensation.

14. Code of conduct complaints

- a Upon notification by the City Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 13 above, report this to the council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another person to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with

standing order 14(d) below.

- c The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the City Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what action to take, if any. Such action excludes disqualification or suspension from office.

15. Proper Officer

- a The Proper Officer shall be either (i) the Chief Officer or (ii) other person(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer.
See standing orders 3(b) and 3(c) above for the meaning of clear days.
 - ii. give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);
 - iii. subject to standing order 9 above, include on the agenda all motions received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it;
 - iv. convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;
 - v. facilitate inspection of the minute book by local government electors;
 - vi. receive and retain copies of byelaws made by other local authorities;
 - vii. retain acceptance of office forms from councillors;
 - viii. retain a copy of every councillor's register of interests;
 - ix. assist with responding to requests made under the Freedom of Information Act 2000, Data Protection Act 1998 and General Data Protection Regulations, in accordance with and subject to the council's policies and procedures relating to the same;
 - x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
 - xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
 - xii. arrange for legal deeds to be executed;
See also standing order 22 below.

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. submit electronically the council's responses to planning applications;
- xv. manage access to information about the council via the publication scheme.

16. Responsible Financial Officer

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

17. Accounts and accounting statements

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

18. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;

- ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £25,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in any manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council or any committee or any sub-committee is subject to standing order 11 above.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of the council, or if he is not available, the vice-chairman of the council of absence occasioned by illness or other reason and that person shall report such absence to the

finance committee at its next meeting.

- c Councillors appointed by the Staffing Sub-Committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Parish Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Staffing Sub-committee.
- d Subject to the council's policy regarding the handling of grievance matters, the Chief Officer shall contact the chairman of the HR Committee or in his absence, the vice-chairman of the HR Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the HR Committee.
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman of the council, this shall be communicated to another member of the HR committee, which shall be reported back and progressed by resolution of the HR Committee.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Chief Officer and/or the Chairman of the Council.

20. Requests for information

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

21. Relations with the press/media

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

22. Execution and sealing of legal deeds

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

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

23. Communicating with Unitary councillors

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

24. Restrictions on councillor activities

The authority of Members is collective and as individuals they have no authority to issue specific directions to any officer, or make criticism directly. Unless authorised by a resolution, no councillor shall:

- i. inspect any land and/or premises which the council has a right or duty to inspect; or
- ii. issue orders, instructions or directions.

25. Standing orders generally

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

Report To:	Queen's Park Community Council		
Title:	Review of Financial Regulations		
Purpose:	For Approval		
Author:	Lucie Prior, Acting Proper Officer		
Date of Meeting	15 July 2020	Agenda Item	013-20/21

1 Summary

This report recommends that the revised Financial Regulations be adopted by the Council.

2 Recommendation

It is recommended that the Council approves the Financial Regulations contained in the appendix to this report.

3 Background

- 3.1 The Council has a set of Financial Regulations which govern the conduct of financial management to ensure probity and value for money.
- 3.2 At the time when these were last reviewed the roles of Proper Officer and Responsible Finance Officer were held together in a single post of Director, and when the Director went on sick leave in December 2020 both were made the responsibility of Councillor John McArdle.
- 3.4 These roles were separated at the Council meeting in June 2020 when the role of Proper Officer was allocated to Community Development Officer Lucie Prior in an acting capacity and the Responsible Finance Officer role left with Councillor McArdle. Article 1.8 of the Financial regulations has been changed to reflect this and no other changes are proposed.
- 3.5 A copy of the amended document in full is attached as an appendix.



QUEEN'S PARK COMMUNITY COUNCIL

FINANCIAL REGULATIONS

Contents

1.	GENERAL.....	3
2.	ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL).....	5
3.	ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING.....	6
4.	BUDGETARY CONTROL AND AUTHORITY TO SPEND.....	6
5.	BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS	7
6.	INSTRUCTIONS FOR THE MAKING OF PAYMENTS	8
7.	PAYMENT OF SALARIES.....	10
8.	LOANS AND INVESTMENTS	11
9.	INCOME	12
10.	ORDERS FOR WORK, GOODS AND SERVICES.....	12
11.	CONTRACTS.....	12
12.	PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS.....	14
13.	ASSETS, PROPERTIES AND ESTATES	14
14.	INSURANCE	15
15.	CHARITIES	15
16.	RISK MANAGEMENT	15
17.	SUSPENSION AND REVISION OF FINANCIAL REGULATIONS.....	15

These Financial Regulations were adopted by the Council at its Meeting held on 15 May 2019.

1. GENERAL

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

- produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations as currently in place.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular, any decision regarding:
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors,
- shall be a matter for the full council only.
- 1.14. In addition, the council must:
- determine and keep under regular review the bank mandate for all council bank accounts;
 - approve any grant or a single commitment in excess of £7,500; and

- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee (HR) in accordance with its terms of reference.
- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

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

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed by council to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.

- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

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

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £7,500.
- Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Chief Officer, and where necessary also by the Chairman.
- Contracts may not be disaggregated to avoid controls imposed by these regulations.

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

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and present the schedule to council. Copies of the invoices supporting this schedule shall be available for inspection by appointment in the office prior to the meeting and shall be brought to the meeting. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order.
- 5.5. The Chief Officer/RFO shall have delegated authority to authorise the payment of items in the following circumstances. Where this power is used a schedule of the payments made shall be presented to the next meeting of the council.
- (a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of the Council, where the Chief Officer and RFO certify that there is no dispute or other reason to delay payment,
 - (b) An expenditure item authorised previously by resolution or under 5.6 below (continuing contracts and obligations),
 - (c) An expenditure item for which a budget has been authorised previously by the council and which can be met from within that budget; or
 - (d) Fund transfers within the council's banking arrangements up to the sum of £10,000.
- 5.6. For each financial year the Chief Officer and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which the council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, and provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two signatories on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants, expenditure recommended by the Grants Panel must be approved by council within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall, before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.

- 6.2 Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Chief Officer/RFO shall give instruction that a payment shall be made.
- 6.3 All payments shall be effected by electronic means, cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.
- 6.4 Electronic payments, cheques or orders for payment drawn on the bank account shall be signed or electronically authorised by two authorised signatories, in accordance with the bank mandate and the schedule presented to council or committee. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and/or permissible to be a signatory to the transaction in question.
- 6.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil or payment authorisation schedule as appropriate.
- 6.6 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two signatories and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.7 If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced, by two members and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.8 If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.9 If thought appropriate by the council, payment for certain items may be made by internet banking transfer provided evidence is retained showing which signatories approved or authorised the payment.
- 6.10 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally at the next meeting of

council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.11 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.12 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.13 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.14 Where internet banking arrangements are made with any bank, the Chief Officer/RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.15 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Chief Officer/RFO and members. A programme of regular checks of standing data with suppliers will be followed.
- 6.17 Any Debit Card issued may only be issued to a named officer for their sole use and payments will only be made which comply with the provisions of these financial regulations and subject to a further restriction that no single payment of over £500 shall be made without the specific authorisation of the council.
- 6.18 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Chief Officer/RFO and shall be subject to automatic payment in full at each month-end.

7. PAYMENT OF SALARIES

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

contracts, provided that each payment is reported to the next meeting of council, as set out in these regulations above.

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

8. LOANS AND INVESTMENTS

- 8.1 All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3 All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.4 The Forward Planning Group shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Forward Planning Group at least annually.
- 8.5 All investments of money under the control of the council shall be in the name of the council.
- 8.6 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

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

9. INCOME

9.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3 The council will review all fees and charges at least annually, following a report of the Chief Officer.

9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5 All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6 The origin of each receipt shall be entered on the paying-in slip.

9.7 Personal cheques shall not be cashed out of money held on behalf of the council.

9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9 Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

10.1 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

10.2 A member may not issue an official order or make any contract on behalf of the council.

10.3 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Chief Officer and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- b. Where it is intended to enter into a contract exceeding £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Chief Officer shall invite tenders from at least three firms.
- c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- d. Such invitation to tender shall state the general nature of the intended contract and the Chief Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Chief Officer in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- e. All sealed tenders shall be opened at the same time on the prescribed date by the Chief Officer in the presence of at least one member of council.
- f. If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Chief Officer or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and

above £1,000 the Chief Officer or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.

- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

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

13. ASSETS, PROPERTIES AND ESTATES

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

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

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

14. INSURANCE

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

15. CHARITIES

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

16. RISK MANAGEMENT

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

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1 It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Chief Officer shall make arrangements to monitor changes in legislation or proper

practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.

- 17.2 The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

These Financial Regulations were based upon the NALC Model document in September 2016.

Report To:	Queen's Park Community Council		
Title:	Re-adoption of Policies		
Purpose:	For Approval		
Author:	Lucie Prior, Acting Proper Officer		
Date of Meeting	15 July 2020	Agenda Item	014-20/21

1 Summary

This report recommends that the Council re-adopts the various policies listed.

2 Recommendations

That the Council adopt the policies listed in section 4.

3 Background and context

- 3.1 At each Annual Meeting of the Council various policy documents are reviewed then amended where necessary before re-adoption.
- 3.2 The documents in section 4 below, adopted by the Council at its meeting in May 2019, have been examined by Officers and are considered to be still fit for purpose so are recommended for re-adoption without amendment.

4 Policies to be re-adopted

- 4.1 Complaints Procedure
- 4.2 Member and Officer Protocol
- 4.3 Members' Code of Conduct
- 4.4 Disciplinary Policy and Procedure
- 4.5 Grievance Procedure
- 4.6 Document Retention Policy
- 4.7 Office Security Policy

5 Existing documents

No copies of the existing documents have been attached as they are all available on the Council's website at

<https://queensparkcommunitycouncil.gov.uk/council-documents/>

Report To:	Queen's Park Community Council		
Title:	Safeguarding Policy		
Purpose:	For Approval		
Author:	Lucie Prior, Acting Proper Officer		
Date of Meeting	15 July 2020	Agenda Item	015-20/21

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
<p>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.</p>

Is this report for information only, or does it require action? Please tick			
Information only		Requires action	

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	

<p>Details of the individuals to whom the concern relates eg:</p> <ul style="list-style-type: none"> • Family details • Address • Age (state months if under 1 year old) • Are there any other children in the house (give details) • Details of other occupants (if known)

Time and date of the incident	Time	Date

<p>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.</p>

--

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:	Community Engagement / Young People		
Purpose:	For Decision		
Author:	Lucie Prior, Acting Proper Officer		
Date of Meeting	15 July 2020	Agenda Item	016-20/21

1 Summary

This report recommends that the Council discusses Community Engagement, especially with regard to young people, and explores ways to implement projects in this field.

2 Recommendations

That the Council:

- (1) Discusses the matter raised
- (2) Explores areas of activity that can be used as projects

3 Background and Context

- 3.1 Although the lockdown has been fairly well respected across our area, people are becoming unsettled at the continued restrictions on their freedom of movement. Across the country there is a desire to get out and socialise, and this has resulted in large gatherings at various places.
- 3.2 One of these was on Parry Road in the Mozart Estate on Friday 26 June where the police attended to disperse a large gathering that had built up in numbers throughout the day. With community support people moved on in the early evening although many turned up at other locations nearby.
- 3.3 The Community Council is generally supportive of street parties but does recognise the need to consider the impact on residents who do not wish to participate and the current requirement not to have gatherings of over 30 people and to maintain social distancing.

4 Areas for Discussion

- 4.1 The Council should discuss what positive steps can be taken, either within its existing activities or as fresh projects, to provide outlets for the energy and enthusiasm of young people as we emerge from the lockdown.
- 4.2 These should include, but not be limited to
 - a 'What's On' guide to opportunities
 - a wide age range of activities to included Young People up until the age of 21 (25 in some instances where there is an identified need e.g. Disability)
 - Planned community events local
 - positive action over the Bank Holiday weekend where there will be no Carnival

Report To:	Queen's Park Community Council		
Title:	Review of Scheme of Delegation		
Purpose:	For Decision		
Author:	Councillor John McArdle Responsible Finance Officer		
Date of Meeting	15 July 2020	Agenda Item	016-20/21

1 Summary

This report summarises the financial position at the end of June 2020.

2 Recommendations

It is recommended that the Council

- (1) Notes the contents of this report
- (2) Approves the payments to the value of £2,204.75 contained in Table 2.

3 Payments Made by the Council

- 3.1 Table 1 below sets out all payments with a total value of £15,679.86, including redacted payments of £ 4,341.75, made by the Council in June 2020. Most of these 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 £ 2,204.75 and these are set out in Table 2 for approval.

Table 1: All Payments During June 2020

Date	Supplier	Goods or Service	Value (£)
08/06/2020	HAPPY LIZZY EVENT	HOTLINE SUPPLIES & SUPPORT MAY	5191.01
08/06/2020	T FLANAGAN	HOTLINE SUPPLIES & SUPPORT MAY	3000.00

08/06/2020	MICROSHADE	HOSTING	282.90
08/06/2020	QPG HUB	PHOTO EDITING	150.00
08/06/2020	VISION ICT	IT SERVICES	60.00
10/06/2020	MICROSHADE	HOSTING	282.90
10/06/2020	MULBERRY & CO	AUDIT	216.00
10/06/2020	VIKING	STATIONERY	55.75
22/06/2020	COMPLEX CREATIVE	WEBSITE TRAINING	720.00
22/06/2020	SSALC LTF	RECRUITMENT	540.00
22/06/2020	VISION ICT	IT SERVICES	21.60
25/06/2020	VODAPHONE	MOBILE PHONE	25.21
29/06/2020	HMRC	REDACTED	REDACTED
29/06/2020	PC WORLD	LAPTOP	739.00
29/06/2020	Salary	REDACTED	REDACTED
30/06/2020	Salary	REDACTED	REDACTED
30/06/2020	Salary	REDACTED	REDACTED
30/06/2020	ONECOM SVS LIMITED	IT SERVICES	53.74

Table 2: Payments to be Approved Made During June 2020

Date	Supplier	Goods or Service	Value (£)
08/06/2020	QPG HUB	PHOTO EDITING	150.00
10/06/2020	VIKING	STATIONERY	55.75
22/06/2020	COMPLEX CREATIVE	WEBSITE TRAINING	720.00
22/06/2020	SSALC LTF	RECRUITMENT	540.00
29/06/2020	PC WORLD	LAPTOP	739.00

6 Financial reports to the Council

The Detailed Receipts & Payments by Budget Heading is attached as an Appendix.

Detailed Receipts & Payments by Budget Heading 30/06/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100</u> Income						
1076 Precept	164,841	164,842	1			100.0%
<u>101</u> Staff costs						
4100 Staff costs	(20,092)	(54,000)	33,908		33,908	37.2%
4105 Training	0	(500)	500		500	0.0%
<u>102</u> Administration						
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	(2,385)	(7,500)	5,115		5,115	31.8%
4132 Stationery and materials	(71)	(500)	429		429	14.2%
4133 Chair's allowance	0	(75)	75		75	0.0%
4134 Community grants	(2,900)	(25,000)	22,100		22,100	11.6%
4135 Teleomms, postage	(227)	(1,000)	773		773	22.7%
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	(30,508)	(27,500)	(3,008)		(3,008)	110.9%
4139 Travel expenses	(272)	(150)	(122)		(122)	181.3%
4140 Professional fees	0	(1,000)	1,000		1,000	0.0%
4142 Audit fees	(180)	(1,000)	820		820	18.0%
4144 Bank charges	(7)	0	(7)		(7)	0.0%
4150 Elections costs	0	(2,000)	2,000		2,000	0.0%
<u>201</u> Communications and Events						
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	(600)	(2,500)	1,900		1,900	24.0%
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	(450)	(1,600)	1,150		1,150	28.1%
4236 Marketing & promotion	(1,000)	(500)	(500)		(500)	200.0%

Detailed Receipts & Payments by Budget Heading 30/06/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
301 <u>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%
401 <u>Neighbourhood planning</u>						
4400 Neighbourhood Plan	(2,725)	(2,000)	(725)		(725)	136.2%
4402 Harrow Rd projects	0	(500)	500		500	0.0%
999 VAT data						
515 VAT on Payment	(1,384)	0	(1,384)		(1,384)	0.0%
Grand Totals:- Receipts	164,841	177,842	13,001			92.7%
Payments	71,225	208,925	137,700	0	137,700	34.1%
Net Receipts over Payments	93,616	(31,083)	(124,699)			
plus Transfer From EMR	14,419					
Movement to/(from) Gen Reserve	108,036					

Report To:	Queen's Park Community Council		
Title:	Planning Applications – July 2020		
Purpose:	For Decision		
Author:	Councillor John McArdle, Working Group Coordinator		
Date of Meeting	15 July 2020	Agenda Item	018-20/21

- 1 It is recommended the following responses to planning applications be submitted.

	Reference	Proposal	Recommendation
1	20/03703/TCA	Cotoneaster tree in small back garden in conservation area needs felling because of excessive shading blocking light, but also shedding of flowers. We have also had requests from the neighbours remove it. - 77 Nutbourne Street London W10 4HL	Queen's Park Community Council has no objection to this proposal but would like to see the tree replaced.
2	20/03730/ADLBC	Detailed 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 listed building consent dated 1st May 2020 (RN:20/02017). - 111 Fifth Avenue London W10 4DR	Queen's Park Community Council has no objection to this proposal.
3	20/03937/FULL	Installation of two conservation type flush roof lights to rear elevation. - 67 Third Avenue London W10 4HU	Queen's Park Community Council has no objection to this proposal.
4	20/04097/FULL	Erection of a rear dormer roof extension and installation of two front rooflights and alteration to rear window. - 194B Bravington Road London W9 3AP	Queen's Park Community Council has no objection to this proposal as it is not in the conservation area.
5	20/03603/TPO	20/03603/TPO 1 x London plane (T6): prune to clear the building by 2.5m. Telephone Exchange 742 Harrow Road London W10 4NB	Queen's Park Community Council has no objection to this proposal.

- 2 In view of the proposed changes to the Council's meeting programme and delegated responsibilities it is proposed that the Terms of References of this Working Group be altered so that responses routine planning applications be submitted to the City Council then reported to Queen's Park Community Council afterwards. This is currently done during holiday periods so that deadlines are not missed. Large or contentious applications will continue to be brought to either the Council or the Place Committee.

Report To:	Queen's Park Community Council		
Title:	Officers' Report		
Purpose:	For information and discussion		
Author:	Lucie Prior, Community Development Officer and Acting Proper Officer, Liz Thorpe-Tracey, Projects and Events Coordinator		
Date of Meeting	15 July 2020	Agenda Item	020-20/21

1 Summary

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

2 Recommendations

That the Council notes the Report and discusses the matters raised.

3 Main tasks / issues since last full meeting of Council

Play Streets	From discussion with the young person that brought the initial proposal to QPCC the Play Street has been agreed for the far end of Kilravock Street. A door knocking and awareness raising campaign was undertaken along the street and neighbouring ones, with an information session for residents on the street. The proposal for a Play Street with days and times of sessions was agreed with the local community.
The Voice	Members of the Working Group have produced their pieces for The Voice and it is in production.
Community Grants	The Community Grants artwork has been revised to use when applications open in August.
Events	The Events Working Group has met and put in place plans to organise a series of smaller events which will observe both the current restrictions and social distancing. This is a fast moving area and the plans are being constantly updated.
Annual Meeting	The documents for the Annual Meeting, including policies for approval or re-approval have been prepared and circulated with the agenda for the meeting.
Finance	All transactions in June 2020 have been entered onto the accounting system, reconciled to the bank account and the management reports run. This represents the first quarter of the financial year and there are no outstanding issues.
Strategic governance	Arrangements have been put in place to deliver the decisions of the Council on restructuring of the committee structure, including

	draft Terms of Reference and an outline programme of meetings for 2020/21.
Hotline	<p>The Helpline closed on 30 June. The message on the office phone has changed. Before closing the service, we called or visited each person on our continued support list of 49 contacts (10 families, 39 vulnerable individuals). A plan of ongoing support was put in place for each individual. This included Family Outreach, Midaye Somalian network, Age UK, Community Champions, Westminster Connects, NP Foodbank. The team also worked with a new specialist caseworker at North Paddington Foodbank, and QPG Hub to ensure that ongoing support was in place 2 weeks before the service ended.</p> <p>Since the service finished we have had calls concerning three of the extremely vulnerable people who required extra support. One person is in and out of hospital waiting for palliative care, their GP has been contacted and special care package provided by QPG Hub and NP Foodbank, one has had a social services emergency team "blitz clean" their accommodation, and one is in contact with the local mental health team. We continue to check on their wellbeing.</p> <p>We will offer reserved places at the QPCC events for some people on the Hotline list, and include interested people in activities going forward.</p>
Communications	The e-newsletter garnered further support for the Play Street with residents actively responding to it. It was also agreed with the Local Police to utilise QPCC communication channels as another way of raising awareness of area specific policing issues to the local community.
HR	The new CDO, Lucie Prior, started work at the beginning of June and has picked up a number of the projects planned by the Council as reported in this paper and elsewhere on the agenda. Lucie has also taken over as Proper Officer in the absence of the Director.

4 Main tasks / issues over the forthcoming period

Play Streets	We await Westminster City Council to open the application process and intend to be the first community lead application approved, with sessions to begin as soon as possible. Volunteers from the local area will be manning the sessions overseen by the CDO.
The Voice	The Voice will be delivered to residents utilising volunteers, Councillors and staff ensuring guidelines are followed for as safe a delivery as possible.
Community Grants	A campaign to raise awareness and promote applications for the Community Grants will be held August. An officer will be available to assist with applications to ensure high quality projects, activities and events take place. The deadline for applications is

	midnight on Sunday 6 September. Promotion of the Pop-Up grants will continue to residents.
Events	<p>The Queen's Park Explorer Trail will be distributed with the Voice, and is full of interesting facts about the Queen's Park Estate with a map and a quiz.</p> <p>We will be running eight special social distanced short events for local families and vulnerable people. These will be held at Queen's Park Primary School on weekend mornings in August. There will be live music from a string quartet, and a live animal show. Full safety measures are in place, including temperature checks, face masks and hand washing facilities. The events are strictly ticket only, and limited to 30 people per event. Extra volunteers are required to help at these fun events.</p> <p>The Queen's Park Dog Show will be on 15 August at 11am in the dog walking area. Again this event is limited to a maximum of 30 people, with a hand gel foot pump, social distancing and stewards.</p>
Finance	It is planned that the 2019/20 accounts will be made available for public inspection for 30 days from 10 August 2020, by which time the Beethoven Centre will be open again.
Strategic governance	Meetings will be arranged, and supported as necessary, for all Committees and Working Groups over the summer.
Communications	A new regular events e-bulletin will be sent out alongside social media posts to keep up pace with the changing climate of events, activities and projects in the ward and the surrounds. We will trial live streaming of events in August through social media channels to enable participation by those unable to attend.



You are hereby summoned to attend a **Meeting** of the **Community Council** to be held on
Wednesday 21 October 2020 commencing at **6.00pm**.

Join Zoom Meeting
<https://us02web.zoom.us/j/7867803081>

Meeting ID: 786 780 3081

Lucie Prior Acting Proper Officer

15 October 2020

AGENDA

021-20/21	Apologies for absence – to receive and approve any apologies for absence.
022-20/21	Declarations of interest
023-20/21	Minutes of the previous meeting – to consider for approval the minutes of the Council Meeting held 15 July 2020 for confirmation and signing as a correct record.
024-20/21	Minutes of HR Committee – to adopt the minutes of the HR Committee Meetings held on 13 November 2019 and 22 April 2020.
025-20/21	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 Chairman</i>).
026-20/21	Avenues Youth Project - to receive a report from representatives and discuss the ongoing relationship between the organisations.
027-20/21	Committee terms of reference — to approve the terms of reference for the People and Place Committees and to decide on consequential arrangements
028-20/21	Online Meeting Policy - to approve a policy for online meetings.
029-20/21	People Committee Report - to receive a verbal update on the work of the People Committee.
030-20/21	Place Committee Report - to receive a verbal update on the work of the Place Committee.
031-20/21	HR Committee Report - to receive a report from the HR Committee.
032-20/21	Community Grants – to approve recommendations for the award of Community Grants in the September round and discuss future arrangement for the Grants Panel.

033-20/21	Financial Report - to receive a report on the current financial position and approve payments.
034-20/21	Working Groups - to receive updates from The Voice and Forward Planning Working Groups.
035-20/21	Chair's Report
036-20/21	Officers' Report

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held remotely using Zoom
on **Wednesday 15 July 2020** commencing at 18:00.

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

Also present: Lucie Prior, Community Development Officer and Acting Proper Officer, Liz Thorpe-Tracey, Communications and Events Co-ordinate, and one member of the public.

001- 20/21 Election of Chair

RESOLVED THAT, Councillor John McArdle be elected Chair of Queen's Park Community Council for the Municipal Year 2020/21.

002-120/21 Chair's declaration of acceptance of office

Councillor McArdle made a declaration of acceptance of office, to be signed at a later date when circumstances permit.

RESOLVED THAT, the Chair's declaration of office be accepted.

003- 20/21 Election of Vice-chair

RESOLVED THAT, Councillor Eartha Pond be elected Vice-chair of Queen's Park Community Council for the Municipal Year 2020/21.

004-20/21 Apologies for absence – Councillor Lawrence tried repeatedly to join the meeting but was unable to connect so his apologies were noted.

005-20/21 Declarations of interest – Councillor McArdle declared an interest as Responsible Finance Officer. Many of the councillors have close connections with other community groups, and any interest would be declared as part of the discussion on relevant items.

006-20/21 Minutes of the meeting held 17 June 2020

RESOLVED THAT, the minutes were approved as a correct record to be signed by the Chair at the next physical meeting.

007-20/21 Public session

A member of the public raised two issues:

The first was to comment that the flower beds in Queen's Park Gardens were currently looking as good as they had ever been. The Chair noted this comment on behalf of the Council, confirmed that a number of positive comments had been received from residents who had found the garden invaluable during the lockdown, and commended the work of both Hammersmith Community Gardens Association and the friends of Queen's Park Gardens.

The second was to report an incident in the Gardens when a maintenance operative undertaking the sanitising of hard surfaces had come into conflict with park users. It was agreed to write to the City Council asking it to post notices setting out the nature and frequency of such works and to give guidance to the contractor on interacting with the public.

008 -20/21 Committee Terms of Reference

The Acting Proper Officer circulated a report containing draft Terms of Reference previously agreed by the Council for the new People and Place Committees and the existing Terms of Reference for the HR and Appeals Committees. The report recommended that the number of members of and quorum for each Committee be set and that arrangements be made for meetings of all the Committees.

RESOLVED THAT, the number of members of the People Committee be 9 (nine) and of the Place Committee be 8 (eight).

RESOLVED THAT, the draft Terms of Reference for the People and Place Committees attached to the report be APPROVED and that the Chair of each Committee, when appointed, be directed to bring a final version back to the Council for approval at its October meeting.

RESOLVED THAT, the Terms of Reference for the HR and Appeals Committees be APPROVED subject to the changes to the number of members in 009 20/21 below.

RESOLVED THAT, the Staffing Committee be wound up and its activities taken over by the HR Committee including the recruitment of a replacement director when appropriate.

009 -20/21 Committee membership

The Acting Proper Officer circulated a report setting out the positions to be filled on the various Committees and the existing working groups that the Council may wish to continue or wind up. Following discussion all positions except Vice-chair of the HR Committee were filled.

009.1 RESOLVED THAT, Councillors Barson, Dalton, Fitzhugh, Lawrence, Lancashire, McArdle, Nicholas, Pond, and Wilson be ELECTED to the People Committee for the 2020/21 Municipal Year.

009.2 RESOLVED THAT, Councillor Nicholas be ELECTED as Chair of the People Committee for the 2020/21 Municipal Year.

009.3 RESOLVED THAT, Councillor Dalton be ELECTED as Vice-chair of the People Committee for the 2020/21 Municipal Year.

009.4 RESOLVED THAT, Councillors Barson, Dalton, Fitzhugh, Lawrence, Lancashire, McArdle, Rustin, and Sweeney and be ELECTED to the Place Committee for the 2020/21 Municipal Year.

009.5 RESOLVED THAT, Councillor Rustin be ELECTED as Chair of the Place Committee for the 2020/21 Municipal Year.

009.6 RESOLVED THAT, Councillor Lancashire be ELECTED as Vice-chair of the Place Committee for the 2020/21 Municipal Year.

- 009.7 RESOLVED** THAT, Councillors Dalton, Lawrence, McArdle, Nicholas, Rustin, and Sweeney, and be ELECTED to the HR Committee for the 2020/21 Municipal Year. This increase from 5 (five) to 6 (six) members reflecting enthusiasm for this Committee.
- 009.8 RESOLVED** THAT, Councillor Sweeney be ELECTED as Chair of the HR Committee for the 2020/21 Municipal Year.
- 009.9 RESOLVED** THAT, Councillors Fitzhugh, Lancashire, McArdle, and Wilson be ELECTED to the Appeals Committee for the 2020/21 Municipal Year. This reduction from 5 (five) to 4 (four) members was considered appropriate as the Committee rarely meets and only three members are needed at such times.
- 009.10 RESOLVED** THAT, Councillor Lancashire be ELECTED as Chair of the Appeals Committee for the 2020/21 Municipal Year.
- 009.11 RESOLVED** THAT, Councillor Wilson be ELECTED as Vice-chair of the Appeals Committee for the 2020/21 Municipal Year.
- 009.12 RESOLVED** THAT, The Voice Working Group be continued and that the Community Development Officer be APPOINTED as Coordinator for the 2020/21 Municipal Year.
- 009.13 RESOLVED** THAT, the Forward Planning Working Group be continued and that it comprises the Chair and Vice-chair of the Council together with the Chairs of the People, Place, and HR Committees with the Chair of the Council APPOINTED as Coordinator for the 2020/21 Municipal Year.
- 009.14 RESOLVED** THAT, the Events Working Group be continued and that the Project and Events Coordinator be APPOINTED as Coordinator for the 2020/21 Municipal Year.
- 009.15 RESOLVED** THAT, The Community Engagement Working Group be continued and that the Community Development Officer be APPOINTED as Coordinator for the 2020/21 Municipal Year.
- 009.16 RESOLVED** THAT, any decision on the Children and Young People Working Group be deferred until the next meeting and that Councillor Pond take a report to the first meeting of the People Committee setting out the options for discussion.

010 -20/21 Review of delegation arrangements

The Acting Proper Officer circulated a report recommending that the Scheme of Delegation be amended to reflect the fact that two new Committees of People and Place have been created. A draft copy of the revised version was attached.

RESOLVED THAT, the revised Scheme of Delegation be APPROVED.

011 -20/21 Diary of meetings

The Acting Proper Officer circulated a report recommending a diary of meetings for the remainder of the Municipal Year 2020/21. Dates have been set for full Council in October 2020 then January and March 2021 and the Acting Proper Officer will consult with the Chairs of the People and Place Committees to set dates for those Committees in September 2020.

RESOLVED THAT, the proposed diary of meetings be APPROVED.

012 -20/21 Standing Orders

The Acting Proper Officer circulated a report recommending that the Standing Orders be amended to reflect the fact that remote meetings have now been authorised and are being held. A draft copy of the revised version was attached.

RESOLVED THAT, the revised Standing Orders be APPROVED.

013 -20/21 Financial Regulations

The Acting Proper Officer circulated a report recommending that the Financial Regulations be amended to reflect the fact that the roles of Proper Officer and Responsible Financial Officer have been separated. A draft copy of the revised version was attached.

RESOLVED THAT, the revised Financial Regulations be APPROVED.

014 -20/21 Readoption of Policies

The Acting Proper Officer circulated a report recommending that the readoption of a number of Policies and circulated a link to these on the Council's website.

RESOLVED THAT, the Policies be APPROVED.

015 -20/21 Safeguarding Policy

The Acting Proper Officer circulated a report recommending that the Council adopt a Safeguarding Policy, and that it be applied to both the Council's own activities and those funded by it. It was agreed that such a policy was necessary, and to adopt the draft circulated then monitor whether changes required when it is actually in use.

RESOLVED THAT, the Safeguarding Policy be APPROVED and that it be kept under review.

016 -20/21 Community Engagement / Young People

The Acting Proper Officer circulated a report prepared in consultation with individual councillors setting out the impact of the easing of lockdown in particular as it affected young people. This was followed by a discussion on what the Council could do to help.

RESOLVED THAT, the Council give such support as it can to community groups working in this field and that its own events programme be targeted as far as possible on young people, particularly through the school summer holidays.

017 -20/21 Financial Report

The RFO circulated a report on the current financial position

RESOLVED THAT, the report on the current financial position be AGREED

RESOLVED THAT, payments to the value of £2,204.75 contained in Table 2 be APPROVED.

018-20/21 Planning Applications

The Coordinator of the Planning Working Group circulated a report on recent planning applications and on proposed changes to the Terms of Reference of the Group to make it more responsive.

RESOLVED that the recommendations of the Planning Applications Working Group be APPROVED.

RESOLVED that the Terms of Reference of the Planning Applications Working Group be altered to allow it to directly submit responses to planning applications in a timely manner then report them to the Council, and that these Terms include a mechanism for reviewing planning policies.

019-20/21 Working Group reports

This item was deferred to the next meeting.

020-20/21 Officers' Report

A report jointly prepared by officers had been circulated setting out proposals for the distribution of The Voice in July, promoting the Community Grants Scheme and organising socially distanced Events in August.

RESOLVED that the report be APPROVED.

Minutes of the meeting of the **HR Committee** held
in the Beethoven Centre, Third Avenue, London W10 4JL
on **Wednesday 13 November 2019** at 17:00

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

The meeting began at 17:00

HR15-19/20	Apologies for absence – none had been received.
HR16-19/20	Declarations of interest – there were none.
HR17-19/20	Minutes of previous meeting – the minutes of the previous meeting held on 1 May 2019 were approved.
HR18-19/20	Public session – there were no members of the public present.
HR19-19/20	<p>QPCC Volunteering - Agreed that QPCC volunteering roles need to be tightened up, 'professionalised'. to attract more local residents to get involved and create opportunities with potential for development.</p> <p>Agreed that this is a priority area for the CDO over the next 6 months, and time/ space needs to be created to enable this.</p> <p>Agreed following steps: QPCC volunteering policy to be strengthened with new guidelines on induction, training, safeguarding; volunteer roles to be defined and role descriptions created, and plans for recruitment of new volunteers developed.</p> <p>Some volunteer roles will contribute to existing QPCC projects, such as the Voice, volunteer gardening, or membership of the grants panel. Some will be roles created by QPCC partnerships with other voluntary-sector organisations, eg the befriending scheme with Octavia; we also discussed a potential partnership with the Doorstep Library (reading scheme delivered locally which needs new, local volunteers).</p>
HR20-19/20	<p>Development of the CDO Role - Emerged from previous discussion (HR19) that there is an issue with CDO's workload, and division of labour between CDO and the director. An unfortunate (and unforeseen) effect of the replacement of committees with working groups was to make the CDO the de facto coordinator (informal clerk) of too many working groups/ councillor initiatives.</p> <p>In addition, the updating of the website has generally fallen too heavily on the CDO. Was agreed to share this work out with the (recently</p>

	<p>appointed) director taking responsibility for all governance matters/ documentation as well as finance (with other support eg Yudong brought in as necessary).</p> <p>The director agreed to take over the grants panel coordination from the CDO - and the CDO's role would be to support/ advise applicants (rather than the panel - since trying to do both is awkward).</p> <p>CDO also needs more support around major events eg the Nov 5 fireworks.</p> <p>Agreed that the question of whether working groups system is working requires further consideration by the council and director.</p>
--	---

NB Due to the director's illness these minutes were drafted in April by the committee's chair.

Minutes of the meeting of the **HR Committee** held
in the Beethoven Centre, Third Avenue, London W10 4JL
on **Wednesday 22 April 2020** at 10:00.

Present: Cllrs Susanna Rustin (chair), Leslie Barson, Gill Fitzhugh and Emma Sweeney.
Also present: John McArdle, Proper Officer and RFO.

The meeting began at 10:00.

HR28-19/20	Apologies for absence – Cllr Brian Nicholas.
HR29-19/20	Declarations of interest – there were none.
HR30-19/20	Minutes of previous meeting – the minutes of the previous meeting held 3 March 2020 were approved as a correct record. It was agreed that notes would be used to draft minutes for the meeting held on 13 November 2019.
HR31-19/20	Public session – there were no members of the public present.
HR25-19/20	<p>Recruitment - A fantastic response of almost 100 applications has been received, which brings its own challenge.</p> <p>The next stages of the process were allocated to members of the HR Committee together with the Proper Officer (Cllrs Rustin , Fitzhugh and Sweeney</p> <p>A spreadsheet will be prepared for evaluating against the recruitment criteria, then circulated with the aim of reducing the number to a long list of around 20 by early May.</p> <p>By that stage the government advice on the easing of travel restrictions will be clearer so a decision will be taken by the HR Committee whether to shortlist a smaller number for video interview as a next stage, shortlist a smaller number for video interview to conclude the recruitment, or shortlist for a physical interview. This will also be an opportunity to pause the process if appropriate.</p> <p>The target date for filling the position will depend on the above stage but might not be until July.</p>

The meeting ended at 11:10

Report To:	Queen's Park Community Council		
Title:	Avenues Youth Project		
Purpose:	For Discussion		
Author:	Lucie Prior, Acting Proper Officer		
Date of Meeting	21 October 2020	Agenda Item	026-20/21

1 Summary

This report introduces a discussion on the relationship between the Council and The Avenues Youth Project.

2 Recommendations

That the matters raised in the report and presentation be discussed.

3 Background

- 3.1 In November 2018 the Council awarded a special grant of £20,000 per annum for three years to The Avenues Youth Project, subject to annual review, from 2019/20 and awarded a further £5,000 towards the 'holiday hunger' project for 2019/20. (094-18/19). In April 2020 it confirmed the award of £20,000 for 2020/21 together with a further £5,000 towards food projects in the same year (166-19/20).
- 3.2 This means that the Council has already decided on the award of a Special Grant of £20,000 for 2021/22 although it will review both this and any additional grant towards other projects as part of the budget setting process for that year. The decisions on that budget will be made at the meeting on 20 January.
- 3.3 The two organisations worked closely during the lockdown and beyond, and the Chief Executive has asked to come to the Council to explore ways to build further on this relationship.
- 3.4 A written report has been circulated with the papers for the meeting and Fabian Sharp will be joining for this item and will give a presentation.

Report on 2019-20 funding

1. Overview

Since 1979 The Avenues Youth Project has been providing a stimulating and safe environment for children and young people (8-18 years) from the local area to grow up in. Our team of experienced youth professionals provides a space for where young people can discover new passions, friends or even careers. Our building on Third Avenue houses a sports hall, dance studio, recording studio, radio studio, art studio, catering kitchen and class room, and is open after school, during evenings, on Saturdays and throughout ten weeks of school holidays. All activities are free to use, and Avenues also helps tackle childhood hunger by serving healthy meals and snacks and teaching cooking skills and nutrition across all ages.



In 2019 we were awarded the London Youth Silver Quality Mark, in recognition of the standards we achieve, and our ambition is to receive the Gold Mark for excellence in 2020-21.

To mark our 40th anniversary last year we held a successful fundraising appeal to create a building

improvements fund. This will be used to undertake nearly £500,000 in upgrades to our facilities to create one of the finest youth club buildings in London, ensuring high quality amenities for this and the next generation of local children.

Since 2018 Queen's Park Community Council has been providing crucial funding towards the charity's core costs (building overheads, administration and staff costs) and, since 2019, towards our various food programmes. It has been particularly valuable in a year when our normal fundraising programmes and rental income have been adversely affected.

The pandemic has also made 2020 a very difficult year both for young people and for our ability to reach them, but thanks to the stability provided by QPCC's funding we have been able to adapt and help reduce the negative impact that so many in the community have suffered.



2. Covid-19 response

Like the rest of the world, 'normal activity' had to cease in March due to coronavirus. We closed our building, stopped our usual provision and, as an organisation were forced to quickly regroup to figure out how best to continue to support young people and the families in our community.

Food programme

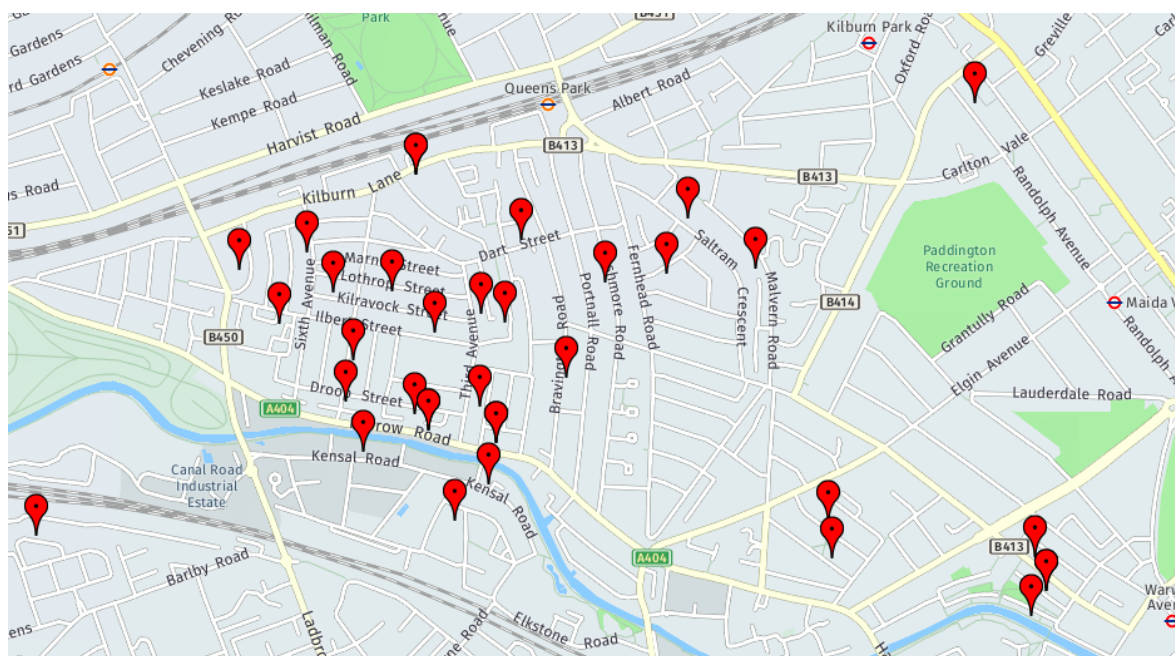
With a fully-equipped catering kitchen, an empty building, and a community full of goodwill ready to volunteer we were determined to meet the basic needs of our young people and their families during lockdown.



Supporters stepped in with food and donations, a team of 24 volunteers was mobilised and by early April we were delivering 50 cooked meals and food boxes each lunchtime, rising to 100 a day within two weeks. Head Chefs Steve and Lewis ran the kitchen, ensuring high quality, healthy meals every day. Deliveries included fresh fruit and veg, smoothies, Easter eggs and other occasional treats and activity worksheets and puzzles to help young people remain engaged. Regular supplies of ingredients came from Felix Project, City Harvest, North Paddington

Foodbank and local businesses Devlin's (Portobello Road), The Sea Shell (Lisson Grove) and BNP Paribas (Marylebone) were exceptionally generous, making our food budget stretch significantly further.

In addition to our own food programme, we made our main hall available to Paddington Foodbank as a distribution hub.



Heat map showing the households receiving daily food deliveries, including 65 residents of Queen's Park Ward

Thanks to the Community Council, our Covid response included cooking and delivering 6,500 meals and food parcels to the hardest hit in the community.

Link to short film on Avenues Covid food programme:

<https://youtu.be/wjbrPDtHC-8> 1minute version

<https://youtu.be/DI3thygqotg> 5 minute version

[illegible]

" Parent, June 2020

Online Youth Work

With our members housebound during lockdown, we tightened our online safeguarding measures to ensure safety of young people and staff and then created a wide variety of online activities. A questionnaire revealed what young people wanted in terms of activities and delivery, helping us resolve practicalities and barriers to participation and to identify the most vulnerable young people for individual attention.

Using Instagram Live, Youtube and Zoom, we offered ‘cook-alongs’, arts and crafts videos, football skill competitions, dance sessions, group chats and remote radio sessions to encourage young people to share their experiences of the pandemic. We aimed to ensure that young people remained engaged with Avenues, maintain a sense of routine and normality during turbulent times and reduce any learning loss they were experiencing due to school closure. Our Lockdown music competition campaign, [NextUpWestLDN](#), received many celebrity endorsements and over 5K views on Instagram.

Activity Boxes

We received feedback that many young people wanted to participate in our online activities but either didn't have access to the ingredients/equipment or didn't have the means to acquire them. We began to create a limited number of activity boxes with everything the young person needed to join in with online activities for the week – ingredients, arts and craft supplies, a small chess board, activity work sheets etc. This was very popular and we continued to provide these boxes to those who were unable to come to our oversubscribed summer programme.



The screenshot shows a video recording interface. On the left, there's a vertical bar with 'REC' in large black letters. The main video area shows a man with a beard and short hair, wearing a dark blue t-shirt with a logo that says 'The Beatles'. He is smiling and has his hands clasped in front of him. A large white play button is centered over the video. The background of the video has a blue and white abstract design with the words 'BREAKING NEWS' in red, stylized letters. To the right of the video, there's a social media-style interface. It shows a profile picture of 'avesyouth' (a blue circle with a white play button) and the name 'avesyouth • Following'. Below that, there's a post from 'avesyouth' that says 'DONT MISS FUN!' and a list of hashtags: '#avesonline', '#activitypacks', '#youthworkneverstops', '#nextupwestldn', and '#artsandcrafts'.

"I knew how important Avenues was before, because I never had to worry about what I would have to do in

half-term and I always knew she [her daughter] was learning new things and interacting with people. But this [food service] became more personal, the relationship is much deeper, the appreciation is much deeper. It is like a family, a deep-rooted community belonging. It's not just a youth centre, it is a community belonging and safe-haven. I am really happy, appreciative and I am really grateful." **Parent, June 2020**



Outreach and Mentoring

30 of the most vulnerable young people were identified as needing ongoing individual support. Our most experienced youth workers were allocated a small roster of young people to contact regularly and mentor throughout lockdown and beyond. The aim of these calls was to keep young people from feeling isolated, have a trusted adult to speak to and to ensure we could refer them or their families to more specialised services should they need it.

"I am looking after four children on my own and I have health issues. I am financially broke. I feel mentally broken down too, I suffer from a lot of depression. The food from Avenues has been amazing. I felt really stuck with having four children, two of whom are really little and not being able to provide for them. There was a point I was so distressed I couldn't sleep and was fighting with my family and didn't want to wake up. But I have received a lot of support and help so I am grateful for that." **Parent, July 2020**



The Community Council's £5,000 food grant to Avenues helped save over £50,000 for Queen's Park families in food shopping over the lockdown

3. Summer 2020 Programme

Months of lockdown, lack of school and limited space and resource for physical or mentally stimulating activities meant many of our members had suffered in terms of development and wellbeing during the spring. Our holiday programmes are always very popular and this year requiring pre-registration, was fully subscribed.

Our Youth Worker Team produced a varied and exciting Summer Programme, offering different daily activities for five weeks in July and August, with the added complications of restricted numbers per session, activity bubbles, social distancing and sanitation. We were grateful to have our end of Droop Street closed to traffic every day as a 'Street Play' initiative, thanks to the active support of QPCC in making this, and other 'Play Streets' in the ward, happen. Allowing the children to play outdoors greatly helped provide space and give respite from the soaring temperatures in our building.



Summer activities

Football camp • arts and crafts • radio sessions • football, tennis, basketball, fitness, dance • recording studio sessions • cooking workshops • trips to neighbouring parks, areas of interest, London Zoo • learning loss programme with qualified teachers



Summer food

With food poverty a widespread and growing problem, our breakfast bar (with additional hygiene measures) was very popular and our lunch service at capacity every day. We served 1,375 cooked meals and, thanks to generous donations from local organisations, fresh and healthy snacks throughout the day.

Seniors

We added additional evening sessions for our older members on Wednesdays, with BBQs, dedicated time in our DJ booth, a pop-up cafe and the ever-popular '20-Minute Hot Seat' sessions where young people discuss what matters most to them.

Covid safeguarding in practice

Our primary priority is the safety and wellbeing of our members and staff. Our management team have prepared extensively for a wide range of

possible risks arising from Covid-19. Social distancing, signage, hygiene measures, cleaning protocol, arrival and departure procedures, behaviour policies, staff travel, first aid, PPE and response to suspected cases of Covid have all been prepared for, with risk assessments written in detail and staff trained in accordance with guidelines from NCVO, NYA and BBC Children in Need.



Case History

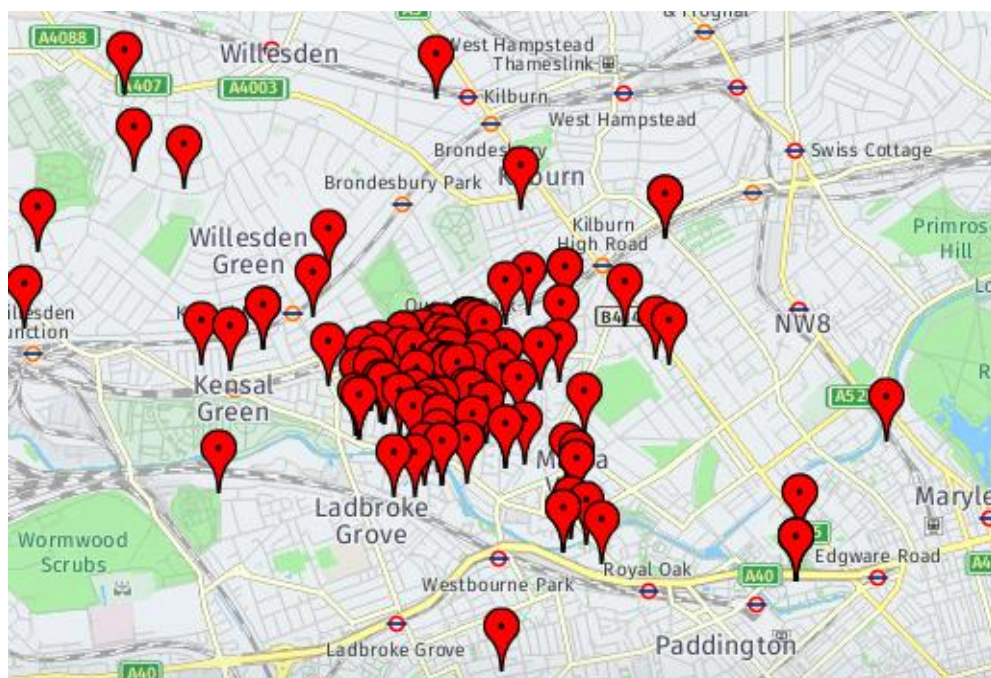
Zak (not real name) is 10 years old and lives with his father who suffers from depression. Zak was referred to us by his social worker for the full summer programme, with the instruction to ensure he ate a healthy breakfast and lunch as he wasn't being properly fed at home. In addition, each evening we sent Zak home with a food package (and extra on Fridays) to make sure he didn't go hungry at home.

Summer Programme highlights

- Total participants: 162 individuals over five weeks
- Total Queen's Park ward residents: 86
- Total meals served: 1,375
- 52% girls, 48% boys
- 54% aged 8 to 10, 26% aged 11 to 13, 20% aged 14 to 16
- 100% of young people reported feeling safe at The Avenues all of the time
- 89% felt their ability to challenge influences that may be bad for them improved after a summer at The Avenues
- 78% of young people reported an increase in their confidence, sense of belonging, resilience and improved perception of self



Summer Programme participants heat map – The majority of attendees live in Queen's Park ward



4. Other programmes at Avenues

The Zone

Our regular after-school programme for 8-13 years. Packed with activities; arts and crafts, games, football, cooking, computers, healthy tea-time snacks.

Secondary Zone

Weekday transition space for young people aged 11 – 13 to ease the move to secondary school. Offering enrichment projects, leadership skills with London Youth and the BBC Young Reporters, emotional support, mentoring and help with homework and exams

Sports Boost

A fun-packed, energetic session aimed at keeping young people fit every Saturday afternoon. Judo Club, sports nutrition, games & circuits, indoor and outdoor football, competitions.

Seniors Night

Freestyles Fridays offers a fun-packed evening of social opportunities that encourages 13-18 year olds to have fun with their friends in a safe and productive setting. Staffed by qualified youth workers, tutors and coaches we offer young people full access to Avenues music, games and cooking facilities. Minibus pick-up and drop-off service within a one-mile radius.

Girls Hub

Tuesday evenings are exclusively for girls aged 13-18, with activities to motivate, inspire and challenge them, including dance, cooking, football skills, arts and crafts, health and wellbeing workshops and self-defence. Minibus pick-up and drop-off service within a mile radius.

Creative Entrepreneurs

Over 6 months, 24 young people will receive training, mentoring and equipment to develop their creative and business skills and start a micro-business in areas such as t-shirt design and print, cooking and beauty treatment skills. Guest speakers will hold workshops on finance, marketing, sales and communication.

Mic Drop

This autumn sees the start of a new 2-year project to teach 24 young people every aspect of the music industry, building creative and technical skills in the studio, each writing, recording and producing 4-6 finished tracks, learning about career opportunities in music, and earning Arts Award accreditation.

Junior Support Workers

We're into year two of a 3-year programme, training 30 young people to Level 1 Youth Work qualifications, including classwork, workshops, mentoring and on-the-job training. Some of these young people will be tomorrow's youth workers at Avenues, others will have developed their confidence, interpersonal skills and CVs.

Mentoring

Second year of a programme to train responsible 16-19 year olds as volunteer mentors, learning how to offer their younger peers support and guidance. The programme develops empathy, responsibility and earns accredited qualifications for the participants.

Report To:	Queen's Park Community Council		
Title:	Committee Terms of Reference		
Purpose:	For Decision		
Author:	Lucie Prior, Acting Proper Officer		
Date of Meeting	21 October 2020	Agenda Item	027-20/21

1 Summary

This report sets out the recommendations from the People and Place Committees, together with some matters arising from their establishment, and recommends that they be confirmed.

2 Recommendations

It is recommended that:

- (1) The report be noted
- (2) The Terms of reference at Appendices 1 and 2 be approved
- (3) The meeting dates at 3.2 and 3.4 be approved
- (4) The nomination of Cllr Rustin as the representative of Queen's Park on Westminster Healthy Streets be approved
- (5) The proposal at 3.8 to review the strategic Plan be approved

3 Background

- 3.1 At its meeting on 15 July 2020 the Council approved draft Terms of Reference for the new People and Place Committees and directed that the Chair of each convene a meeting to review the draft and recommend to the Council dates for future meetings in the 2020/21 Municipal Year
- 3.2 The People Committee met on 9 September and confirmed agreement with the draft, other than they wished to hold five meetings per year rather than four. Because the Committee just only just started work it wishes to hold four meetings in the remainder of the year on the following dates
 - 14 October
 - 18 November
 - 10 February 2021
 - 21 April
- 3.3 The People Committee set up a Care in Queen's Park Working Group would merged the Social Isolation group into it. This will be led by Cllr Lawrence. The Children and Young People, Events, Community Engagement Working Groups will continue.
- 3.4 The Place Committee met on 16 September and confirmed agreement with the draft, asking that two meetings be held this year on the following dates
 - 25 November 2020
 - 24 February 2021

- 3.5 The People Committee agreed to continue the Planning Working, led by Cllr McArdle, and Public and Community Arts Working Group led by Cllr Fitzhugh.
- 3.6 Westminster Healthy Streets, a campaigning organisation with similar aims to the Council, has asked it to nominate a representative for Queen's Park to improve their coverage of the City. It is proposed that Cllr Rustin be nominated.
- 3.7 With specific responsibilities allocated to the Committees the remaining work streams will be managed directly by the Council. These include Finance, Policy & Strategy, Grants, Communications (including The Voice and the website) and Economic Development.
- 3.8 The existing Business Plan "Strategic plan 2018-2020" is set out to reflect the previous structure of the Council and should be updated to reflect the Committee arrangements. It seems appropriate to review the content at the same time, and to update other references so it is proposed that the Forward Planning Working Group undertake this task and take the revised version to Council in January 2020. Other councillors will be invited to any meetings the group holds for this purpose.

People Committee Terms of Reference

Name of group	People Committee
Chair, Vice Chair	Cllr Nicholas (Chair) Cllr Dalton (Vice-Chair)
Membership	Cllrs Barson, Fitzhugh, Lawrence, Lancashire, McArdle, Pond, and Wilson
Frequency of meetings	5 times a year
Terms of reference	<ul style="list-style-type: none"> • Promote community cohesion, neighborliness and community spirit. • Work with state and voluntary service providers to help identify gaps in services to local people and help fill these gaps where possible with a focus on children and young people and groups in need or at risk of exclusion, such as unemployed people, older people and people with disabilities. • Advocate for the preservation and improvement of existing services and facilities for residents. • Support initiatives that address issues of crime and anti-social behavior in Queen's Park. • Identify and set up projects that fulfil QPCC's mission and objectives which are within the Health and Wellbeing objectives. • To agree, and work within, an Annual plan. • To authorise expenditure that is allocated to the committee. • To fundraise where necessary to support the work of the committee.
Working Groups	<ul style="list-style-type: none"> • Care in Queen's Park • Children and Young People • Events • Community Engagement

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

Place Committee Terms of Reference

Name of group	Place Committee
Chair, Vice Chair	Cllr. S Rustin (Chair) Cllr. R Lancashire (Vice Chair)
Membership	Cllrs. L Barson, R Dalton, G Fitzhugh, O Lawrence, J McArdle, E Sweeney
Frequency of meetings	4 per year
Terms of reference	<p>ENVIRONMENT AND OPEN SPACES</p> <p>Responsible for policies and projects relating to the environment, open spaces and planning, including public art, transport, air pollution, carbon emissions and wildlife</p> <p>To monitor and improve open spaces in the council area, including:</p> <ul style="list-style-type: none"> • Queen's Park Gardens • Harrow Road Open Space • Sports areas, facilities and equipment • Children's play areas • Streets • Edges and Verges <p>To raise awareness of the importance of air quality, to monitor air pollution locally and take steps to reduce it.</p> <p>To ensure that the council meets its net zero carbon emissions target of May 2022.</p> <p>To promote walking and cycling and other healthy outdoor activities</p> <p>THE NEIGHBOURHOOD PLAN</p> <ul style="list-style-type: none"> • To work towards achieving the implementation of policies and projects of The Neighbourhood Plan <p>PLANNING</p> <p>To oversee the planning working group/ subcommittee which is responsible for monitoring planning applications in Queen's Park.</p> <p>Preparing and communicating information for residents about local planning matters. Consulting with residents and liaising</p>

	<p>with Westminster City Council (the Local Planning Authority) about planning requirements and enforcement.</p> <p>To represent QPCC at the Westminster Amenity Society Forum meetings.</p> <p>PUBLIC AND COMMUNITY ART</p> <p>To encourage art activities in Queen's Park</p> <p>To develop plans for public and community art in Queen's Park</p> <p>OVERALL STRATEGY</p> <p>To support, monitor and implement relevant objectives in the Neighbourhood Plan and other strategic documents; to make recommendations to Council as appropriate</p> <p>To support resident and volunteer-led initiatives and groups in these areas</p>
Working Groups	<ul style="list-style-type: none"> • Planning • Public and Community Arts

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

Report To:	Queen's Park Community Council		
Title:	Online Meeting Policy		
Purpose:	For Approval		
Author:	Lucie Prior, Acting Proper Officer		
Date of Meeting	21 October 2020	Agenda Item	028-20/21

1 Summary

This report recommends that a policy on online meetings be adopted by the Council.

2 Recommendation

It is recommended that the Council approves the Online Meetings Policy contained in the appendix to this report.

3 Background

- 3.1 Until now the Council has not had an Online Meetings Policy, but it is considered that it will be prudent to have one as the current arrangements are likely to continue for some time.
- 3.2 In preparing this the policies adopted by other Councils have been examined and a detailed discussion held with an experienced Clerk. Some councils have quite restrictive arrangements but Queen's Park wished to encourage public engagement so proposes to not to put obstacles in place.

QUEEN'S PARK COMMUNITY COUNCIL

Online Meeting Policy

From 4 April 2020 until 7 May 2021 (or until such other time as the Secretary of State for Housing, Communities & Local Government determines, parish and town councils have been given provision under The Coronavirus Act 2020 and the associated *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* ("the 2020 Regulations") to hold legal virtual meetings in order that council business can be maintained.

Following assessment, Queen's Park Community Council will use the Zoom platform in order that the meeting can be made publicly available without the need for a specific subscription. A subscription has been secured so that meetings will not be time limited and meetings will be hosted by the Acting Proper Officer (the "Host") or such other person as she will designate including the Chair of the meeting or other staff members.

This policy must be used for all Council and Committee meetings and its use is encouraged for meetings of Working Groups.

The meetings will be formal Council or Committee meetings and will be held using the agenda and summons which the Proper Officer has published. It will be governed by the usual Standing Orders, Financial Regulations and associated policies.

A code and link to the virtual meeting will be published on the agenda which will be published on the Council website in order that the public are able to attend, just as they would be able to attend a meeting in the Council Chamber.

To encourage public attendance, the joining details will be freely published. If problems such as disruption to meetings arise this may be changed requiring attendees to obtain the password in advance. This decision will be taken by the Proper Officer in consultation with the Chair of the Council.

Attendees to a meeting, and in particular councillors, are encouraged to enable video so that they may see and be seen while matters are being discussed. In the event that this is not possible it will be permissible to dial in to the meeting via telephone.

Attendees will collect in the Zoom 'waiting room' prior to the meeting. The Host will have the ability to mute or remove anyone deemed a nuisance at the request of the Chair of a meeting.

All attendees will be set to 'mute' on entry to the meeting and only the Chair and the Clerk (usually the Proper Officer) will remain unmuted. All other participants, if they wish to speak will be invited to unmute. The Host will have the ability to mute anyone who forgets.

All attendees will display their name in order for the public to be able to identify them, just as they would at an in-person meeting.

If a councillor has declared an interest in an item on the agenda, they will be placed in the waiting room for the duration of the agenda item. Once the item has been concluded, they will be re-admitted.

In order to better protect participants from malware, the 'chat', file sharing and screen sharing function may be disabled during the meeting. If necessary, the Host can display any documents required using the 'share screen' function.

As with physical meetings, members of the public will be given the opportunity to speak during public participation, but will not be permitted, unless invited to do so by the Chair, to speak at other times.

Anyone wanting to speak should "raise their hand" by waving in the Reactions section or on screen so that the Chair can see. The Clerk to the meeting will assist the Chair.

Members of the public must introduce themselves if they wish to speak.

Meeting participants may wish to protect their personal environment by choosing a virtual background in the Zoom Settings 'Virtual Background' or alternatively should consider what can be seen behind them while on camera.

Meeting participants shall be visibly clothed during the meeting.

Alcohol should not be consumed during the meeting in line with legal requirements for council meetings.

Report To:	Queen's Park Community Council		
Title:	HR Committee Report		
Purpose:	For Information		
Author:	Cllr Sweeney, Chair of HR Committee		
Date of Meeting	21 October 2020	Agenda Item	031-20/21

1 Summary

This report sets out the matters discussed and decisions taken at the October meeting of the HR Committee.

2 Recommendations

That the report be noted.

3 Background

- 3.1 The HR Committee met on 2 October 2020 and approved the minutes of previous meetings on 13 November 2019 and 22 April 2020 which appear elsewhere on this agenda for adoption, The minutes of the October meeting will be brought to Council for adoption when they have been approved by the next meeting, but in the meantime there are some things for the Council to note.
- 3.2 At meeting of the Council on 15 July 2020 no Vice-chair was appointed to the HR Committee. The Committee has discussed this and a proposal to appoint Cllr Rustin is contained in the report on Committees and terms of reference elsewhere on the agenda.
- 3.3 The Committee received a report on former Director Anna Tomlinson and decided to make it available to the full Council so it is attached as an appendix to this report.

4 Administrative Arrangements

- 4.1 The Committee discussed in detail staffing arrangements for the remainder of the year and has made the following decisions.
- 4.2 Lucie Prior would continue as Acting Proper Officer until further notice, being provided with such training and support as is necessary to deliver the role.
- 4.3 As Acting Proper Officer Lucie will be line managed by Cllr McArdle as Chair of the Council such training and support as is necessary to deliver the role.
- 4.4 The probation review of Lucie due at the end of November 2020 will be undertaken by Cllrs McArdle, Rustin, and Sweeney.
- 4.5 Millie Kent will continue in the temporary position of Project Officer until February 2021.
- 4.6 Liz Thorpe-Tracey from Happy Lizzy Event Planning will continue to provide communications support until February 2021.
- 4.7 The Acting Proper Officer and Chair of the Council will bring a report to the HR Committee setting out staffing proposals for 2021/22 and beyond in good time for these to be fed into the budget setting process.

Appendix



Report To:	Queen's Park Community Council		
Title:	Death of Director Anna Tomlinson		
Purpose:	For Information		
Author:	Lucie Prior, Acting Proper Officer		
Date of Meeting	2 October 2020	Agenda Item	HR07-20/21

1 Summary

This report records the death of former Director Anna Tomlinson.

2 Recommendations

It is recommended that the report be noted.

3 Background

- 3.1 Anna Tomlinson joined Queen's Park Community Council as Chief Officer in October 2019, picking up the reins following the departure of previous incumbent Kevin Harris who left earlier in the year. As a serving councillor at the London Borough of Ealing, and with a background which included both academia and the charity sector, she brought with her a wealth of ideas for improving the Council. She already had a clear connection with the Council, having been brought up within the area on Harrow Road.
 - 3.2 Unfortunately, shortly after starting with the Council Anna was diagnosed with an aggressive form of cancer and in December 2019 commenced sick leave to start receiving treatment. In the face of this adversity Anna remained upbeat and was determined to return to work if at all possible, even to the extent of planning a phased return for one day a week in May 2020 during which she drafted the Minutes of the May Council Meeting from the Zoom recording.
 - 3.3 Despite Anna's best efforts her health continued to deteriorate and even one day proved too much for her. On 29 June 2020 Anna died of sepsis and Metastatic Lung Cancer in Ealing Hospital.
- ### 4 Action taken
- 4.1 On hearing of Anna's the passing the Councillor McArdle notified all councillors by email and arranged for a message of condolence to be issued through the Council's communication and social media channels and a copy to be placed on the notice board at the Beethoven Centre. He also arranged for Mass to be said for her in Our Lady of the Holy Souls Roman Catholic Church which covers most of Queen's Park.
 - 4.2 Councillor Fitzhugh, Chair of the Council at the time of Anna's appointment and her main contact wrote a personal note to her family on behalf of her colleagues at the Council.

Report To:	Queen's Park Community Council		
Title:	Grants Paper		
Purpose:	For decision		
Author:	Lucie Prior, Acting Proper Officer and Community Development Officer		
Date of Meeting	21 October 2020	Agenda Item	032- 20/21

1 Summary

This report recommends summarising the grant applications received in the September round, recommending the awards be made, and proposes a review of the grant process.

2 Recommendations

2.1 That the Council

- (1) approves the grant awards set out in the table below
- (2) approves the review of the grants process set out in 5.2

Applicant	Project/Activity	Amount requested	Amount recommended
Doorstep Library	Mozart Estate Project	£3,500	£3,500
Kamreno Ltd & Canine Culture Partnership	Dog mentoring, outreach and education project	£3,500	£3,500
Westminster Children's University	CU Planetarium	£1,850	£1,850
Pursuing Independent Paths (PIP)	Fruitful Employment Project	£200	£200
	Total		£9,050

3 Background and Context

- 3.1 Three applications were received by the deadline and one pop up grant application for the rolling grants.
- 3.2 All applications were of high quality with clearly defined aims, actions to reach those aims, timescales to deliver the project within the ward, free to access and benefits to Queen's Park residents. All applications demonstrated value for money and sustainability of their work.

- 3.3 The Mozart Estate Project run by Doorstep Library aims to bridge the literacy gap experienced by children aged 11 and under which has only grown with schools closing during the lockdown period. The project will expand to utilise ten local Queen's Park volunteers to undertake weekly reading with the family at their doorstep or virtually depending on Covid 19 restrictions. The funding would result in 60 beneficiaries per week for the duration of an academic year. Doorstep Library have been running this project for four years on the estate with a number of families involved for the full duration. Drawing down the full funding amount from the QPCC grant will enable an additional £9.3K of funding in match funding. The budget shows this is solely for the Mozart Estate project and QPCC funding covers volunteer training and recruitment and project running costs. The project was been adapted to continue through Covid 19 restrictions offering virtual sessions to families and virtual training for volunteers.
- 3.4 The dog mentoring, outreach and education project is the only partnership application that was submitted. The project aims to provide the community with opportunities to learn and experience animal welfare in a safe and positive environment using early intervention methods from mentors to improve attitudes towards pets and build empathy amongst the community. The project will deliver outreach to events, schools and residents' homes as well as operating outdoors or online should the need require for Covid 19 restrictions. The budget is to pay for training for mentors, resources for delivery to schools and workshops in schools. The mentors will volunteer their time for their work.
- 3.5 The CU Planetarium project run by Westminster Children's University aims to give children at local schools participating in Westminster Children's University and the community access to a series of educational film showings and projections. The budget is for capital expenditure to run the project with staff time, venue and marketing all provided in kind. During Covid 19 Westminster Children's University operated solely online and the project is outdoors based and can operate on a booking system and incorporate social distancing.
- 3.6 The Fruitful Employment Project is run by PIP who support adults with learning disabilities and autism. The project builds participants' social skills and helps them to reach their potential. For the project the participants volunteer to make and sell juices at community events. Participants of the Fruitful Employment Project will run the stall at the QPCC Winter Festival in QPG. The budget will be used to purchase uniforms for the participants and materials for the juices, profits are reinvested into future juice making events. The applicant is also a Community Champion.

4 Monitoring and other issues

- 4.1 As all applications involve working with under 18s or vulnerable adults, the Officer will need to ensure all the organisations have a safeguarding policy and relevant DBS checks in place.
- 4.2 The Mozart Estate project to collect postcodes for the beneficiaries for monitoring and evaluation. The Doorstep Library newsletter to share details of QPCC events and projects. The Impact Report Doorstep library are working on to be shared with QPCC.
- 4.3 CU Planetarium project to report with monitoring and evaluation 6 months after spending on capital items. Collection of beneficiaries' postcodes for monitoring and evaluation to be asked for. The CU Planetarium project to provide dates of community Planetarium events a minimum of 1 month in advance to QPCC for publicity to residents.
- 4.4 The dog mentoring, outreach and education project is to report on participants' postcodes that have been mentored and provide a case study of a resident helped by each mentor.

5 The Grants Panel and Evaluation

- 5.1 In previous rounds the Grants Panel has had difficulty in deciding on applications, due in part to the close relationship between many of those on the panel and the applicants which leads to members of the panel being unable to participate. It can also be difficult to compare the bids from different sized organisations to ensure a level playing field.
- 5.2 It is proposed that the Acting Proper Officer undertakes an assessment of the process, speaking to participants for both sides of previous rounds, and brings forward a revised process for approval in January 2021.

Report To:	Queen's Park Community Council		
Title:	Finance Report		
Purpose:	For Decision		
Author:	Cllr John McArdle, Responsible Financial Officer		
Date of Meeting	21 October 2020	Agenda Item	033-20/21

1 Summary

This report summarises the current financial position at the mid-year point and recommends the approval of payments made.

2 Recommendations

- (1) That the contents be noted.
- (2) That payments to the value of £349,37.39 set out in Appendix 2 be approved.

3 Background

- 3.1 At a meeting on 15 January 2020 the Council set a budget for the financial year 2020/21 (117-19/20) and has been working from that budget since 1 April 2020. This budget was presented to the Council by the then Proper Officer and Responsible Financial Officer (RFO) Cllr John McArdle. It should be noted that there is a difference between the financial year and the municipal year.
- 3.2 On 17 June it noted that Lucie Prior had been appointed to the post of Community Development Officer and had agreed to take on also the role of Acting Proper Officer (195-19/20) leaving the RFO role with Cllr McArdle. This report has been prepared by him acting in that capacity.
- 3.3 Under Section 5 of the Council's Financial Regulation the RFO is required to provide reports to the Council on a monthly, quarterly, or annual basis. This report represents the monthly reports for July / August / September 2020, being those since the previous monthly report on 15 July 2020 (018-20/21), and the report at the end of Quarter 1 and 2.
- 3.4 In the remainder of 2020 and through into 2021 the Council shall receive financial reports to meetings as shown in Table 1 below. Between meetings the finances will be monitored by the Forward Planning Working Group as agreed by Council on 15 May 2019 (119-19/20).

Table 1: Dates for Financial Reports

Meeting Date	Reports to be submitted
20 January 2021	<ul style="list-style-type: none">• Monthly Report for October / November / December• Quarterly Report for Q3• Budget and Precept for 2021/22
17 March 2021	<ul style="list-style-type: none">• Monthly Report for January / February• February Grant Applications
19 May 2021 (Annual Meeting of Council)	<ul style="list-style-type: none">• Monthly Report for March / April• End-year Report for 2020/21

4 Payments made by the Council

- 4.1 Appendix 1 attached sets out all payments with a total value of £45,690.54, including redacted payments of £10,753.15, made by the Council since the beginning of July 2020. Most of these were 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 is £34,937.39 and these are set out in Appendix 2 for approval.

5 Current Financial Position

- 5.1 As this is a Quarterly Report, a detailed analysis has been undertaken of expenditure so far in each Cost Centre together with a projection of the anticipated total expenditure at year-end. These are shown in Appendix 3 while the Council Detail Report at Appendix 4 provides details of the figures held on the Rialtas accounting system. These have been reconciled to the bank account as required.
- 5.2 In most cases it is anticipated that the outturn will closely match the budget, although on some lines there will need to be an increase in activity levels in the second half of the year. This is particularly the case with the new "outward facing" budget lines.

- 5.3 In some instances, expenditure already incurred makes it likely that there will be an overspend. These lines are set out in Table 2 below which indicates that the total value of overspends will be £8,168. It is considered that these can be accolated by the movement of underspends elsewhere nearer the year-end so no action is proposed at this point in time

Table 2: Projected Overspends

Heading	Budget	To Sept	Projected	Notes
4100 Staff costs	£54,000	£37,970	£60,334 (exc EMR)	Projected £6,9334 overspend due to carry over from previous year then some overspend in covering posts and taking advice
4139 Travel expenses	£150	£472	£472	Projected £322 overspend due to unforeseen costs
4236 Marketing & promotion	£500	£1,000	£1,000	Projected £500 Overspend, carried over from the previous year
4400 Neighbourhood Plan	£2,000	£3,012	£3,012	Projected £1,012 overspend due to higher than expected costs in preparing the plan

6 Other Financial Matters

- 6.1 The City Council continues to collect a Community Infrastructure Levy (CIL) on developments which take place in Westminster and 15% of this, the 'neighbourhood portion', is allocated to fund local projects. For Queen's Park this currently stands at £2,097.74 and is to be distributed by the Community Council. In September 2019 the Council deferred a decision on how to process these funds and has not returned to the matter (077-19/20).
- 6.2 As set out in Table 1 above, the Council will set its budget for 2021/22, including the precept, at the January meeting. In setting the budget it will consider funding bids from the People and Place Committees, both of whom meet in November, and from the HR Committee which will meet in early January. In preparing bids the Chair of each Committee should note the advice of the Forward Planning Group that any proposal to increase the precept other than to mitigate the impact of inflation is unlikely to be supported and should seek to contain the overall at a level no higher than for 2020/21. The RFO and Proper Officer will both be available to assist with detailed calculations and modelling.

Appendix 1: All Payments Made

Date	Supplier	Goods / Services	Value
03/07/2020	HAPPY LIZZY EVENT	EVENTS	£ 4,052.22
03/07/2020	HCGA	GARDENING	£ 3,974.50
03/07/2020	MICROSHADE	HOSTING	£ 282.90
03/07/2020	PUBLICA	DESIGN	£ 345.00
03/07/2020	T FLANAGAN	HOTLINE	£ 1,875.00
13/07/2020	HAPPY LIZZY EVENT	EVENTS	£ 2,000.00
13/07/2020	HR SERVICES PARTNE	SERVICES	£ 184.32
28/07/2020	REDACTED	PAYE	
28/07/2020	HR SERVICES PARTNE	SERVICES	£ 31.68
28/07/2020	BRIGHTPAY	SOFTWARE	£ 58.80
28/07/2020	MRS G M FITZHUGH	EXPENSES	£ 40.00
28/07/2020	VISION ICT LTD	IT SERVICES	£ 21.60
28/07/2020	VISION ICT LTD	IT SERVICES	£ 6.00
28/07/2020	VODAFONE LIMITED	TELEPHONE	£ 25.21
31/07/2020	REDACTED	SALARY	
31/07/2020	ONECOM SVS LIMITED	IT SERVICES	£ 60.06
03/08/2020	BARCLAYS BANK	CHARGES	£ 6.50
07/08/2020	HAPPY LIZZY EVENT	EVENTS	£ 4,589.37
18/08/2020	MICROSHADE	HOSTING	£ 282.90
18/08/2020	POSITIVE DESIGN	PRINTING	£ 1,245.00
18/08/2020	RIALTAS BUSINESS S	SERVICES	£ 206.40
25/08/2020	HAPPY LIZZY EVENT	EVENTS	£ 100.00
25/08/2020	HAPPY LIZZY EVENT	EVENTS	£12,629.26
25/08/2020	HAPPY LIZZY EVENT	EVENTS	£ 50.00
25/08/2020	HAPPY LIZZY EVENT	COMMS SUPPORT	£ 1,000.00
28/08/2020	REDACTED	PAYE	
28/08/2020	REDACTED	SALARY	
28/08/2020	ONECOM SVS LIMITED	IT SERVICES	£ 60.66
28/08/2020	RINGGO	DEPOSIT	£ 200.00
28/08/2020	VIKING	STATIONERY	£ 39.53
28/08/2020	VODAFONE LIMITED	TELEPHONE	£ 25.21
01/09/2020	COMPLEX CREATIVE	WEBISTE	£ 48.00
07/09/2020	BARCLAYS BANK	CHARGES	£ 6.50
25/09/2020	VODAFONE LIMITED	TELEPHONE	£ 25.21
28/09/2020	C A CHAMBERS	DOG SERVICES	£ 1,125.00
28/09/2020	MICROSHADE	HOSTING	£ 280.50
29/09/2020	REDACTED	PAYE	
29/09/2020	REDACTED	SALARY	
30/09/2020	ONECOM SVS LIMITED	IT SERVICES	£ 60.06

Without Redacted £34,937.39

With Redacted £45,690.54

Redacted £10,753.15

Appendix 2: Payments for Approval

Date	Supplier	Goods / Services	Value
03/07/2020	HAPPY LIZZY EVENT	EVENTS	£ 4,052.22
03/07/2020	HCGA	GARDENING	£ 3,974.50
03/07/2020	MICROSHADE	HOSTING	£ 282.90
03/07/2020	PUBLICA	DESIGN	£ 345.00
03/07/2020	T FLANAGAN	HOTLINE	£ 1,875.00
13/07/2020	HAPPY LIZZY EVENT	EVENTS	£ 2,000.00
13/07/2020	HR SERVICES PARTNE	SERVICES	£ 184.32
28/07/2020	HR SERVICES PARTNE	SERVICES	£ 31.68
28/07/2020	BRIGHTPAY	SOFTWARE	£ 58.80
28/07/2020	MRS G M FITZHUGH	EXPENSES	£ 40.00
28/07/2020	VISION ICT LTD	IT SERVICES	£ 21.60
28/07/2020	VISION ICT LTD	IT SERVICES	£ 6.00
28/07/2020	VODAFONE LIMITED	TELEPHONE	£ 25.21
31/07/2020	ONECOM SVS LIMITED	IT SERVICES	£ 60.06
03/08/2020	BARCLAYS BANK	CHARGES	£ 6.50
07/08/2020	HAPPY LIZZY EVENT	EVENTS	£ 4,589.37
18/08/2020	MICROSHADE	HOSTING	£ 282.90
18/08/2020	POSITIVE DESIGN	PRINTING	£ 1,245.00
18/08/2020	RIALTAS BUSINESS S	SERVICES	£ 206.40
25/08/2020	HAPPY LIZZY EVENT	EVENTS	£ 100.00
25/08/2020	HAPPY LIZZY EVENT	EVENTS	£12,629.26
25/08/2020	HAPPY LIZZY EVENT	EVENTS	£ 50.00
25/08/2020	HAPPY LIZZY EVENT	COMMS SUPPORT	£ 1,000.00
28/08/2020	ONECOM SVS LIMITED	IT SERVICES	£ 60.66
28/08/2020	RINGGO	DEPOSIT	£ 200.00
28/08/2020	VIKING	STATIONERY	£ 39.53
28/08/2020	VODAFONE LIMITED	TELEPHONE	£ 25.21
01/09/2020	COMPLEX CREATIVE	WEBISTE	£ 48.00
07/09/2020	BARCLAYS BANK	CHARGES	£ 6.50
25/09/2020	VODAFONE LIMITED	TELEPHONE	£ 25.21
28/09/2020	C A CHAMBERS	DOG SERVICES	£ 1,125.00
28/09/2020	MICROSHADE	HOSTING	£ 280.50
30/09/2020	ONECOM SVS LIMITED	IT SERVICES	£ 60.06

For Approval

£34,937.39

Appendix 3: Year-end Projections 2020/21 Budget Monitor

Income		Original	Virement	EMR	Target	To Sept	Total	Unspent	%	Notes
1010	Project income	-			-		0	-		No additional income planned for the year
1076	Precept	164,842			164,842	164,841	164,841	1	100%	All precept income comes in at the start
1200	Office rent income	-			-		-	-		Null line
1410	Income Summer Festival	6,500			6,500	0	5,000	1,500	77%	Some booked but waiting for it to come in
1411	Fireworks income	5,000			5,000	0	-	5,000	0%	None expected
1412	Winter Fair income	1,500			1,500	0	-	1,500	0%	None expected
1413	Voice income	-			-	0	-	-		None expected

Total income **177,842** **177,842** **164,841** **169,841** **8,001**

Expenditure

Staff costs

4100	Staff costs	54,000		12,750	66,750	37,970	73,084	- 6,334	109%	£k3 carry over than some overspend in covering posts
4105	Training	500			500	0	-	500	0%	Scope here for targetted spending
		54,500	0	12,750	67,250	37,970	73,084	-5,834		

Administration

Councillor costs		Original	Virement	EMR	Target	To Sept	Total	Unspent	%	Notes
4101	Cllr allowances	1,500			1,500	1280	1,500	-	100%	Scope here for targetted spending
4105	Cllr training	1,000			1,000	0	1,000	-	100%	Scope here for targetted spending
4133	Chair's allowance	75			75	0	75	-	100%	Scope here for targetted spending
4150	Election costs	2,000			2,000	0	2,000	-	100%	Scope here for targetted spending
4125	Office rent	10,000			10,000	0	10,000	-	100%	Scope here for targetted spending
4127	Office maintenanc	1,000			1,000	0	1,000	-	100%	Scope here for targetted spending
4126	Room bookings	1,400			1,400	75	75	1,325	5%	Scope here for targetted spending
4130	IT - hosting, compu	7,500		214	7,714	3481	7,886	- 172	102%	Scope here for targetted spending
4132	Stationery and ma	500			500	104	500	-	100%	Scope here for targeted spending
4135	Telecomms, postag	1,000			1,000	441	1,000	-	100%	Going broadly to plan
4110	Website	2,500			2,500	640	2,500	-	100%	Scope here for targetted spending
4235	Advertising - recru	1,600			1,600	450	1,600	-	100%	Will use this to recruit in March 2021

Professional costs

4120	Insurance	1,300			1,300	1038	1,038	262	80%	Going broadly to plan
4137	Subscriptions	2,600			2,600	2388	2,600	-	100%	Going broadly to plan
4139	Travel expenses	150			150	472	472	- 322	315%	There's an overspend here so add money
4140	Professional fees	1,000			1,000	40	1,000	-	100%	Scope here for targetted spending
4142	Audit fees	1,000			1,000	180	1,000	-	100%	Going broadly to plan
4144	Bank Charges	0			-	20	62	- 62		No provision was made so add money

Grants

4134	Community grants	25,000		2900	27,900	2900	27,900	-	100%	Assumes spending to plan
4136	Pop Up Fund	2,000			2,000	0	2,000	-	100%	Assumes spending to plan
4138	Special grants	25,000	2500	10916	38,416	40225	40,225	- 1,809	105%	Adjustment to be made for funding from EMR 323

Outward facing

		Original	Virement	EMR	Target	To Sept	Total	Unspent	%	Notes
4128	Catering	200			200	0	200	-	100%	Scope here for targetted spending
4129	Volunteer develop	2,000			2,000	1400	2,000	-	100%	Scope here for targetted spending
4107	Community engage	2,000			2,000	0	2,000	-	100%	Assumes spending to plan
4430	Children & young p	10,000			10,000	0	10,000	-	100%	Assumes spending to plan
4425	Social inclusion	500			500	0	500	-	100%	Assumes spending to plan
4420	Public & commun	5,000			5,000	0	5,000	-	100%	Assumes spending to plan
4236	Marketing & prom	500			500	1000	1,000	- 500	200%	Carried in from previous year
Total Administration		108,325	2,500	14,030	124,855	56,134	126,133	-1,278		

Events & Voice

4200	Queen's Park Voice	4,000		504	4,504	90	3,496	1,008	78%	Going broadly to plan
4225	Events administration	7,800			7,800	2500	7,800	-	100%	Going broadly to plan
4205	Winter Fair	3,200			3,200	0	-	3,200	0%	Events still in play
4206	Winter Social	100			100	0	100	-	100%	Events still in play
4210	Summer festival	13,500	-2,500		11,000	8720	10,720	280	97%	Events still in play
4220	Fireworks	9,000			9,000	0	-	9,000	0%	Events still in play
		37,600	-2,500	504	35,604	11,310	22,116	13,488		

Environment & Open Spaces

4300	Community gardening	17,500			17,500	3975	17,500	-	100%	Going broadly to plan
4301	Dog strategy	4,000			4,000	2775	4,000	-	100%	Assumes spending to plan
4999	Miscellaneous	0			-	0	-	-		Null line
4305	Park developments	1,500			1,500	0	1,500	-	100%	Costs still being assessed
4410	Air quality	500			500	0	500	-	100%	Assumes spending to plan
		23,500			23,500	6,750	23,500	0		

Planning

		Original	Virement	EMR	Target	To Sept	Total	Unspent	%	Notes
4400	Neighbourhood Plan	2,000			2,000	3012	3,012	- 1,012	151%	Overspent so need to add money
4402	Harrow Road projects	500			500	0	500	-	100%	Scope here for targetted spending
4405	Retailers' support	-			-	0	-	-		Null line
		2,500	0	0	2,500	3,012	3,512	-1,012		
	VAT					1,741				

Totals from this sheet

Income	177,842	0	0	177,842	164,841	169,841	8,001
Expenditure	226,425	0	27,284	253,709	116,917	248,345	5,364
Balance	-48,583	0	-27,284	-75,867	47,924	-78,504	

Totals from Rialtas

Income	164841
Expenditure	116915
Balance	

Reconciliation

Income	177,842	0	0	177,842	0
Expenditure	226,425	0	27,284	253,709	2
Balance	-48,583	0	-27,284	-75,867	47,924

Detailed Receipts & Payments by Budget Heading 30/09/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	164,841	164,842	1			100.0%	
<u>101 Staff costs</u>							
4100 Staff costs	(37,970)	(54,000)	16,030		16,030	70.3%	12,750
4105 Training	0	(500)	500		500	0.0%	
<u>102 Administration</u>							
4101 Councillor allowances	(1,280)	(1,500)	220		220	85.3%	
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	(3,481)	(7,500)	4,019		4,019	46.4%	214
4132 Stationery and materials	(104)	(500)	396		396	20.8%	
4133 Chair's allowance	0	(75)	75		75	0.0%	
4134 Community grants	(2,900)	(25,000)	22,100		22,100	11.6%	2,900
4135 Teleomms, postage	(441)	(1,000)	559		559	44.1%	
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	(40,225)	(27,500)	(12,725)		(12,725)	146.3%	10,916
4139 Travel expenses	(472)	(150)	(322)		(322)	314.6%	
4140 Professional fees	(40)	(1,000)	960		960	4.0%	
4142 Audit fees	(180)	(1,000)	820		820	18.0%	
4144 Bank charges	(20)	0	(20)		(20)	0.0%	
4150 Elections costs	0	(2,000)	2,000		2,000	0.0%	
<u>201 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	(640)	(2,500)	1,860		1,860	25.6%	
4128 Catering	0	(200)	200		200	0.0%	
4200 Queens Park Voice	(90)	(4,000)	3,910		3,910	2.2%	504
4205 Winter Fair	0	(3,200)	3,200		3,200	0.0%	
4206 Winter Social	0	(100)	100		100	0.0%	
4210 Summer Festival	(8,720)	(11,000)	2,280		2,280	79.3%	
4220 Fireworks	0	(9,000)	9,000		9,000	0.0%	
4225 Events organisation	(2,500)	(7,800)	5,300		5,300	32.1%	
4235 Advertising - recruitment	(450)	(1,600)	1,150		1,150	28.1%	
4236 Marketing & promotion	(1,000)	(500)	(500)		(500)	200.0%	

Detailed Receipts & Payments by Budget Heading 30/09/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>301 Environment and open spaces</u>							
4300 Community gardening	(3,975)	(17,500)	13,526		13,526	22.7%	
4301 Dog strategy	(2,775)	(4,000)	1,225		1,225	69.4%	
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	(3,012)	(2,000)	(1,012)		(1,012)	150.6%	
4402 Harrow Rd projects	0	(500)	500		500	0.0%	
<u>501 Development groups</u>							
4107 Community engagement	0	(2,000)	2,000		2,000	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	(10,000)	10,000		10,000	0.0%	
<u>999 VAT data</u>							
515 VAT on Payment	(1,741)	0	(1,741)		(1,741)	0.0%	
Grand Totals:- Receipts	164,841	177,842	13,001			92.7%	
Payments	116,915	226,425	109,510	0	109,510	51.6%	
Net Receipts over Payments	47,926	(48,583)	(96,509)				
plus Transfer From EMR	27,283						
Movement to/(from) Gen Reserve	75,209						

Report To:	Queen's Park Community Council		
Title:	Working Group Report		
Purpose:	For Information		
Author:	Lucie Prior, Acting Proper Officer		
Date of Meeting	21 October 2020	Agenda Item	034-20/21

1 Summary

This report updates the Council on the activities of forward Planning and The Voice Working Groups.

2 Recommendations

That the report be noted.

3 Forward Planning

- 3.1 The Forward Planning Working Group met on 16 October and reviewed the agenda and papers for the full Council meeting. Comments from the Group have been incorporated into the papers and attention is drawn to the following points.
- 3.2 It considers the People and Place Committees are settling in well, and getting to grips with their respective briefs. It is hoped to use them as a vehicle for stepping up activities by being closer to the Working Groups and the individual projects.
- 3.3 The organisation remains stretched, however, with many competing work streams bringing their own deadlines and demands on officer time. It was decided that any proposal brought before Council which required an increase in activity levels would have to include how time would be found.
- 3.4 The relationship with Westminster was discussed, including its role as Principal Authority over QPCC. The Chair and Proper Officer have a meeting arranged with the governance unit at City Hall and will be working to strengthen this relationship.
- 3.5 The Group agreed to take on monthly financial monitoring, ensuring that there was some oversight on the months between council meetings.

4 The Voice

- 4.1 Following a variety of delays which led to the Summer 2020 edition becoming Autumn it has now been printed and deliveries are going out. These may all be finished by the time the Council meets, but if not additional help will be welcome.
- 4.2 The Working Group met on 7 October and have agreed that another issue go out for Winter 2020, aimed at the first week in December.
- 4.3 A full schedule has been prepared and articles are already starting to come in.
- 4.4 There will be another issue in the Spring of 2021.

Report To:	Queen's Park Community Council		
Title:	Chair's Report		
Purpose:	For Discussion		
Author:	Councillor J McArdle, Chair		
Date of Meeting	21 October 2020	Agenda Item	035-20/21

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

Much of my activity since being elected Chair of the Council in July has been around working with the new Proper Officer, helping her settle into the role. Between us we've been reviewing the Council's systems and processes, looking not so much at what we're doing as how we do it.

I believe that councillors can only make good decisions if they have access to timely, and accurate information when they sit down on Council or one of its Committees. It should be clear from the papers what they're being to decide, how much it will cost, and what the impact will be. I'm confident that progress is being made on this front, and the paper you are reading now will come as part of a pack that sets an example.

This right come with responsibilities. Councillors must read the papers before a meeting so that they understand what is being asked of them and are ready to engage with the issues. If there are any questions it's often a good idea to ask them of the author beforehand, so that an answer can be ready for the meeting. In discussion, they should stick to the matter in hand and not digress into other projects that come to mind during the meeting. We are not as formal as some organisations, indeed at our meetings we aren't nearly as formal in following 'rules for discussion' as we set out in our own Standing Orders but we do need to keep to the point.

On a lighter note, during August I had the pleasure of attending all the sessions our Secret Summer Festival, and in October paid a flying visit to Silver Saturday.

Slightly less pleasurable was more Zoom and Teams meetings than I can count with the Leader of the City Council and her officers, but I was able to bring information back from these to use in our own area including tips on outdoor hospitality that were useful to Ida

I've also started to engage a little more with our associations, NALC and SSALC but it's hard work as all the other parish councils are very different from us. I won't give up though, and have taken on a training course to learn more.

Report To:	Queen's Park Community Council		
Title:	Officers' Report		
Purpose:	For information and discussion		
Author:	Lucie Prior, Community Development Officer and Acting Proper Officer, Liz Thorpe-Tracey, Projects and Events Coordinator, Millie Kent, Project Officer		
Date of Meeting	21 October 2020	Agenda Item	036-20/21

1 Summary

This report sets out some of the activity undertaken by Officers since the last meeting and activities proposed for the next few months over the late autumn and winter.

2 Recommendations

That the Council notes the Report and discusses the matters raised.

3 Main tasks / issues since last full meeting of Council

Play Streets	QPCC Officer, Councillors and other stakeholders met with WCC to discuss next steps for the Play Streets. The learnings and successes from the summer pilot in Queen's Park were shared. A QPCC Officer will be working with WCC to highlight stories from Queen's Park Play Street. The Queen's Park Play Street story was covered by My London News in regional coverage too.
Events	Celebrations for Silver Saturday, the National Day for older people, were held in early October in Lydford Hall Gardens. The event had entertainment and a goodie bag give away for over 50s as well as promoting the launch of the NSH Track and Trace App. The Big Black Quiz was held online for residents to celebrate black history month by testing their knowledge of the contributions black people have made to history.
Climate Emergency	Officers have restarted work on the climate emergency declared by QPCC in February 2020. Relationships are being forged with WCC and A2Dominion for the environmental audit.
Youth Summer Programme Film	Production has finished for the QP Real film of the youth summer programme. The film highlights individual stories of the young people that participated and shows the changes the young people feel they have experienced from participating in it. The initial trailer was shown at the last Full Council Meeting and the film will be released on the new QPCC YouTube channel on Monday 26 October.

4 Main tasks / issues over the forthcoming period

Play Streets	Street Play sessions will be held on Ashmore Road, Kilravock Street and Droop Street in the afternoons of October half term. Ashmore Road is a new street that wishes to adopt street play since the summer pilot.
--------------	--

	Both Ashmore Road and Kilravock Street sessions will be run by residents and Droop Street will be utilised by The Avenues. QPCC will be pushing to have the pilot Play Street on Kilravock Street made permanent and await evaluation from WCC on the viability of the other pilot streets.
Climate Emergency	An environmental audit will be carried out and reported back to the Place Committee. A campaign by officers will work to bring food waste collection to the ward.
Half term activities	On Wednesday 28 October residents are invited to collect a half term activity pack from the Wildlife Garden in Queen's Park Gardens from 10am-2pm. Activities to do at home will then help them prepare for Light Up Queen's Park event. Light Up Queen's Park will take place from Saturday 31 October-Thursday 5 November where residents are encouraged to make lanterns and decorate their windows with stained glass window kits or make a scarecrow to commemorate the area founder's first job.
Festive Events	Officers met with the Events Working Group to plan the festive events. Due to the ongoing pandemic it was decided festive events would have to be outside and socially distanced or activities to take part in at home. For the older persons' event this year this would change from an afternoon tea dance to a delivery to households with a festive hamper type of gift and a quiz. For the family event we are waiting on an application to Westminster City Council about hiring part of Queen's Park Gardens to host a Santa snowball dash, social distanced grotto, hot chocolates and schmoores making. Plans are also in place for a Santa sleigh drive round of the ward with volunteer social distanced elves bell ringing in the street. This would allow residents to participate from their windows and doors similar to the weekly clap for careers. Residents will be encouraged to decorate their windows with paper snowflakes and put festive lights up for the evening.
Hotline	Should a second lockdown occur funds and resources have been made available to reopen the hotline at short notice.
Strategic governance	Meetings will be arranged, and supported as necessary, for all Committees and Working Groups. QPCC Officer and Chair will be meeting with WCC legal services next month to ensure all legal requirements of the Council are fulfilled.
Communications	The website will continue to be updated with a tender exercise undertaken in December for the contract. The regular e-bulletin will continue to be sent out alongside social media posts to keep residents informed of the changing national regulations and of local events, activities and projects in the ward and the surrounds.
Community Engagement	Work will begin on this and volunteers, including councillors, are sought.



You are hereby summoned to attend a **Meeting** of the **Community Council** to be held in the
on **Wednesday 20 January 2021** commencing at **6.00pm**.

Lucie Prior, Acting Proper Officer

15 January 2021

Join Zoom Meeting

<https://us02web.zoom.us/j/7867803081>

Meeting ID: 786 780 3081

AGENDA

- 037-20/21** **Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 038-20/21** **Declarations of interest.**
- 039-20/21** **Minutes of the previous meeting** – to consider the minutes of the meeting of the Council held 21 October 2020 for confirmation and signing as a correct record.
- 040-20/21** **Minutes of HR Committee** – to adopt the minutes of the HR Committee Meeting held on 2 October 2020.
- 041-20/21** **Minutes of People Committee** – to adopt the minutes of the People Committee Meetings held on 9 September and 14 October 2020.
- 042-20/21** **Minutes of Place Committee** – to adopt the minutes of the Place Committee Meeting held on 16 September 2020.
- 043-20/21** **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).*
- 044-20/21** **People Committee Report** - to receive a verbal update on the work of the People Committee.
- 045-20/21** **Place Committee Report** - to receive a verbal update on the work of the Place Committee.
- 046-20/21** **HR Committee Report** - to receive a report from the HR Committee including revised staffing proposals.

Lucie Prior, Acting Proper Officer

047-20/21	2018 – 2022 Strategic Plan - to approve the 2018 – 2022 Strategic Plan.
048-20/21	Financial report. – to receive a report at the end of Q3 and approve payments and expenditure
049-20/21	Internal Audit report – to review the findings of the internal audit carried for 2019/21.
050-20/21	Budget and Precept – to approve the budget and set the precept for 2021/22
051-20/21	Service contracts – to approve the extension for one year of three existing Contracts for the provision of services.
052-20/21	Working Group Reports – to receive reports on Queen’s Park Voice, Economic Development, the Grants Panel, together with verbal updates from any Working Group not covered elsewhere.
053-20/21	Chair’s report.
054-20/21	Officers’ report.

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held remotely using Zoom
on **Wednesday 21 October 2020** commencing at 18:00.

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

Also present: Lucie Prior, Community Development Officer and Acting Proper Officer; Liz Thorpe-Tracey, Communications and Events Co-ordinate; Fabian Sharp, Avenues Youth Project; and three members of the public.

021-20/21 Apologies for absence – Councillor Nicholas.

022-20/21 Declarations of interest – Councillor McArdle declared an interest as Responsible Financial Officer. Many of the councillors have formal or informal connections with other community groups, including the Avenues Youth Project, and any interest would be declared as part of the discussion on relevant items.

023-20/21 Minutes of the meeting held 15 July 2020

RESOLVED THAT, the minutes were approved as a correct record to be signed by the Chair at the next physical meeting.

024-20/21 Minutes of HR Committee meetings held on 13 November 2019 and 22 April 2020

RESOLVED THAT, the minutes be adopted.

025-20/21 Public session

A member of the public raised two issues:

The first was that although Appendix 1 of Finance Report 033-20/21 set out all payments made by the Council it was not always clear what service was being provided in respect of each. The Responsible Financial Officer responded that the current layout was chosen for speed of drafting and undertook to spend more time preparing a fuller explanation for future reports.

The second was whether a report could be compiled on what had happened in Queen's Park during the lockdown for circulation to the City Council and the local MP, both to let them know about those activities but also to help plan for the future. It was agreed that the Acting Proper Officer would look into the possibility, basing it on existing reports from ourselves and other stakeholders.

026 -20/21 Avenues Youth Project

The Acting Proper Officer circulated a report provided by Fabian Sharp, Chief Executive of the Avenues Youth Project (AYP) and the Chair invited him to address the meeting.

Fabian described the long relationship between the Council and AYP, including during the lockdown, and thanked councillors for their continued support. He described how the offer was being strengthened, including the provision of qualifications and backfilling of lost education to put young people in a better place although provision in Westminster remained tragically underfunded. He also asked for support from the Community Council in a bid the City Council for Strategic CIL funding for security improvements.

Questions were asked whether the City Council has reversed some of the cuts (some but not all) and whether there was a need for iPad and other technology (yes, as much of the administration is going digital). There was discussion on the ongoing relationship between the organisations., and a reiteration of the Council's support.

RESOLVED THAT the Council thank Fabian not only for his attendance tonight but for all the work that the Avenues Youth Project undertakes on behalf of the community

RESOLVED THAT the Acting Proper Officer will confirm the Council's support for the proposed security improvements to the City Council.

RESOLVED THAT a Working Group will be formed during calendar year 2021 to examine the arrangements that will be put in place on expiry of the existing agreement in March 2022.

027 -20/21 Committee Terms of Reference

The Acting Proper Officer circulated a Report summarising the discussions and recommendations of the three Committees who met during September.

RESOLVED THAT the report be NOTED

RESOLVED THAT the Terms of reference at Appendices 1 and 2 be APPROVED

RESOLVED THAT the People Committee will meet on the following dates

14 October 2020
18 November 2020
10 February 2021
21 April 2021

RESOLVED THAT the Place Committee will meet on the following dates

25 November 2020
24 February 2021

RESOLVED THAT the nomination of Cllr Rustin as the representative of Queen's Park on Westminster Healthy Streets be APPROVED

RESOLVED THAT the Forward Planning Working Group review the Strategic Plan 2018-2020 to reflect the new committee structure and make and necessary updates bring a revised version to Council for approval in January 2021 be APPROVED

028 -20/21 Online Meeting Policy

RESOLVED THAT, the Policy be APPROVED and reviewed with other policies at the next Annual Meeting.

029 -20/21 People Committee Report

On behalf of the Chair of the Committee the Acting Proper Officer gave a verbal update on the work of the Committee and the two meetings held so far. She highlighted three main areas of work:

- Research into current levels of service and any gaps in provision for Children and Young people
- Caring Queen's Park, research into service providers across all aspects with a view to providing a directory available for all to use
- "Welcome Home", a service for people returning, for example, from a hospital stay

The Chair congratulated the Committee for starting to make progress in areas that the Council has been keen to work on.

RESOLVED THAT, the Report be NOTED.

030 -20/21 Place Committee Report

The Chair of the Committee, Cllr Rustin, gave a verbal update on the work of the Committee and the discussions at the meeting held in September. She highlighted:

- Play streets, a very successful project
- Friends of Queen's Park Gardens
- Other matters concerning the park, and generally improving the area
- Climate Emergency, and the environmental audit
- The Chair congratulated the Chair and the Committee for moving forward on so many fronts.

RESOLVED THAT, the Report be NOTED.

031 -20/21 HR Committee Report

The Chair of the Committee, Cllr Sweeney, had circulated a Report setting out the staffing arrangements which had been made for the remainder of the year. She confirmed that the Committee would bring a Report to the January 2021 meeting setting out the proposals for 2021/22 and beyond.

RESOLVED THAT, the Report be NOTED.

RESOLVED THAT, the appointment of Councillor Rustin as Vice-chair of the Committee be APPROVED

032 -20/21 Community Grants

The Acting Proper Officer circulated a Report recommending the approval of four applications for Community Grants received in the September round and seeking authorisation to undertake a review of the overall process. The total recommended expenditure would be £9,050 which represents 36% of the funds available for the whole year leaving £15,950 available for the February round. In conducting the review, she will speak to participants from both sides in previous rounds and strengthen the focus on monitoring and evaluation.

During discussion Cllr Wilson declared an interest in Applications 2 and 3, providing factual information but not voting, while Cllr Sweeney declared an interest in Application 4.

RESOLVED THAT, the recommendation to award Community Grants to the value of £9,050 as set out in the table below be APPROVED.

Applicant	Project/Activity	Amount requested	Amount recommended
(1) Doorstep Library	Mozart Estate Project	£3,500	£3,500
(2) Kamreno Ltd & Canine Culture Partnership	Dog mentoring, outreach and education project	£3,500	£3,500
(3) Westminster Children's University	CU Planetarium	£1,850	£1,850
(4) Pursuing Independent Paths (PIP)	Fruitful Employment Project	£200	£200

RESOLVED THAT, the Acting Proper Officer review the grants process and bring back proposals for approval in January 2021.

033-20/21 Finance Report

The Responsible Financial Officer circulated a detailed report on the current financial position, seeking approval for payments made since the previous meeting. Although an overspend was projected on four budget lines the overall position was positive and a priority would be keeping activity levels up to ensure that budgets allocated are spent on delivering services.

He confirmed that the budget for 2021/22 would be set at the January 2021 meeting, and that Committees should meet before then to develop their proposals. He added that there is unlikely to be much room for growth and that both himself and the Acting Proper Officer will be available to assist with detailed calculations.

RESOLVED THAT, the report on the current financial position be NOTED

RESOLVED THAT, payments to the value of £34,927.39 contained in Table 2 be APPROVED.

034-20/21 Working Group Reports

The Acting Proper Officer circulated a report on the recent activities of the Forward Planning and The Voice Working Groups. Forward Planning would continue to oversee the work of the Council at a strategic level, including taking on new activity, and would undertake a monthly review of the financial position. The Voice Summer edition had been delayed to become an Autumn edition which has now been fully distributed and is being well received. A Winter edition is in preparation and will be going out in the first week in December.

RESOLVED THAT, the Report be NOTED.

035-20/21 Chair's Report

A report by the Chair outlining some of his activities since the last meeting and highlighting his

plans to improve transparency and governance had been circulated.

RESOLVED THAT, the Report be NOTED.

036-20/21 Officers' Report

A report jointly prepared by officers had been circulated, and Lucie Prior provided further information on Play Streets for October half term, and put out a call for volunteers for the various Working Groups. Liz Thorpe-Tracey then updated the meeting on plans for COVID 19 secure events in December including a "Santa Tour"

The Chair thanked Liz for all her work in keeping up to date with the constantly changing regulations and guidance to ensure that the Council can provide the best events possible in the circumstances.

RESOLVED THAT, the Report be NOTED.

Minutes of the meeting of the **HR Committee** held by Zoom

on **Friday 2 October 2020** at 13:30.

Present: Cllrs Sweeney (Chair), McArdle, and Rustin.

Also present until item HR09-20/21: Lucie Prior, Acting Proper Officer

The meeting began at 13.35.

- HR01-20/21 Apologies for absence** – Cllrs Lawrance, and Nicholas.
- HR02-20/21 Declarations of interest** – there were none.
- HR03-20/21 Minutes of previous meeting** – the minutes of a previous meeting held 13 November 2019 were **APPROVED** as a correct record.
- HR04-20/21 Minutes of previous meeting** – the minutes of the previous meeting held 22 April 2020 were **APPROVED** as a correct record.
- HR05-20/21 Public session** – there were no members of the public present.
- HR06-20/21 Recommendation for a Vice-chair** it was **RESOLVED** to nominate Cllr Rustin as Vice-chair and make that recommendation to the Council.
- HR07-20/21 Death of Director Anna Tomlinson** - a report was received on the passing of the former Director and action taken. The contents were **NOTED** and it was **RESOLVED** to submit the report to the full Council for information.
- HR08-20/21 Exclusion of press and public** – Lucie Prior then withdrew from the meeting.
- HR09-20/21 Administrative Arrangements** – a confidential report prepared by Cllr McArdle, Chair of the Council, was discussed and it was **RESOLVED** that:
- Lucie Prior would continue as Acting Proper Officer until further notice, being provided with such training and support as is necessary to deliver the role,
 - As Acting Proper Officer Lucie will be line managed by Cllr McArdle as Chair of the Council,
 - The probation review of Lucie due at the end of November 2020 will be undertaken by Cllrs McArdle, Rustin, and Sweeney,
 - Millie Kent will continue in the temporary position of Project Officer until February 2021,
 - Liz Thorpe-Tracey from Happy Lizzy Event Planning will continue to provide communications support until February 2021, and
 - The Acting Proper Officer and Chair of the Council will bring a report to the HR Committee setting out staffing proposals for 2021/22 and beyond in good time for these to be fed into the budget setting process.

The meeting ended at 14:00

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the People Committee Meeting held remotely using Zoom
on **Wednesday 9 September 2020** commencing at 18:00.

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

Also present: Lucie Prior, Community Development Officer and Acting Proper Officer; Liz Thorpe-Tracey, Communications and Events Co-ordinator.

PP01-20/21 Apologies for absence – none received from Committee Members.

PP02-20/21 Declarations of interest – none made.

PP03-20/21 Public session – no questions.

PP04 20/21 Terms of Reference

The Committee considered the draft Terms of Reference and unanimously agreed them.

RESOLVED THAT, the Terms of Reference should be recommended for the People Committee by Full Council.

RESOLVED THAT, there should be a minimum of five meetings per annum. Due to the new Committee set up all five would be held over the remainder of the municipal year with future meeting dates of 14 October, 18 November, 10 February and 21 April 2021.

PP05 20/21 Financial Report

The Committee received a report from the Responsible Financial Officer. All members agreed the budget allocations.

RESOLVED THAT, the People Committee APPROVED the allocation of responsibility set out.

PP06 20/21 Working Groups

Councillor Gill Fitzhugh raised the idea of Care in Queen's Park. Initially the group would look at what services statutory and voluntary organisations were available in the ward and at the boundaries of the ward and where the gaps in service provision were. Councillor Fitzhugh stressed that particularly after Covid-19 and with the onset of social prescribing this is an opportune time for the Committee to undertake this work.

Councillor Leslie Barson said that previous research by the social inclusion working group had shown there was a gap in service provision for disabled adults.

RESOLVED THAT, Care in Queen's Park Working Group would merge with the Social Isolation Working Group.

RESOLVED THAT, Councillor Orrel Lawrence would lead on the Care in Queen's Park Working Group with Councillor Gill Fitzhugh to support.

RESOLVED THAT, Care in Queen's Park Working Group would report back to the People Committee with their findings at the next meeting.

RESOLVED THAT, Councillor Eartha Pond would lead on the Children and Young People Working Group with Councillors Ryan Dalton, Brian Nicholas and Ray Lancashire to support.

PP07 20/21 Officers' Report

A report was received from Officers' detailing community activity relevant to the People Committee and plans for the future. The community activity included the Youth Summer Programme, the series of Secret Summer Festival events and the prize giving in the dog run. The trailer from the Youth Summer Festival #QPRReal was shown.

RESOLVED that the report be APPROVED.

The meeting closed at 20:00

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the People Committee Meeting held remotely using Zoom
on **Wednesday 14 October 2020** commencing at 18:00.

Present: Councillors Brian Nicholas (Chair), Ryan Dalton (Vice Chair), Gill Fitzhugh, Ray Lancashire, Orrel Lawrence, John McArdle, Eartha Pond, Stella Wilson.

Also present: Lucie Prior, Community Development Officer and Acting Proper Officer; Liz Thorpe-Tracey, Communications and Events Co-ordinator, Millie Kent, Project Officer.
Member of the public: Emily Engels.

PP08-20/21 Apologies for absence – Councillor Leslie Barson.

PP09-20/21 Declarations of interest – none made.

PP10-20/21 Public session

Emily Engels introduced the social movement of Compassionate Neighbours. The idea is to build a similar network within Queen's Park ward, this would provide support to residents when in crisis eg on hospital discharge or returning home with a new baby. The network would utilise local volunteers to provide mutual support. Emily has been speaking with Cllrs. Barson, Dalton and Fitzhugh to develop the idea. Cllr. Dalton thanked Emily for her assistance with delivery and Cllr. Fitzhugh thanked Emily for her assistance with the research for Care in Queen's Park.

PP11-20/21 Care in Queen's Park

The Committee received a working paper from Cllrs. Fitzhugh and Lawrence on their research into local services for residents. This information could be used as a directory for Councillors, residents and service providers. There was discussion around providing a universal service to residents such as community broadband. Cllr. Lancashire provided data to show coverage speeds across the ward and information on the right to request a decent broadband service and the Community Fibre Partnership. Discussion centred on whether this would provide value for money given that established broadband speeds are deemed adequate in the area.

RESOLVED THAT, Cllrs. Fitzhugh and Lawrence would bring completed research for Care In Queen's Park to the next Committee meeting.

PP12 20/21 Detached and Outreach Consultation with Young People

A proposal was received from Cllr. Pond which identified a need for consultation with young people with key hotspots and stakeholders identified. The consultation aims to identify the gaps in services for young people as seen by young people and identify and celebrate good practice of working with young people within the ward. This would allow for proactive planning for working with young people rather than reactive. Councillors discussed anti-social behaviour statistics and recent incidents of violence affecting young people.

RESOLVED THAT, the People Committee APPROVED to spend £3,500 on the consultation with young people.

RESOLVED THAT, the Acting Proper Officer would contact local youth service providers for quotes to undertake the work.

PP13 20/21 Financial Report

The Responsible Financial Officer circulated a report on the current financial position of the budget lines that are expected to be monitored by the Committee. Full Council will confirm the budget lines that sit with the People Committee at the next meeting. It was highlighted that a bulk of expenditure is to be made in the second half of the year but spending is going broadly to plan. Councillors discussed potential for the limited Community Infrastructure Levy Funds.

RESOLVED THAT, the report on the current financial position be NOTED.

PP14 20/21 Working Groups

No additional reports received other than items PP11 and PP12 on the agenda.

PP15 20/21 Chair's Report

The Chair gave a verbal report on their ideas for the ward and showed their appreciation that the committee recognise what they need to be doing for the residents.

The Chair thanked Cllrs. Fitzhugh, Lawrence and Pond for their recent work.

PP16 20/21 Officers' Report

A report was received from Officers detailing community activity relevant to the People Committee and plans for the future. The forthcoming community activity involves: an event for Black History Month; children's activity for the half term holiday in Queen's Park Gardens and four Street Play sessions; and plans that are in progress for the festive season.

RESOLVED that the report be NOTED.

The meeting closed at 20:00

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Place Committee Meeting held remotely using Zoom
on **Wednesday 16 September 2020** commencing at 18:00.

Present: Councillors Susanna Rustin (Chair), Ray Lancashire (Vice Chair), Leslie Barson, Ryan Dalton, Gill Fitzhugh, John McArdle, and Emma Sweeney.

Also present: Lucie Prior, Community Development Officer and Acting Proper Officer; Liz Thorpe-Tracey, Communications and Events Officer; Millie Kent, Project Officer; Cathy Maund, Hammersmith Community Gardens Association (HCGA); Christine Chambers, Canine Culture; and five members of the public.

PL01-20/21 Apologies for absence – none received from Committee Members.

PL02-20/21 Declarations of interest – none made.

PL03-20/21 Public session

A member of the public spoke about their experience of the pilot Play Street on Kilravock Street this summer. They said how they had found new friends living locally, shared and learnt new skills whilst using the Play Street ie skateboarding and roller blading, and improved their health through running regularly in the road which had helped their asthma. Their parent said how the early socially distanced community engagement helped to build support on Kilravock Street for when the pilot began.

Councillor Rustin asked what the member of the public would like to see as the next steps.

Member of the public said they would like to continue with community use of the Play Street. Their parent added that if lockdown were to happen again they would like the flexibility to set it up again quickly to aid social distanced play for the children. The signs had helped to marshal and they would like to see the scheme in action again for the Spring.

RESOLVED THAT, the Community Development Officer and Chair would meet with Westminster City Council (WCC) to discuss the next steps for Play Streets looking at October half term and next spring and summer.

A second member of the public raised that they would like to see a Play Street on Ashmore Road as there are a number of children and it is a dead end street. The member of the public also spoke about their work to improve the tree pits on Ashmore Road. This project has not only improved the area and prevented dog mess at tree bases but also brought local residents together. HCGA have supplied some plants and the group now have access to the community compost from QPG wildlife garden. The local off-licence has agreed to contribute water from their supply.

Councillor Lancashire spoke on behalf of Friends of QPG. He informed the Committee that the Friends had continued to volunteer their time to look after the gardens during the lockdown and the results were evident in the park. Thanks to the Friends of QPG: Alison, Clare, Astrid, Simon and Nigel for their hard work. Astrid reiterated her thanks, in particular to Alison and Simon.

A third member of the public asked the question “What data and new actions are Westminster Council requiring from QPCC, regarding their ‘Climate Emergency’ declaration and is QPCC satisfied with their requirements?”.

The member of the public thought that as tenants of the Beethoven Centre QPCC can extend their influence over procurement and purchase. They also through QPCC should have year on year targets for improving environmental standards. QPCC could also suggest steps to residents to take action in their households.

In order to respond to the member of the public’s questions item PL09 20/21 was moved to the next item on the agenda.

PL09 20/21 Climate Emergency Declaration/emissions audit

QPCC received a report from the Acting Proper Officer regarding the Council’s Climate Emergency declaration to become carbon neutral by 2022. £1,000 has been allocated from Council reserves for the audit.

The Acting Proper Officer stated that WCC has not required any specific data and actions from QPCC from the declaration of a Climate Emergency.

RESOLVED THAT, the report be APPROVED and the Acting Proper Officer will research what an environmental audit entails and the cost. Additional funding should be applied for if required.

PL04 20/21 Terms of Reference

The Committee considered the draft Terms of Reference and discussed whether Economic Development would fall under the remit of the Place Committee.

Councillor Rustin informed the Committee that membership is not be limited solely to Council Members and if members of the public or contractors would like be members then to let the Chair know.

RESOLVED THAT, the Terms of Reference should be RECOMMENDED for the Place Committee by Full Council.

RESOLVED THAT, there should be a minimum of four meetings per annum and meetings would be pro-rated for the remainder of the municipal year with future meeting dates of 25 November 2020 and 24 February 2021.

RESOLVED THAT, Economic Development would be a wider issue for the Council to determine which Committee it falls under.

PL05 20/21 Financial Report

The Committee received a report from the Responsible Financial Officer. Councillor Lancashire questioned whether the Friends of QPG would have a separate budget allocation.....

It was explained that due to processing small amounts of petty cash it was more efficient for HCGA to make reimbursements to the Friends than the Council.

RESOLVED THAT, the Place Committee APPROVED the allocation of responsibility set out.

PL06 20/21 Reports from Contractors

Reports were received from HCGA and Canine Culture. HCGA highlighted Ulla's work that had continued during lockdown and that a beehive composter and a wormery had been purchased for Queen's Park Gardens.

The Communications and Event Officer suggested sponsorship from local estate agents for the planters on Ashmore Road.

Canine Culture highlighted that with the new rule of six dog class sizes will be smaller and the workshops will be split into two sessions. Additionally, Canine Culture are taking on a volunteer for succession planning.

The Officer highlighted the work Canine Culture had undertaken with Westminster Council City Inspector to deter and fine those allowing dog fouling.

RESOLVED THAT, the reports from contractors be APPROVED.

RESOLVED THAT, HCGA, the QPCC Acting Proper Officer, Member(s) of the Council and an officer from Westminster City Housing would undertake a site visit to the Mozart Estate as part of a walkabout to agree what actions need to be undertaken for environmental improvements.

RESOLVED THAT, the QPCC Acting Proper Officer will contact local estate agents about sponsorship for Ashmore Road planters.

RESOLVED THAT, the Events and Communications Officer will work in partnership with HCGA for the December event that will be held in the park.

PL07 20/21 Working Groups

Air Quality - WCC have agreed an air pollution study November to December, this will tie in with the work carried out two years ago.

RESOLVED that the Councillor Lancashire will send the request for air pollution tubes to the Officer for purchase.

Public and Community Art - no update as the group has not met however Councillor Fitzhugh highlighted the enthusiasm amongst the group previously and the initial plans for the Queen's Park quilt.

RESOLVED THAT, the Acting Proper Officer will call a meeting before the next Place Committee and ensure the group appoint a lead coordinator.

RESOLVED THAT, Councillor Sweeney will link the Acting Proper Officer with a contractor that has provided community art in other boroughs.

Planning – Councillor McArdle highlighted the change in reporting and drew attention to the proposal on Oliphant Street as a development sensitive to the conservation area. He also noted the request from a resident to object to the development on Kilburn Lane and that the Council were able to report that they had already done so. Finally that the most recent design for the Flora Pub was better than the previously design and QPCC would like to see the pub brought ...

back into use.

Councillor McArdle reminded the Committee that WCC make the final decision on planning applications, QPCC have a planning working group that feeds into that process and QPCC represent residents' interests.

Thanks to Anne Lewis for her work on the planning working group. One or two new members would be welcomed to the group.

Westminster City Council are updating their systems to reflect the change in Officers at QPCC.

PL08 20/21 The Hut Project in Queen's Park Gardens

Councillor Fitzhugh provided a history of the project and the community engagement. Axis are the contractor that have agreed to support the project with City South the subcontractor who have agreed to work on the kitchen.

RESOLVED THAT, the report be APPROVED and Councillor Fitzhugh to continue to liaise with the contractors.

PL10 20/21

The Acting Proper Officer presented a report on Play Streets this summer and plans to take the pilot forward with two pop up sessions and a tie in with car free day. The Officer highlighted the need to explore what other streets would want this initiative as a top down approach does not necessarily mean there are children and young people living on the street to use the designation.

RESOLVED THAT, the report be APPROVED.

The meeting closed at 20:00

Report To:	Queen's Park Community Council		
Title:	HR Committee Report		
Purpose:	For Decision		
Author:	Cllr Sweeney, Chair of HR Committee		
Date of Meeting	20 January 2021	Agenda Item	046-20/21

1 Summary

This report sets out the matters discussed at the HR Committee on 13 January 2021 and recommends the recruitment of a full time Community development Officer.

2 Recommendations

That the report be noted and the recommendations in section 4 be approved.

3 Background

- 3.1 The HR Committee met on 13 January 2021 to consider a report by the Acting Proper Officer on proposed staffing arrangements for 2021/22 and beyond, this report being requested at its meeting on 2 October 2020.
- 3.2 Following detailed discussion, the Committee arrived at the proposals in section 4 below, which are recommended to the Council/

4 Proposed Staffing Arrangements

- 4.1 The staffing establishment shall be increased to two full time posts by the recruitment of full time Community Development Officer (CDO) to fill the current part-time vacancy. This will strengthen the capability of the Council to deliver on its existing projects as well as taking on new initiatives.
- 4.2 A Recruitment Panel comprising Councillor Sweeney (Chair of HR), Councillor Rustin (Vice-chair of HR), Councillor McArdle (Chair of the Council and RFO), and Proper Officer Lucie Prior will undertake the first stages of the recruitment process to include those elements at 4.3 to 4.6 below.
- 4.3 Reviewing the current Job Descriptions of the Proper Officer and CDO to ensure a balance between the roles and adding 'fundraising' to both.
- 4.4 Setting a salary for the CDO position within the range SCP13 to SCP23 (£22,627 to £27,741 plus London Weighting).
- 4.5 Developing a recruitment pack and advertising the vacancy.
- 4.6 Receiving applications and preparing a report for the HR Committee on the next stages of the process.

- 4.7 This proposal would lead to an increase in staff costs from the £54,500 approved for 2020/21 to £75,000 for 2021/22 and beyond. A bid for this amount is included in the budget proposals elsewhere on the agenda, and will be offset by additional revenue brought in through seeking grant funding for projects.
- 4.8 Councillor McArdle will continue to act as RFO through 2021/22 with his being reviewed towards the end of that year.

5 Next Stages

Subject to approval by the Council the following timetable is proposed:

20 January – Council to approve proposal
w/c 25 January Job descriptions agreed
1-28 February – job role advertised (Closes Sunday 28th February)
w/c 1 March HR Committee approves next stage
1-12 March – shortlisting
17-26 March – interviews
31 March – decision made to appoint and candidate notified
April – candidate starts (dependent on their notice period)

Report To:	Queen's Park Community Council		
Title:	2018 – 2022 Strategic Plan		
Purpose:	For Approval		
Author:	Lucie Prior, Acting Proper Officer		
Date of Meeting	20 January 2021	Agenda Item	047-20/21

1 Summary

This report sets out the updated Strategic Plan and recommends that it be approved.

2 Recommendations

That the Strategic Plan 2018 – 2022 be approved.

3 Background

- 3.1 In April 2018 the Council adopted a Strategic Plan 2018 – 2020 (120 – 17/18) and resolved that it be published.
- 3.2 In October 2020 it decided that this plan should be refreshed as the Strategic Plan 2018 – 2022 (027 – 20/21) and brought to this meeting for approval.
- 3.3 The Plan is attached as an appendix to this report.

Queen's Park Community Council Strategic plan 2018-2022



Artist's impression of the Community Orchard, Queen's Park Gardens

Introduction

Queen's Park Community Council (QPCC) was established in April 2014 and is the first Parish Council in London. This document sets out a broad strategic plan intended to provide a framework for the council's work in its second term, following elections in May 2018, and was issued in November 2018 then updated in January 2021.

The plan is our way of sharing the details of our purpose and mission. It sets out how we aim to achieve this vision for the local area in partnership with those who live and work here – residents, businesses, community groups and organisations, and statutory services. We also set out the values that underpin all our work, and explain how we operate.

Consultation and participation have been features of our activity, through the years of campaigning and since the establishment of the council itself. We will continue to work on the basis of open communication with all who have an interest in Queen's Park in order to carry out the elements of this plan.

While the main scope of the plan covers 2018-2022, we recognise that some activities belong in a longer timeframe and some in a shorter timeframe.

History

Queen's Park is part of the constituency of Westminster North represented in parliament by Karen Buck MP. The council ward is represented in Westminster City by three ward councillors. In 2007, the creation of parish councils in London was newly permitted. Local residents who had formed the Queen's Park Forum took advantage of this and Queens Park Community Council was established on 5th June 2014. QPCC is currently non-party-political.

What is a parish council?

The term 'local councils' refers to parish, village, community, neighbourhood, and town councils. These are statutory bodies and constitute the first tier of local government in England. Parish councils are not connected to parish churches.

Local councils have powers to provide and maintain a variety of important and visible local services including for example allotments, bus shelters, open spaces, community safety and crime reduction measures, events and festivals, traffic calming measures, and youth projects.

Councils are made up from local people elected by residents to take decisions about projects, services and activities in the area. They have a budget - an amount of money raised through what is called a 'precept'. This is a form of council tax paid by local residents.

There are more than 10,000 local councils in England and Wales. Over 16 million people live in

communities served by local councils - around 25 per cent of the population. There are 80,000 councillors who serve these councils, contributing unpaid time, energy and experience to their communities. Every year £1 billion is invested in these communities.

Local councils work towards improving community well-being and improving local services. Their activities fall into three main categories:

- representing local residents;
- delivering services to meet local needs; and
- striving to improve quality of life and community well-being.

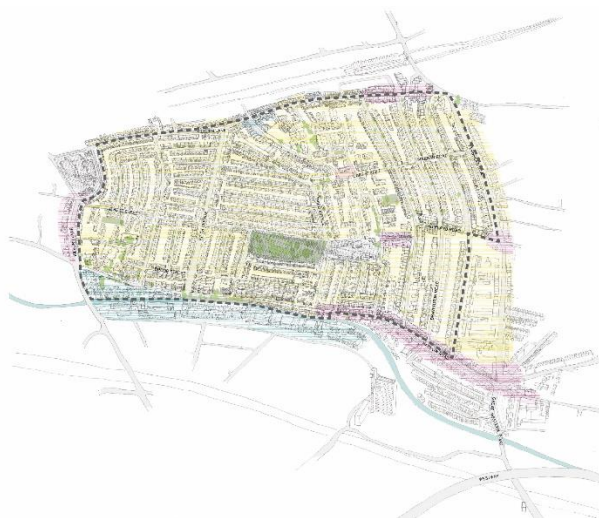
The local population

QPCC represents some 14,000 residents of Queen's Park. Through local experience, extensive consultations and using the most recent statistics from the Ward Profile¹ we know that:

- One third of Queen's Park residents are in the top 10 per cent most deprived in England.
- A high proportion of residents (25 per cent) are aged under 18.
- A third of children in the ward are eligible for free school meals. This is recognised as an indicator of the proportion of families financially stressed.
- At the end of 2017, there were 429 'troubled families' in Queen's Park ('troubled families' are identified based on a range of complex needs including for example worklessness and financial insecurity, crime and anti-social behaviour or children in need).
- Crime levels in the year ending July 2017 had increased by 34 per cent on the previous year.
- 20 per cent of households are defined as over-crowded.
- 44 per cent of Queen's Park is defined as workless, noticeably higher than the average for Westminster.
- Illegal levels of air pollution have been found in most parts of Queen's Park, even in areas away from main roads.
- Queen's Park is more ethnically diverse than the City of Westminster as a whole. 53 per cent of Queen's Park residents are from non-white ethnic groups.

Vision

- QPCC aims to promote a strong sense of community and increase the quality of life for all residents. 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.



Mission

- To be a voice for Queen's Park, standing up for all members of our community.

¹ See <https://www.westminster.gov.uk/sites/www.westminster.gov.uk/files/queens-park-ward-profile.pdf>

- To respect and safeguard the social mix of the local area, promote community spirit and cohesion, and help to maintain and improve the quality of homes for all.
- To safeguard local services and facilities, in particular those for vulnerable members of our community.
- To create and develop strong and productive partnerships with a range of statutory agencies and local community groups and organisations.
- To make the local area a safer environment and help to reduce crime and accidents.
- To support the regeneration of the local economy and to improve economic and employment opportunities.
- To cherish and enhance our environment, protect our heritage, and use resources wisely to minimise environmental impact.

Projects and priorities 2018-2022

Democracy, citizenship and belonging

QPCC will continue to **represent local interests**, engage with residents and groups, and work in partnership with key agencies. We will develop the council's role as a voice for the people of Queen's Park; and seek to make council processes more accessible to residents.

The contribution of **volunteers and activists** is of fundamental importance to the work of the community council. We will continue to develop and support them and seek to increase their number.

We will work to reinforce the sense of **identity and belonging** in Queen's Park through initiatives including established events, an active presence on social media, *Queen's Park Voice* delivered to every door, a website, supporting local arts, culture, history and heritage, and local branding alongside public realm improvements.

We will continue to undertake **community mapping**, collecting basic data about community groups and organisations, in order to better understand and be able to support them.

Well-being and community

Safety, crime and anti-social behaviour are key social issues of concern to Queen's Park residents. We will support the work of police, Westminster City Council's enforcement officer, the ward panel, housing providers, community groups and others in addressing issues of crime and anti-social behaviour because these have a negative impact on residents' sense of well-being and community.

Relationships and inclusion - we will continue to support work with young people through The Avenues Youth Project, QPG Hub, and local schools. Working with partners and through our grant-making schemes we will develop our support for older people, people on low incomes, people with disabilities, people with mental health difficulties, and other groups at risk of exclusion. Projects that promote neighbouring and mutual support will be encouraged and supported.

The council's **special events** in Queen's Park, including the Summer Festival, Fireworks Night and Winter Festival, are valued by all involved. They serve to enhance community cohesion, bringing people together to celebrate a sense of belonging, and the council will work to ensure these traditions are continued. Similarly, the publication of *Queen's Park Voice* newsletter is widely valued as a source of local information: we will continue to develop, publish and distribute it, along with a range of digital resources, to help residents, local businesses, groups and agencies to stay informed.

Place: planning, environment and open spaces

The Queen's Park Neighbourhood Plan has been developed and will be published when the finalisation of the City Plan permits. We will begin implementing its recommendations and it will be used to inform future initiatives in the area. The council will prepare and promote a design guide for the Harrow Road in Queen's Park and continue to support Harrow Road retailers. Working with key agencies we will develop plans for the redevelopment of moorings and gardens at Harrow Road Open Space.

QPCC will continue to monitor and respond to planning applications in the Queen's Park area. We will promote use of the *Planning Information Guide* for homes in the conservation area.

In February 2020 QPCC declared a Climate Emergency, and set in train a programme of activities aimed at achieving net-zero carbon emissions by May 2022.

Poor air quality is an important issue in Queen's Park. The council will develop further work on this theme - monitoring, raising awareness and finding ways to reduce levels of pollution.

Queen's Park Gardens is a valued local resource and QPCC will continue to work to enhance it, investing in particular in community gardening, the community orchard and the Hut.

We will continue to promote and celebrate residents' commitment to their immediate environment through their own front gardens, tree pits, and local planters. We will also organise occasional *Tidy Up Days* in order to maintain the quality of that environment. The council will work with Westminster City Council and others to enhance the street scene in Queen's Park, including the preservation and replacement of trees. We will support the continued and extended use of bike hangars for residents.

We will also explore options for developing a 4G sports pitch, playgrounds, play streets, improved allotments, a litter strategy and public art.

QPCC will continue to work to reduce anti-social dog behaviour and fouling. We will work to improve monitoring and evaluation of this activity.

Economic development

QPCC has been active in addressing issues of enforcement of retail policies on the Harrow Road and will remain alert to promoting opportunities for retailers in order to strengthen the local economy.

We will continue to work with partners to promote employment and enterprise opportunities for Park residents.



the
Road
for local

develop
Queen's

How the council operates

This section covers how Queen's Park Community Council operates.

Council meetings and Committees - QPCC consists of 12 councillors, who are local residents and offer their time voluntarily. There are four full **Council** meetings each year although much of the detailed work is undertaken at the **People** and **Place Committees**, each working to its own brief. The Agenda for every meeting is published in advance and members of the public are fully entitled to attend meetings and encouraged to do so.

Working Groups – the Council uses Working Groups to increase its activity and secure engagement and current groups include: Events; Grants; Children and Young People; Social Inclusion; Planning Applications; Public Arts; and Queen's Park Voice.

Staff – the council employs two staff, a Chief Officer and Community Development Officer.

Office – council is committed to provide safe, healthy conditions for staff, while minimising barriers that inhibit access for residents and visitors. We will explore options for a more visible, street-accessible office space.

Accountability and responsibilities – we will adhere to the government’s guidance on accountability and transparency in the spending of public money and data protection. We will prepare and publish a set of action principles for disaster preparedness.

Partnership, collaboration and volunteering – we will develop and maintain partnerships with other relevant agencies such as community groups, schools, police, Westminster City Council, ward councillors, the ward panel, housing providers etc. We will strengthen and extend our involvement with volunteers who contribute to the council’s priorities and projects, supporting and rewarding them as appropriate.

Evaluation and monitoring – we will develop evaluation and monitoring processes in order to demonstrate outcomes from our work.

Grants and fundraising – we will maintain and refine our existing Community Grants and Special grants schemes and have initiated a ‘pop-up’ mini-grants scheme. We will seek sponsorship and raise funds through bids to external funding sources, for specific projects as appropriate.

Events – we will continue to organise and run, wherever possible, the Queen’s Park Summer Festival, Fireworks Night, and Winter Festival, and seek additional funding for them. Where these cannot be held we will put in place alternative events which comply with all regulations and guidance.

Communications – we will complete the renewal of the council’s website, and maintain it as an essential means of informing people about our work and activities. We will continue to communicate with residents and other agencies through *The Voice* newsletter, as well as through the website, social media, e-newsletter and press releases.

Contact information

Office 1, Beethoven Centre, Third Avenue, London W10 4JL, 020 8960 5644,

info@queensparkcommunitycouncil.gov.uk

<http://queensparkcommunitycouncil.gov.uk/>

Report To:	Queen's Park Community Council		
Title:	Finance Report		
Purpose:	For Decision		
Author:	Cllr John McArdle, Responsible Financial Officer		
Date of Meeting	20 January 2020	Agenda Item	048-20/21

1 Summary

This report summarises the current financial position at the end of the third quarter point and recommends the approval of certain payments.

2 Recommendations

- (1) That the contents be noted.
- (2) That payments to the value of £39,257.27 set out in Appendix 2 be approved.
- (3) That the Public Arts Working Group be authorised to spend up to £2,600 on commissioning a film.
- (4) That a grant of £3,500 to QPG Hub be approved.
- (5) That a date be set to discuss the Community Infrastructure Levy

3 Background

- 3.1 This report has been prepared by Councillor John McArdle acting in that capacity of Responsible Financial Officer with the support of Acting Proper Officer Lucie Prior.
- 3.3 Under Section 5 of the Council's Financial Regulation the RFO is required to provide reports to the Council on a monthly, quarterly, or annual basis. This report represents the monthly reports for October / November / December 2020, being those since the previous monthly report on 21 October 2020 (033-20/21), and the report at the end of Quarter 3.
- 3.4 The next report, on 17 March 2021, will cover the months of January and February 2021 and approve any payments due at that time including the recommendations arising from the February grants round. Any final adjustments to the budget or virements will also be made at that meeting.
- 3.5 The end of year report for 2002/21 will be provided to the Annual Meeting of the Council on 19 May 2021.

4 Approval of Payments

- 4.1 Appendix 1 attached sets out all payments with a total value of £54,471.83, including redacted payments of £15,214.56, made by the Council since the beginning of October 2020. Most of these were 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 is £39,257.27 and these are set out in Appendix 2 for approval.
- 4.3 The Public Arts Working Group has developed proposals for a number of projects to be funded from the budget allocated to it and completed before the end of the current financial year. One of these is a local film story which is estimated to have a cost of £2,600. It is recommended that authorisation be given to spend this amount, subject to proper procurement in accordance with the Financial Regulations.
- 4.4 QPG Hub has applied for a grant of £3,500 to support their work in providing hot meals to shielding and sheltering residents during the Lockdown 3. A separate report has been circulated giving fuller details, including the wider benefits of the scheme, but this sum for ingredients will allow them to provide a total of 1,750 meals until the end of March 2021. It is recommended that this application be approved, with the funds drawn from those allocated for the Coronavirus Response. This will take the total spend under that heading to around £32,500 for the full year.

5 Current Financial Position

- 5.1 As this is a Quarterly Report, a detailed analysis has been undertaken of expenditure so far in each Cost Centre together with a projection of the anticipated total expenditure at year-end. These are shown in Appendix 3 while the Council Detail Report at Appendix 4 provides details of the figures held on the Rialtas accounting system. These have been reconciled to the bank account as required.
- 5.2 In most cases it is anticipated that the outturn will closely match the budget, although on some lines there will need to be an increase in activity levels in the remainder of the year. This is particularly the case with the new "outward facing" budget lines.
- 5.3 Any underspend in these areas will go some way to offsetting the unbudgeted expenditure on the Coronavirus response which, including sums contained within this report, amounts to some £32,500.
- 5.4 In some instances, expenditure already incurred makes it likely that there will be an overspend. These were reported on October 2020 with a total value of £8,168. It is considered that these can be accollated by the movement of underspends elsewhere nearer the year-end so no action is proposed at this point in time

6 Community Infrastructure Levy (CIL)

- 6.1 The City Council continues to collect a Community Infrastructure Levy (CIL) on developments which take place in Westminster and 15% of this, the 'neighbourhood portion', is allocated to fund local projects. For Queen's Park this currently stands at £2,097.74 and is to be distributed by the Community Council. It was remitted to us on 17 December 2020 and has been placed in an Earmarked Reserve to be held until a decision is made on how it is to be used.
- 6.2 In September 2019 the Council deferred a decision on how to process these funds and has not returned to the matter since (077-19/20). It is recommended that time be set aside to discuss this at a future meeting to arrive at a policy taking account of the facts that it is a relatively small amount, it should be used for 'infrastructure', and there is a presumption against using it to fund projects where the costs can be met by others.

Appendix 1: All payments

Date Paid	Supplier	Goods / Services	Value
05/10/2020	Barclays	Charges to 13 Sept	£ 6.50
05/10/2020	Rosamund Saunders Book Design	Design autumn Voice	£ 375.00
05/10/2020	Redacted	Salary	
05/10/2020	Happy Lizzie Event Planning	Communications Support sept	£ 1,041.40
14/10/2020	HAMMERSMITH COMMUNITY	Q2 20-21 plus volunteer suppor	£ 4,036.50
14/10/2020	Complex Creative	Hosting and Support to Feb 21	£ 1,080.00
14/10/2020	Rialtas Business Solutions Ltd	Making Tax Digital upgrade	£ 70.80
14/10/2020	Happy Lizzie Event Planning	Events Mgt Sept / Oct	£ 1,180.00
27/10/2020	Vodafone	Mobile Phone	£ 25.21
29/10/2020	John Gooding	Print autumn Voice	£ 691.00
30/10/2020	Redacted	Salary	
30/10/2020	Redacted	Employer Contributions	
30/10/2020	Redacted	Salary	
30/10/2020	Onecom	Broadband and voice	£ 60.66
03/11/2020	Happy Lizzie Event Planning	Hotline set up	£ 250.00
04/11/2020	Barclays	Bank Charges to Nov 20	£ 6.50
06/11/2020	Gradko International	Tubes for air monitoring	£ 191.52
06/11/2020	Cllr Brian Nicholas	Cllr Allowance 20/21	£ 250.00
06/11/2020	Happy Lizzie Event Planning	Halloween supplies	£ 357.26
06/11/2020	Happy Lizzie Event Planning	Comms support Oct 20	£ 1,291.40
12/11/2020	Happy Lizzie Event Planning	Event Planning stage 3	£ 2,159.75
12/11/2020	PKF Littlejohn	External Audit 19.20	£ 480.00
12/11/2020	Happy Lizzie Event Planning	Lockdown 2 hot food supplies	£ 1,500.00
27/11/2020	Vodafone	Mobile phone Oct 20	£ 25.21
30/11/2020	Onecom	Broadband Nov 20	£ 79.20
30/11/2020	Redacted	Salary	
30/11/2020	Redacted	Employer Contributions	
30/11/2020	Redacted	Salary	
03/12/2020	Doorstep Library Network	Community Grant Autumn 20	£ 3,500.00
03/12/2020	Redacted	Employer Contributions	
03/12/2020	Happy Lizzie Event Planning	Hotline supplies	£ 450.57
03/12/2020	Happy Lizzie Event Planning	Events planning winter 20	£ 1,170.00
03/12/2020	Happy Lizzie Event Planning	Comms support + G suite	£ 1,041.40
03/12/2020	Happy Lizzie Event Planning	Hotline staffing	£ 1,750.00
07/12/2020	Barclays	Bank charges	£ 6.50
11/12/2020	Crissie Chambers (Canine Cul	Dog services Q2 20/21	£ 907.50
11/12/2020	Microshade Business Consult.Lt	Hosting	£ 222.96
11/12/2020	Cllr John McArdle	Climate audit training	£ 995.00
21/12/2020	Redacted	Employer Contributions	
21/12/2020	Paddington Development Trust	Office rent 20-21	£ 10,000.00
21/12/2020	Happy Lizzie Event Planning	Winter Fair	£ 3,511.36
24/12/2020	Redacted	Salary	
29/12/2020	Redacted	Employer Contributions	
29/12/2020	Redacted	Salary	
29/12/2020	Redacted	Employer Contributions	
29/12/2020	Vodafone	Mobile phone	£ 25.21
29/12/2020	RingGo	Top up parking deposit	£ 100.00
29/12/2020	SLCC Enterprises Ltd.	Membership JMC	£ 44.00
29/12/2020	SLCC Enterprises Ltd.	membership LP	£ 301.00
31/12/2020	Onecom	Voice and broadband	£ 73.86

Without redacted payments	£ 39,257.27
With redacted payments	£ 54,471.83
Value redacted	£ 15,214.56

Appendix 2: Payments to be approved

Date Paid	Supplier	Goods / Services	Value
05/10/2020	Barclays	Charges to 13 Sept	£ 6.50
05/10/2020	Rosamund Saunders Book Design	Design autumn Voice	£ 375.00
05/10/2020	Happy Lizzie Event Planning	Communications Support sept	£ 1,041.40
14/10/2020	HAMMERSMITH COMMUNITY	Q2 20-21 plus volunteer suppor	£ 4,036.50
14/10/2020	Complex Creative	Hosting and Support to Feb 21	£ 1,080.00
14/10/2020	Rialtas Business Solutions Ltd	Making Tax Digital upgrade	£ 70.80
14/10/2020	Happy Lizzie Event Planning	Events Mgt Sept / Oct	£ 1,180.00
27/10/2020	Vodafone	Mobile Phone	£ 25.21
29/10/2020	John Gooding	Print autumn Voice	£ 691.00
30/10/2020	Onecom	Broadband and voice	£ 60.66
03/11/2020	Happy Lizzie Event Planning	Hotline set up	£ 250.00
04/11/2020	Barclays	Bank Charges to Nov 20	£ 6.50
06/11/2020	Gradko International	Tubes for air monitoring	£ 191.52
06/11/2020	Cllr Brian Nicholas	Cllr Allowance 20/21	£ 250.00
06/11/2020	Happy Lizzie Event Planning	Halloween supplies	£ 357.26
06/11/2020	Happy Lizzie Event Planning	Comms support Oct 20	£ 1,291.40
12/11/2020	Happy Lizzie Event Planning	Event Planning stage 3	£ 2,159.75
12/11/2020	PKF Littlejohn	External Audit 19.20	£ 480.00
12/11/2020	Happy Lizzie Event Planning	Lockdown 2 hot food supplies	£ 1,500.00
27/11/2020	Vodafone	Mobile phone Oct 20	£ 25.21
30/11/2020	Onecom	Broadband Nov 20	£ 79.20
03/12/2020	Doorstep Library Network	Community Grant Autumn 20	£ 3,500.00
03/12/2020	Happy Lizzie Event Planning	Hotline supplies	£ 450.57
03/12/2020	Happy Lizzie Event Planning	Events planning winter 20	£ 1,170.00
03/12/2020	Happy Lizzie Event Planning	Comms support + G suite	£ 1,041.40
03/12/2020	Happy Lizzie Event Planning	Hotline staffing	£ 1,750.00
07/12/2020	Barclays	Bank charges	£ 6.50
11/12/2020	Crissie Chambers (Canine Cul	Dog services Q2 20/21	£ 907.50
11/12/2020	Microshade Business Consult.Lt	Hosting	£ 222.96
11/12/2020	Cllr John McArdle	Climate audit training	£ 995.00
21/12/2020	Paddington Development Trust	Office rent 20-21	£ 10,000.00
21/12/2020	Happy Lizzie Event Planning	Winter Fair	£ 3,511.36
29/12/2020	Vodafone	Mobile phone	£ 25.21
29/12/2020	RingGo	Top up parking deposit	£ 100.00
29/12/2020	SLCC Enterprises Ltd.	Membership JMC	£ 44.00
29/12/2020	SLCC Enterprises Ltd.	membership LP	£ 301.00
31/12/2020	Onecom	Voice and broadband	£ 73.86

Value for approval

£ 39,257.27

Appendix 3: Year-end Projections at DECEMBER 2020

Income Summary

General Income		Original	Virement	EMR	Target	YTD	Total	Unspent	%	Notes
1010	Project income	0	0	0	0	2098	2098	-2098	#DIV/0!	The money sitting here is CIL to be transferred to an EMR
1076	Precept	164,842	-	-	164,842	164,841	164,841	1	0%	All precept income comes in at the start
1200	Office rent income	0	0	0	0	0	0	0	#DIV/0!	Null line
Total General Income		164,842	-	-	164,842	166,939	166,939	- 2,097		

	Original	Virement	EMR	Target	YTD	Total	Unspent
Total General Income	164,842	-	-	164,842	166,939	166,939	- 2,097
Communications Income	-	-	-	-	-	-	-
Total Events Income	13,000	-	-	13,000	-	4,600	8,400
Tital All Income	177,842	-	-	177,842	166,939	171,539	6,303

Expenditure	Original	Virement	EMR	Target	YTD	Total	Unspent
Total Staffing Costs	54,500	-	15,186	69,686	59,430	74,079	- 4,393
Administration Costs	33,825	-	337	34,162	21,693	31,065	3,097
Communications Costs	7,000	-	504	7,504	3,696	5,752	1,752
Grants Costs	52,000	2,500	15,766	70,266	48,575	49,575	20,691
People Committee Costs	14,500	-	-	14,500	1,400	6,600	7,900
Total Events Costs	33,600	- 2,500	-	31,100	19,430	19,430	11,670
Place Committee Costs	31,000	-	-	31,000	14,866	24,741	6,259
VAT	-	-	-	-	2,298	-	-
Total Expenditure	226,425	-	31,793	258,218	171,388	211,242	46,976
	171,925			Other		137,163	

Staffing Costs		Original	Virement	EMR	Target	YTD	Total	Unspent	%	Notes
4100	Staff costs	54,000	-	15,186	69,186	58,435	73,084	- 3,898	-6%	£k3 carry over than some overspend in covering posts
4105	Training	500	-	-	500	995	995	- 495	-99%	Scope here for targetted spending
Total Staffing Costs		54,500	-	15,186	69,686	59,430	74,079	- 4,393		

Administration

		Original	Virement	EMR	Target	YTD	Total	Unspent	%	Notes
4101	Cllr allowances	1,500	-	-	1,500	1,530	1,750	- 250	117%	There is under-provision here if all claim
4105	Cllr training	1,000	-	-	1,000	-	500	500	50%	Underspend possible
4133	Chair's allowance	75	-	-	75	-	75	-	100%	Underspend possible
4150	Election costs	2,000	-	-	2,000	-	2,000	-	100%	Will be transferred to EMR
4125	Office rent	10,000	-	-	10,000	10,000	10,000	-	100%	-
4127	Office maintenanc	1,000	-	-	1,000	-	200	800	20%	Underspend possible
4126	Room bookings	1,400	-	-	1,400	75	75	1,325	5%	Anticipate not spending much on this
4130	IT - hosting, compu	7,500	-	296	7,796	3,875	7,215	581	93%	-
4132	Stationery and ma	500	-	-	500	104	304	196	39%	Underspend possible
4135	Telecomms, posta	1,000	-	-	1,000	616	962	38	4%	Going broadly to plan
4120	Insurance	1,300	-	-	1,300	1,038	1,038	262	20%	Going broadly to plan
4137	Subscriptions	2,600	-	-	2,600	2,733	2,733	- 133	-5%	Going broadly to plan
4139	Travel expenses	150	-	-	150	572	572	- 422	-281%	There's an overspend here so add money
4140	Professional fees	1,000	-	41	1,041	81	581	460	44%	Underspend possible
4142	Audit fees	1,000	-	-	1,000	580	1,400	- 400	-40%	Going broadly to plan
4144	Bank Charges	-	-	-	-	39	60	- 60		No provision was made so add money
4128	Catering	200	-	-	200	-	-	200	100%	Underspend possible
4235	Advertising - recru	1,600	-	-	1,600	450	1,600	-	0%	Will use this to recruit in March 2021
Administration Costs		33,825	-	337	34,162	21,693	31,065	3,097		

Communications		Original	Virement	EMR	Target	YTD	Total	Unspent	%	Notes
1413	Voice income	-	-	-	-	-	-	-		None expected so spending to be reduced
4200	Queen's Park Voice	4,000	0	504	4,504	1,156	2,612	1,892	42%	Underspend possible
4236	Marketing & prom	500	0	0	500	1,000	1,000	- 500	-100%	Carried in from previous year
4110	Website	2,500	0	0	2,500	1,540	2,140	360	14%	Underspend possible

Communications Income	-	-	-	-	-	-	-	-		
Communications Costs	7,000	-	504	7,504	3,696	5,752	1,752			

Grants Cost Centres		Original	Virement	EMR	Target	YTD	Total	Unspent	%	Notes
4134	Community grants	25,000	0	2,900	27,900	6,400	6,400	21,500	77%	Assumes spending to plan
4136	Pop Up Fund	2,000	0	0	2,000	0	1,000	1,000	50%	Underspend possible
4138	Special grants	25,000	2,500	12,866	40,366	42,175	42,175	- 1,809	-4%	Adjustment to be made for funding from EMR 323

Grants Costs	52,000	2,500	15,766	70,266	48,575	49,575	20,691			
---------------------	---------------	--------------	---------------	---------------	---------------	---------------	---------------	--	--	--

People Committee		Original	Virement	EMR	Target	YTD	Total	Unspent	%	Notes
4129	Volunteer development	2,000	0	0	2,000	1,400	1,400	600	30%	Underspend possible
4107	Community engagement	2,000	0	0	2,000	0	1,000	1,000	50%	Underspend possible
4430	Children & young people	10,000	0	0	10,000	0	4,000	6,000	60%	Underspend possible
4425	Social inclusion	500	0	0	500	0	200	300	60%	Underspend possible

People Committee Costs	14,500	-	-	14,500	1,400	6,600	7,900			
-------------------------------	---------------	---	---	---------------	--------------	--------------	--------------	--	--	--

Events Cost Centres		Original	Virement	EMR	Target	YTD	Total	Unspent	%	Notes
1410	Income Summer Festival	6,500	0	0	6,500	0	4,600	1,900	71%	Some booked but waiting for it to come in
1411	Fireworks income	5,000	0	0	5,000	0	0	5,000	0%	None expected so spending to be reduced
1412	Winter Fair income	1,500	0	0	1,500	0	0	1,500	0%	None expected so spending to be reduced
4225	Events administration	7,800	0	0	7,800	6,800	6,800	1,000	13%	Going broadly to plan
4205	Winter Fair	3,200	0	0	3,200	3,398	3,398	-198	-6%	All events budgets to be combined
4206	Winter Social	100	0	0	100	0	0	100	100%	All events budgets to be combined
4210	Summer festival	13,500	-2,500	0	11,000	8,720	8,720	2,280	21%	All events budgets to be combined
4220	Fireworks	9,000	0	0	9,000	512	512	8,488	94%	All events budgets to be combined
Total Events Income		13,000	0	0	13,000	0	4,600	8,400		
Total Events Costs		33,600	-2,500	0	31,100	19,430	19,430	11,670		

Place Committee Cost Centres

		Original	Virement	EMR	Target	YTD	Total	Unspent	%	Notes
4300	Community gardening	17,500	0	0	17,500	8,011	13,011	4,489	26%	Going broadly to plan
4301	Dog strategy	4,000	0	0	4,000	3,683	4,308	-308	-8%	Assumes spending to plan
4305	Park developments	1,500	0	0	1,500	0	1,000	500	33%	Costs still being assessed
4410	Air quality	500	0	0	500	160	410	90	18%	Underspend possible
4400	Neighbourhood Plan	2,000	0	0	2,000	3,012	3,012	-1,012	-51%	Overspent so need to add money
4402	Harrow Road projects	500	0	0	500	0	0	500	100%	Underspend possible
4405	Retailers' support	0	0	0	0	0	0	0		Null line
4999	Miscellaneous	0	0	0	0	0	0	0		Null line
4420	Public & community arts	5,000	0	0	5,000	0	3,000	2,000	40%	Underspend possible

Place Committee Costs **31,000** - - **31,000** **14,866** **24,741** **6,259**

VAT

2,298

Totals		Original	Virement	EMR	Target	YTD	Total	Unspent	%	Notes
	Income	177,842	-	-	177,842	166,939	171,539	6,303		
	Expenditure	226,425	-	31,793	258,218	171,388	211,242	46,976		
	Balance	- 48,583	-	- 31,793	- 80,376	- 4,449	- 39,703	- 40,673		

Detailed Receipts & Payments by Budget Heading 31/12/20

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1010 Project income	2,098	0	(2,098)			0.0%	
1076 Precept	164,841	164,842	1			100.0%	
<u>101 Staff costs</u>							
4100 Staff costs	(58,435)	(54,000)	(4,435)		(4,435)	108.2%	15,186
4105 Training	(995)	(500)	(495)		(495)	199.0%	
<u>102 Administration</u>							
4101 Councillor allowances	(1,530)	(1,500)	(30)		(30)	102.0%	
4105 Training	0	(1,000)	1,000		1,000	0.0%	
4120 Insurance	(1,038)	(1,300)	262		262	79.8%	
4125 Office rent	(10,000)	(10,000)	0		0	100.0%	
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	(3,875)	(7,500)	3,625		3,625	51.7%	296
4132 Stationery and materials	(104)	(500)	396		396	20.8%	
4133 Chair's allowance	0	(75)	75		75	0.0%	
4134 Community grants	(6,400)	(25,000)	18,600		18,600	25.6%	2,900
4135 Teleomms, postage	(616)	(1,000)	384		384	61.6%	
4136 Pop Up Fund	0	(2,000)	2,000		2,000	0.0%	
4137 Subscriptions	(2,733)	(2,600)	(133)		(133)	105.1%	
4138 Special grants	(42,175)	(27,500)	(14,675)		(14,675)	153.4%	12,866
4139 Travel expenses	(572)	(150)	(422)		(422)	381.3%	
4140 Professional fees	(81)	(1,000)	919		919	8.1%	41
4142 Audit fees	(580)	(1,000)	420		420	58.0%	
4144 Bank charges	(39)	0	(39)		(39)	0.0%	
4150 Elections costs	0	(2,000)	2,000		2,000	0.0%	
<u>201 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	(1,540)	(2,500)	960		960	61.6%	
4128 Catering	0	(200)	200		200	0.0%	
4200 Queens Park Voice	(1,156)	(4,000)	2,844		2,844	28.9%	504
4205 Winter Fair	(3,398)	(3,200)	(198)		(198)	106.2%	
4206 Winter Social	0	(100)	100		100	0.0%	
4210 Summer Festival	(8,720)	(11,000)	2,280		2,280	79.3%	
4220 Fireworks	(512)	(9,000)	8,488		8,488	5.7%	
4225 Events organisation	(6,800)	(7,800)	1,000		1,000	87.2%	
4235 Advertising - recruitment	(450)	(1,600)	1,150		1,150	28.1%	

Detailed Receipts & Payments by Budget Heading 31/12/20

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4236 Marketing & promotion	(1,000)	(500)	(500)		(500)	200.0%	
<u>301 Environment and open spaces</u>							
4300 Community gardening	(8,011)	(17,500)	9,489		9,489	45.8%	
4301 Dog strategy	(3,683)	(4,000)	318		318	92.1%	
4305 Park developments	0	(1,500)	1,500		1,500	0.0%	
4410 Air quality	(160)	(500)	340		340	31.9%	
<u>401 Neighbourhood planning</u>							
4400 Neighbourhood Plan	(3,012)	(2,000)	(1,012)		(1,012)	150.6%	
4402 Harrow Rd projects	0	(500)	500		500	0.0%	
<u>501 Development groups</u>							
4107 Community engagement	0	(2,000)	2,000		2,000	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	(10,000)	10,000		10,000	0.0%	
<u>999 VAT data</u>							
515 VAT on Payment	(2,298)	0	(2,298)		(2,298)	0.0%	
Grand Totals:- Receipts	166,939	177,842	10,903			93.9%	
Payments	171,387	226,425	55,038	0	55,038	75.7%	
Net Receipts over Payments	(4,448)	(48,583)	(44,135)				
plus Transfer From EMR	31,794						
Movement to/(from) Gen Reserve	27,346						

Report To:	Queen's Park Community Council		
Title:	Internal Audit Report		
Purpose:	For discussion		
Author:	Cllr John McArdle,		
Date of Meeting	20 January 2021	Agenda Item	049 – 20/21

1 Summary

This report sets out the findings of an audit carried out at the end of 2019/20 and offers a response to the points raised.

2 Recommendations

That the Council notes the contents of this report, and comments on the proposed respons..

3 Background

- 3.1 As part of the Council's Audit Plan Auditors Mulberry & Co undertook an audit during June 2020 which was undertaken remotely. A full copy of the report has been circulated separately.
- 3.2 Whilst the Auditor was satisfied that process was in place and were being followed he made some recommendations for future action which have been made.
- 3.3 He also raised three questions which are set out in Table 1 and Councillors are invited to discuss the proposed response.

Table 1: Response to Internal Audit

Audit Point	Audit Findings	Council comments
Statement of significant variances	I would recommend greater detail is put in for the explanation	The Council is now provided with more detailed reports at every stage in the process.
Bank and Cash	I would recommend council consider a deposit account with a view to obtaining a better return on its investments.	Deposit rates are very low, typically one tenth of one percent, and there is no significant benefit to be gained.
Reserves	I noted on the Summary Receipts and Payments Report in the reserves section the council was showing two line items for general reserves (Current year fund & General reserves). These should be aggregated together in future. I recommend talking to RBS the software provider.	Officers are in regular contact with RBS and are making changes to the system. When the new staff have bedded in a training session will be held with Rialtas and configuration shall be included on the agenda.

Report To:	Queen's Park Community Council		
Title:	Budget and Precept for 2021/22		
Purpose:	For decision		
Author:	Cllr John McArdle,		
Date of Meeting	15 January 2020	Agenda Item	050 – 20/21

1 Summary

This report sets out proposals for both the budget and precept for 2021/22 and seeks the approval of the Council for these.

2 Recommendations

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

the detailed budgets for income of £199,269 and expenditure of £247,825 for 2021/221 set out in the Appendix and summaries in Table 1;

that the precept be set at £47.31 for 2021/22 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 of 2020/21 (excluding the sums drawn from reserves for the coronavirus response) has been compiled, and used together with any planned service changes to project both income and expenditure for 2021/22. The high level figures are shown in Table 1 below and full line by line calculations are in the Appendix.

Table 1: Proposed Budget 2021/22

	Budget 2020/21	Forecast 2020/21	Budget 2021/22
Total Income	£177,835	£171,539	£199,269
Total Expenditure	£226,425	£207,842	£247,825
Income less Expenditure	-£48,590	-£36,303	£48,556
Precept	£164,835	£164,835	£166,259

4 Income

- 4.1 The bulk of the Council's income comes from the precept, which is collected by the City Council on our behalf. This sum is derived from a rate set by the Community Council multiplied by a figure which represents the number of households in the area who are expected to pay the charge. For 2021/22 this number has reduced from 3,554.14 to 3,514.63, largely as a result of a lower collection rate. Full details of the calculation are in a report to Cabinet on 14 December 2020.
<https://committees.westminster.gov.uk/documents/g5428/Public%20reports%20pack%2014th-Dec-2020%2019.00%20Cabinet.pdf?T=10>
- 4.2 This means that if we were to hold the precept at £46.38 for 2021/22 (it has not been increased since 2017/18) there would be a reduction in the nominal sum received in addition to the pressures of cost inflation. It is proposed, therefore, that the precept be increased by 2% to £47.31 thereby generating income of £166,263, being an increase of £1,427 rather than a reduction. The City Council has not yet set the rate for Westminster so we have no comparator.
- 4.3 It is anticipated that after the setbacks of 2020 we will be able to hold at least some meaningful events in 2021 so our traditional events income lines have been retained.
- 4.4 Officers believe there is scope to generate further revenue by bidding for matched funds in respect of both existing and new projects and a sum of £20,000 has been entered for this. Securing such funds will be written into job descriptions for all staff.

5. Expenditure

- 5.1 In most cases the budget against a specific line will closely match that of previous years and these are included in the appendix without comment. There are, however, a few proposed changes and these are outlined in 5.2 to 5.3 below.
- 5.2 It is proposed to increase the staffing level to 2 by taking on a full time Community Development Officer, with the additional cost of £21,000 being met by generating additional income. Both the training and telephone budgets will be increased to accommodate the extra headcount. A full proposal is at item 046 on this agenda.
- 5.3 A number of budgets which are routinely underspent have been reduced by 20% to reflect the fact that their projects can more effectively delivered using the in-house resource at 5.2 above.

Table 2: Proposed Budget Reductions

		Original 20/21	Initial 2021/22	Change
4129	Volunteer development	2000	1,600	400
4107	Community engagement	2000	1,600	400
4430	Children & young people	10000	8,000	2,000
4425	Social inclusion	500	400	100
4420	Public & community arts	5000	4,000	1,000

- 5.4 The Contract for Events Administration will be extended to provide support outside the summer months, as described in item 051.
- 5.3 A sum of £1,500 is being made available for retailers' support, whether that be on the Harrow Road or elsewhere, and £1,000 allocated to the Climate Emergency although we would hope to secure additional external funding for both.

2021/22 budget calculations

	Original 20/21	Initial 2021/22	Change
Income	177,842	199,269	21,427
Expenditure	226,425	247,825	21,400
Balance	- 48,583	- 48,556	27

Income Summary

General Income		Original 20/21	Initial 2021/22	Change
1010	Project income	-	20,000	20,000
1076	Precept	164,842	166,269	1,427
1200	Office rent income	-	-	-
Total General Income		164,842	186,269	21,427

	Original 20/21	Initial 2021/22	Change
Total General Income	164,842	- 166,939	- 331,781
Communications Income	-	-	-
Total Events Income	13,000	- 4,600	- 17,600
Total All Income	177,842	- 171,539	- 349,381

Expenditure

	Original 20/21	Initial 2021/22
Total Staffing Costs	54,500	76,500
Administration Costs	33,825	34,625
Communications Costs	7,000	7,000
Grants Costs	52,000	52,000
People Committee Costs	14,500	11,600
Total Events Costs	33,600	35,100
Place Committee Costs	31,000	31,000
VAT	-	-
Total Expenditure	226,425	247,825

Staffing Costs		Original 20/21	Initial 2021/22	Change
4100	Staff costs	54000	75,000	21,000
4105	Training	500	1,500	1,000
Total Staffing Costs		54,500	76,500	

Administration

		Original 20/21	Initial 2021/22	Change
4101	CLlr allowances	1500	3,000	1,500
4105	CLlr training	1000	1,000	-
4133	Chair's allowance	75	75	-
4150	Election costs	2000	2,000	-
4125	Office rent	10000	10,000	-
4127	Office maintenance	1000	500	- 500
4126	Room bookings	1400	1,000	- 400
4130	IT - hosting, computers , email	7500	7,500	-
4132	Stationery and materials	500	500	-
4135	Telecomms, postage	1000	2,000	1,000
4120	Insurance	1300	1,200	- 100
4137	Subscriptions	2600	2,750	150
4139	Travel expenses	150	300	150
4140	Professional fees	1000	1,000	-
4142	Audit fees	1000	1,500	500
4144	Bank Charges	0	100	100
4128	Catering	200	200	-
4235	Advertising - recruitment	1600	-	- 1,600
Administration Costs		33,825	34,625	

Communications		Original 20/21	Initial 2021/22	Change
1413	Voice income	0	0	-
4200	Queen's Park Voice	4000	4,000	-
4236	Marketing & promotion	500	500	-
4110	Website	2500	2,500	-
Communications Income		-		
Communications Costs		7,000	7,000	

Grants Cost Centres		Original 20/21	Initial 2021/22	Change
4134	Community grants	25000	25,000	-
4136	Pop Up Fund	2000	2,000	-
4138	Special grants	25000	25,000	-
Grants Costs		52,000	52,000	

People Committee		Original 20/21	Initial 2021/22	Change
4129	Volunteer development	2000	1,600	- 400
4107	Community engagement	2000	1,600	- 400
4430	Children & young people	10000	8,000	- 2,000
4425	Social inclusion	500	400	- 100
People Committee Costs		14,500	11,600	

Events Cost Centres		Original 20/21	Initial 2021/22	Change
1410	Income Summer Festival	6500	6,500	-
1411	Fireworks income	5000	5,000	-
1412	Winter Fair income	1500	1,500	-
4225	Events administration	7800	9,300	1,500
4205	Winter Fair	3200	3,200	-
4206	Winter Social	100	100	-
4210	Summer festival	13500	13,500	-
4220	Fireworks	9000	9,000	-
Total Events Income		13,000	13,000	
Total Events Costs		33,600	35,100	

Place Committee Cost Centres		Original 20/21	Initial 2021/22	Change
4300	Community gardening	17,500	17,500	-
4301	Dog strategy	4000	4,500	500
4305	Park developments	1500	1,000	- 500
4410	Air quality	500	500	-
4400	Neighbourhood Plan	2000	1,000	- 1,000
4402	Harrow Road projects	500	0	- 500
4405	Retailers' support	0	1,500	1,500
4999	Miscellaneous (Climate)	0	1,000	1,000
4420	Public & community arts	5000	4,000	- 1,000
Place Committee Costs		31,000	31,000	

Report To:	Queen's Park Community Council		
Title:	Extension of existing service contracts		
Purpose:	For decision		
Author:	Lucie Prior, Acting Proper Officer		
Date of Meeting	20 January 2021	Agenda Item	051 - 20/21

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 as full an events programme as possible during 2021, and approves the following actions:

- (1) That in consultation with the Chair of the Place Committee the Acting Proper Officer agree a contract with Hammersmith Community Gardens Association, on such terms and conditions as she may determine, for the maintenance and management of Queen's Park Gardens and other open spaces until 31 March 2022. The costs of this contract are to be met from budget code 4300 Community Gardening.
- (2) That in consultation with the Chair of the Place Committee the Acting Proper Officer agree a contract with Canine Culture, on such terms and conditions as she may determine, for the provision of dog related services until 31 March 2022. The costs of this contract are to be met from budget code 4301 Dog Strategy.
- (3) That in consultation with the Chair of the Council the Acting Proper Officer agree a contract with Happy Lizzie Event Planning, on such terms and conditions as she may determine, for the delivery of a programme of events throughout 2021/22. The costs of this contract are to be met from budget code 4225 Events Administration.

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	31 March 2021	31 March 2022	£15,750
Canine Culture	Undertaking dog related activities and the provision of specialised advice in Queen's Park Gardens and throughout the Council area	31 March 2021	31 March 2022	£3,700
Happy Lizzie Event Planning	Organisation and management of the three annual events staged by the Council	31 March 2021	31 March 2022	£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 further enhance the services provided be reflecting on the experience of the current contract and adjusting the scope or requirements. It is worth noting that having experienced contractors in place greatly enhanced the services provided to the community during the pandemic and that this experience together with local knowledge will be invaluable through 2021/22.
- 3.4 The contract with HCGA was extended in 2020/21 to include in its remit supporting and coordinating the work of volunteers including but not exclusively the Friends of Queen's Park Gardens. This arrangement worked well, and it is proposed to continue it. In preparation for the year clarification will be provided in how the this portion of the budget will be used.
- 3.5 Canine Culture adjusted the services provided in respect of dog related activities, in conjunction with the Acting Proper Officer, to ensure that the needs of the increased dog population could be met.

- 3.6 Happy Lizzy Event Planning was originally engaged to provide three major events per year (Summer Festival, Fireworks Winter Fair) and the fee profiled to reflect this. As already reported, instead a schedule of COVID compliant smaller events were provided from July through the remainder of 2020. For 2021 it is proposed that HLEP be engaged from April for the whole year, at an additional cost of around £1,500, to monitor government guidance and ensure that the maximum benefit is provided.

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.
- 4.3 Although each of these contracts was originally let by competitive tender, all three were extended for one year in January 2020 (118-19/20). It is good practice to test the market from time to time so as to ensure best value from outsourced services but at this time stability of service as described at 3.3 above must be the priority.

5 Finance Issues and Budget Provision

Provision is being made within the budgets for 2021/22 for the costs of each service.

6 Ownership and Resource Implications

The monitoring of each contract will be undertaken by Officers who will provide reports to the People and Place Committees as necessary. Each supplier will also be available to attend meetings of the Council, Committees, 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. The current contracts are specialised service providers to the local area as well.

9 Background Documents / External References

Existing contracts held in the QPCC offices.

Report To:	Queen's Park Community Council		
Title:	Chair's Report		
Purpose:	For Information		
Author:	Councillor J McArdle, Chair		
Date of Meeting	20 January 2021	Agenda Item	053-20/21

1 Summary

This report sets out the thoughts of the Chair on the current position of the Council as it faces a new year.

2 Recommendations

That the Council notes the Report.

3 Report

In this report I will not be so much looking backwards over the past quarter, like many of you I don't feel I've done much since October, but rather looking forward to 2021 and beyond as the country emerges from the pandemic.

I shall take as my theme the open letter to all councillors issued by Sue Baxter, Chairman of NALC. It's a long letter, you know that as I sent it to you, but I shall try to encapsulate it here.

After thanking councillors, officers, and volunteers across the country for their response to the crisis, which of course I'm happy to sign up to, she goes on to develop three themes for the future.

The first is "Rethink Relations", councils can only operate effectively with good working relationships between councillors and officers, and between councils at different levels. In our case that refers mainly to the City of Westminster as our Principal Authority.

The second is "Rethinking Ambitions", going beyond the traditional remit of parish councils and looking at issues such as climate change and social isolation.

Her final theme is "Rethinking Engagement", seeking to involve people of all ages and backgrounds in the work of the council.

I believe that we are ahead of the curve as these are issues that Queen's Park Community Council already has on our agenda, and the papers in front of us today demonstrate how we are tackling them/

That's not to say we've cracked all our problems, and hard work will be required on all our parts to stay on top of the challenges we face. That will keep us busy, and thank you all for your help with it.

Report To:	Queen's Park Community Council		
Title:	Officers' Report		
Purpose:	For information and discussion		
Author:	Lucie Prior, Community Development Officer and Acting Proper Officer, Liz Thorpe-Tracey, Projects and Events Coordinator, Millie Kent, Project Officer		
Date of Meeting	20 January 2021	Agenda Item	054-20/21

1 Summary

This report sets out some of the activity undertaken by Officers since the last meeting and activities proposed for the next few months over the late winter and spring.

2 Recommendations

That the Council notes the Report and discusses the matters raised.

3 Main tasks / issues since last full meeting of Council

Strategic Governance	The Proper Officer met with Legal Services at WCC to ensure compliance with our principal authority. The Proper Office has started the process to fill the casual vacancy in the Council. The notice of a vacancy in the office of a parish councillor will be published on Thursday 21 January. This notifies electors of the casual vacancy for a councillor who would be in post until the next elections in May 2022. If 10 valid requests for an election are received before Wednesday 10 February a by election will be held. Current legislation would prohibit the by election until May 2021. If the requirement of 10 valid requests is not received by the deadline the Council can decide to co-opt a member into the vacancy.
Events	December was a busy month for events with the launch of the first Santa On Your Street and the Winter Wonderland Walk Through. Santa on Your Street was a socially distanced event that allowed the community to see Santa from home and spread the festive spirit around Queen's Park streets. The Santa On Your Street elves collected for the Christmas hamper drive on the way round with sack loads of gifts, food and over £200 of cash donated. The money was donated directly to North Paddington Foodbank and in partnership with NPFB and QPG Hub the gifts and food were distributed to the most vulnerable in our community for Christmas. The Winter Wonderland Walk Through Event was the opportunity for residents to experience the magic of Christmas at an outdoor covid secure setting in a school playground. Held over a weekend residents got to throw snowballs and take a s'elfie with Santa, see the Christmas lights, warm themselves up by toasting marshmallows on an open fire with a hot chocolate then took wreath packs away to make at home. The turnout was good with residents using the booking system for timed slots and, even though there was heavy rain at times, 65 households/bubbles came through the walk through.

Climate Emergency	The Project Officer has undertaken training to carry out the environmental audit and begun work on assessing the Council's carbon footprint. A Climate Emergency Working Group has been set up and agreed parameters for the audit. The Working Group has a written terms of reference and once agreed amongst members these will be taken to the February Place Committee meeting for approval.
Hotline	<p>The hotline was re-opened for the second lockdown in November with publicity for it on the front page of The Voice and across social media channels. Residents were able to access the shopping and prescription services undertaken by volunteers, be referred onto QPG Hub for hot meal deliveries be referred for energy top up vouchers and be referred to North Paddington Foodbank. The hotline was also able to provide the listening ear and re-assurance that some vulnerable residents required having returned to live in isolation again.</p> <p>After the November lockdown it was decided to withdraw the shopping service as other agencies had now set up to offer this service.</p> <p>In January for the third lockdown the hotline was re-opened with publicity of it through online channels. The phone lines have been manned with normal staffing levels and significantly fewer calls have come through.</p>
Volunteers	Good Gym assisted with air pollution monitoring run by Cllr Lancashire in December and January. This has strengthened the partnership with them and assisted us when other volunteers have been limited due to helping at Winter Wonderland Walkthrough or shielding. The list of all volunteers working on Council projects has been updated with a campaign designed to boost the number for 2021.

4 Main tasks / issues over the forthcoming period

Strategic governance	<p>Steps will be taken to fulfil the casual councillor vacancy in the council. Quarterly meetings have been booked with WCC legal services to ensure adherence with the principal authority.</p> <p>The Proper Officer will be contacting members to update their Register of Interests with discussions to be had regarding training for members at the March Council Meeting.</p>
Events	The Council have retained HLEP to advise for changing event regulation guidance and compliance. This is with a view to hold small scale spring events if regulations permit.
Climate Emergency	The environmental audit and Climate Emergency Working Group will be reporting back to the February Place Committee meeting. The Project Officer will agree targets with the Climate Emergency Working Group for the Council's net zero target.
Hotline	The hotline will continue to operate with core staff and support residents.



You are hereby summoned to attend a **Meeting** of the **Community Council** to be held in the
on **Wednesday 17 March 2021** commencing at **6.00pm**.

Lucie Prior, Director and Proper Officer

12 March 2021

Join Zoom Meeting

<https://us02web.zoom.us/j/7867803081>

Meeting ID: 786 780 3081

AGENDA

- 055-20/21** **Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 056-20/21** **Declarations of interest.**
- 057-20/21** **Minutes of the previous meeting** – to consider the minutes of the meeting of the Council held 20 January 2021 for confirmation and signing as a correct record.
- 058-20/21** **Minutes of People Committee** – to adopt the minutes of the People Committee Meetings held on 18 November 2020.
- 059-20/21** **Co-option of a new councillor** – to co-opt a new councillor for the period until May 2022
- 060-20/21** **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).*
- 061-20/21** **HR Committee Report** – to receive a verbal update on the work of the HR Committee.
- 062-20/21** **People Committee Report** - to receive a verbal update on the work of the People Committee.
- 063-20/21** **Place Committee Report** - to receive an update on the work of the Place Committee and approve recommendations around Climate Change and the Neighbourhood Plan.

Lucie Prior, Proper Officer

- 064-20/21** **Financial Report** – to receive a report on the financial position at the end of February, approve payments and expenditure, and approve a process for distributing the Community Infrastructure levy.
- 065-20/21** **Audit report** – to receive a report on the mid-year internal audit for 2020/21.
- 066-20/21** **Risk Management Policy** to approve an update to the Council’s Risk Management Policy.
- 067-20/21** **Grants** – to approve the award of Community Grants from the February 2021 round.
- 068-20/21** **Activity Schedule for 2021/22** – to approve the schedule of meetings and other activities for the Municipal Year 2021/22.
- 069-20/21** **Working Group Reports** – to receive reports on Queen’s Park Voice, and the establishment of an Economic Development Working Group.
- 070-20/21** **Chair’s report.**
- 071-20/21** **Officers’ report.**

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held remotely using Zoom
on **Wednesday 20 January 2021** commencing at 18:00.

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

Also present: Lucie Prior, Community Development Officer and Acting Proper Officer; Liz Thorpe-Tracey, Communications and Events Co-ordinate; and three members of the public.

037 - 20/21 Apologies for absence – None.

038-20/21 Declarations of interest – Councillor McArdle declared an interest as Responsible Financial Officer. Many of the councillors have formal or informal connections with other community groups and any interest will be declared as part of the discussion on relevant items.

039-20/21 Minutes of the meeting held 21 October 2020

RESOLVED THAT, subject to the correction of a mistype of “Match” for “March” in item 026 - 20/21, the minutes were approved as a correct record to be signed by the Chair at the next physical meeting.

040-20/21 Minutes of HR Committee meeting held on 2 October 2020

RESOLVED THAT, the minutes be adopted.

041-20/21 Minutes of People Committee meeting held on 9 September and 14 October 2020

RESOLVED THAT, the minutes be adopted.

042-20/21 Minutes of Place Committee meeting held on 16 September 2020

RESOLVED THAT, the minutes be adopted.

043-20/21 Public session

A member of the public raised three issues:

The first was to say that the Friends of Queen's Park Gardens would be holding its AGM on 25 January and everyone is welcome.

The second was to report that there were some out of date laminated notices around Queen's Park Gardens, and to ask whether anything could be done with them. Liz Thorpe-Tracey, Communications and Events Co-ordinator, responded that while ordinarily these would be cut up for use in craft projects such activity was not currently allowed so they should be taken down and disposed of as waste.

The third was to ask about progress with the report on what had happened in Queen's Park during the lockdown for circulation to the City Council and the local MP. Acting Proper Officer Lucie Prior responded that individual reports had been collected and that these are now being collated.

The Chair thanked the member of the public for his contribution.

044 -20/21 People Committee Report

Chair of the Committee, Cllr Nicholas, gave a verbal update on the work of the Committee and highlighted three main areas of work:

- Caring Queen's Park, research was progressing well and being prepared as a reference resource
- The "Welcome Home" service for people returning, for example, from a hospital stay continued although take up was low due to the pandemic
- A pilot version of the Community Engagement Survey has been circulated to councillors so that they could try it before the final version is issued to the public

He then invited councillors and the public to attend the next meeting of the Committee on 10 February.

The Chair congratulated the Committee on its work.

RESOLVED THAT, the Report be NOTED.

045 -20/21 Place Committee Report

The Chair of the Committee, Cllr Rustin, gave a verbal update on the work of the Committee highlighting that a Climate Change Working Group has been established, and the Council's carbon footprint was being measured.

She also reported that she had attended the Hammersmith and Fulham Community Gardens AGM, and was pleased to note that their occupation of premises was now on a more stable footing.

Cllr Lancashire reported that the air quality measuring tubes had been collected in and that a report on the findings would follow in due course.

The Chair thanked them both for their work.

RESOLVED THAT, the Report be NOTED.

046 -20/21 HR Committee Report

The Chair of the Committee, Cllr Sweeney, had circulated a Report proposing that the Council move to two full time staff from 2021/22, initially drawing on reserves but including fundraising in the Job Descriptions for both.

RESOLVED THAT, the report be NOTED

RESOLVED THAT, the staffing establishment shall be increased to two full time posts by the recruitment of full time Community Development Officer.

RESOLVED THAT, a Recruitment Panel comprising of Councillor Sweeney (Chair of HR), Councillor Rustin (Vice-chair of HR), Councillor McArdle (Chair of the Council and RFO), and Acting Proper Officer Lucie Prior will undertake the first stages of the recruitment process

RESOLVED THAT, the current Job Descriptions of the Proper Officer and CDO will be reviewed to ensure a balance between the roles and 'fundraising' will be added to both

RESOLVED THAT, the salary for the CDO position will be set within the range SCP13 to SCP23 (£22,627 to £27,741 plus London Weighting).

RESOLVED THAT, Councillor McArdle will continue to act as RFO through 2021/22 with this being reviewed towards the end of the year.

047 -20/21 2018 – 2022 Strategic Plan

The Acting Proper Officer circulated a Report recommending the approval of an updated Strategic Plan to reflect the new Committee structure, progress in some areas, and changes in the wider environment. This revised Plan will take the Council through to the elections in 2022.

RESOLVED THAT, the 2018 – 2022 Strategic Plan be APPROVED

048-20/21 Finance Report

Cllr McArdle, as Responsible Financial Officer, had circulated a detailed report on the current financial position, seeking approval for payments made since the previous meeting. The report also contained proposals for the commissioning of a short film depicting life in the area and for a grant of £3,500 to QPG Hub be approved so that hot meals could continue to be provided.

The report also proposed that a date be set to discuss how to distribute the neighbourhood portion of the Community Infrastructure levy (CIL).

RESOLVED THAT, the contents be NOTED

RESOLVED THAT, payments to the value of £39,257.27 set out in Appendix 2 be APPROVED

RESOLVED THAT, the Public Arts Working Group be AUTHORISED to spend up to £2,600 on commissioning a film

RESOLVED THAT, a grant of £3,500 to QPG Hub be APPROVED

RESOLVED THAT, proposals for the allocation of CIL be brought to the March 2021 meeting of the Council

049-20/21 Internal Audit Report

Cllr McArdle, as Responsible Financial Officer, had circulated a report containing three recommendations from the internal auditor together with the Council's response to each.

RESOLVED THAT, the contents be NOTED

Budget and Precept for 2021/22

The Responsible Financial Officer circulated a report containing detailed proposals for 2021/22 which are broadly similar to 2020/21 other than to propose that a fundraising target of £20,000 be set, that additional funds be set aside to increase staffing levels, and that a slight increase of 2% be applied to the precept. These matters were then discussed by the Council.

RESOLVED THAT, the proposal to set the precept at £47.31 for 2021/22 and to advise the City of Westminster of this be APPROVED

RESOLVED THAT, the detailed budgets for income and expenditure for 2021/22 set out in the Appendix to the report and summarised in Table 1 be APPROVED

Table 1: Budget 2021/22

	Budget 2021/22
Total Income	£199,269
Total Expenditure	£247,825
Income less Expenditure	£48,556
Precept	£166,259

051-20/21 Extension of Service Contracts

The Acting Proper Officer circulated a report setting out details of the three main service contracts operated by the Council and recommending that each be extended for a further year.

RESOLVED THAT, a proposal that, in consultation with the Chair of the Place Committee the Acting Proper Officer agree a contract with Hammersmith Community Gardens Association, for the maintenance and management of Queen's Park Gardens and other open spaces until 31 March 2022 be APPROVED

RESOLVED THAT, a proposal that, in consultation with the Chair of the Place Committee the Acting Proper Officer agree a contract with Canine Culture for the provision of dog related services until 31 March 2022 be APPROVED

RESOLVED THAT, a proposal that, in consultation with the Chair of the Council, the Acting Proper Officer agree a contract with Happy Lizzy Event Planning for the delivery of a programme of events throughout 2021/22 be APPROVED

052-20/21 Working Group Reports

The Acting Proper Officer circulated a report on the Working Groups which report to the Council rather than to Committees. There was then a discussion on the operation of the Grants Panel, roles within it, and the need to encourage applications by residents rather than large organisations. This was followed by a discussion on economic development and the challenges being faced by local retailers.

RESOLVED THAT, the timeline the next grants round, together with a proposal to review the process, be NOTED

RESOLVED THAT, the proposal to form an Economic Development Working Group to report to the Place Committee be APPROVED

RESOLVED THAT, the timeline of the next issue of Queen's Park Voice be NOTED

053-20/21 Chair's Report

A report by the Chair highlighting the key themes for local councils identified by Sue Baxter, Chairman of NALC, had been circulated. These are "Rethink Relations", "Rethinking Ambitions", and "Rethinking Engagement" and he felt that Queen's Park Community Council was well placed in this respect although there was no room for complacency.

RESOLVED THAT, the Report be NOTED.

054-20/21 Officers' Report

The Acting Proper Officer circulated a report on activities undertaken since the last meeting and those planned before the next. She highlighted

- Plans to hold a by election or co-opt someone to fill the Casual Vacancy
- COVID 19 secure events held over December
- Work on the Climate Emergency response and environmental audit
- Work with Eugene Minogue from the City Council on activities for young people

The Chair thanked Lucie for preparing such a comprehensive set of papers, and all for their attendance and contributions.

RESOLVED THAT, the Report be NOTED.

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the People Committee Meeting held remotely using Zoom
on **Wednesday 18 November 2020** commencing at 18:00.

Present: Councillors Ryan Dalton (Vice Chair), Leslie Barson, Gill Fitzhugh, Ray Lancashire, John McArdle, Eartha Pond, Stella Wilson.

Also present: Lucie Prior, Community Development Officer and Acting Proper Officer; Liz Thorpe-Tracey, Communications and Events Co-ordinator, Millie Kent, Project Officer.
Member of the public: Emily Engel.

PP017-20/21 Apologies for absence – Councillor Brian Nicholas (Chair), Orrel Lawrence.

PP018-20/21 Declarations of interest – none made.

PP019-20/21 Public session – no questions were asked.

PP020-20/21 Care in Queen's Park

The Committee received the directory of local organisations and services for residents from Cllrs. Fitzhugh and Lawrence. Cllr. Fitzhugh said it contains 35 different organisations' details. Social prescribing is a service that is growing and will need adding to the directory. The group had also undertaken work to look at local organisations funding situation and relationship with the community council.

RESOLVED THAT, Councillors would read the directory and respond to Cllr. Fitzhugh with any gaps in the directory and ways to make the directory more user friendly, particularly for residents.

PP021-20/21 Welcome Home Project

A proposal was received from a member of the public, Emily Engel, to set up a mutual support service in Queen's Park for those that are returning home after a period away eg on discharge from hospital. This would aim to address the most common needs of loneliness, isolation and depression. The project would provide a Welcome Home service as a gesture of kindness to all, irrespective of need when formal support services can take a longer time to respond. It had been identified that five to six clients that contacted the Covid-19 hotline could have utilised a service like this.

RESOLVED THAT, the Committee support the Welcome Home Project pilot and funds for it could be drawn down from the social inclusion and volunteer development budget lines.

PP022 20/21 Financial Report

The Responsible Financial Officer circulated a report on the current financial position of the budget

lines that are monitored by the Committee. Full Council delegated authority for these budget lines to the Committee in the October meeting. A bulk of expenditure is still to be made in the second half of the year but spending is going broadly to plan. Due to the change in the events schedule the events budget lines have been amalgamated in this report to allow for easier oversight.

RESOLVED THAT, the report on the current financial position be NOTED.

PP023 20/21 Working Groups

Cllr. Barson provided a verbal update to the Committee on the work of the Community Engagement Working Group. The Working Group are meeting regularly to put together a short survey to canvas the views of residents with a target of 500 respondents. The survey will focus on what residents know about the community council, how they think the council is performing and what they would like to see for the area in the future. Cllr. Barson said the survey will be carried out through door knocking, the Council's comms channels and partner organisations. The working group aim to ensure all demographics of the area's population are represented in the responses. Cllr. Wilson offered to contact parents through Queen's Park School.

PP024 20/21 Chair's Report

The Vice Chair thanked Cllrs. Fitzhugh and Lawrence for their continued work on Care in Queen's Park and thanked Emily Engel for their work on the Welcome Home Project.

The Vice Chair provided an update from the Queen's Park Ward meeting that is Chaired by Simon Walton and Cllr. Lancashire. This had followed the screening of a Newsnight story that covered the racist attack on Kilburn Lane that had occurred in December 2019. Police say they have re-opened the investigation and have referred themselves to the IOPC over their handling of the case. The Inspector stated categorically that the police did not do a good job and added that information will come out as to why they did not obtain any closed-circuit television. Lots of members of the community were in attendance for the meeting with many questions asked of Inspector Phillips.

PP025 20/21 Officers' Report

A report was received from Officers detailing community activity relevant to the People Committee and plans for the future. At the Halloween event there had been an incident with fireworks being thrown by a large group of young people that were outside the event. This meant the event had to be closed earlier with dispersal by stewards. Officers have decided that only secure locations will be used whilst this issue of large groups of young people gathering outside is ongoing. The hotline has re-open again for lockdown offering support to residents, shopping and prescription pick-ups and a doorstep welfare check. The forthcoming Covid 19 secure festive community events being planned are The Winter Wonderland Walkthrough and The Santa Sleigh Drive. The Santa Sleigh Drive will incorporate collections from residents for the foodbank and gift bags for vulnerable residents too.

RESOLVED THAT, the report be NOTED.

PP026 20/21 Minutes of The Previous Meetings

RESOLVED THAT, the September minutes were approved as a correct record to be signed by the Chair at the next physical meeting.

RESOLVED THAT, the October minutes were approved as a correct record to be signed by

the Chair at the next physical meeting.

The meeting closed at 19:10

Report To:	Queen's Park Community Council		
Title:	Co-option Report		
Purpose:	For decision		
Author:	Lucie Prior, Director and Proper Officer		
Date of Meeting	17 March 2021	Agenda Item	059 – 20/21

1 Summary

This report sets out the process for filling a casual vacancy.

2 Recommendations

That the Council takes each of the following recommendations in turn:

- (1) confirms the process set out in Section 4 of this report, then
- (2) undertakes the process set out in Section 4, then
- (3) confirms the appointment of a new councillor as set out in Section 5.

3 Background

- 3.1 The resignation of a councillor who has moved away from the area has left a Casual Vacancy, and the Council decided at its January meeting that it should be filled. The process followed was that a Notice of the vacancy was published on 21 January giving electors the opportunity to call for a by election. When no such call was received a further Notice was published on 18 February stating that the Council proposed to co-opt a new councillor and inviting applications.
- 3.2 Two applications were received by the closing date of 5 March and both candidates have been invited tonight to participate in the process set out in Section 4 below.
- 3.3 Copies of their applications are included as an appendix to this report.

4 Process

- 4.1 To take part in the selection a councillor must be on the call and in the meeting at this point, and remain connected until the vote is taken.
- 4.2 The Director, as Clerk to the meeting will toss a coin to see which candidate speaks first.
- 4.3 The first candidate will speak for three minutes, then take questions from councillors for three minutes.
- 4.4 The second candidate will then speak for three minutes, then take questions from councillors for three minutes.
- 4.5 Each councillor on the call and in the meeting will then send their vote PRIVATELY to the Clerk who will then advise the meeting who has been selected.
- 4.6 In the event of a tie in the initial vote the Chair shall use a casting vote to select the successful candidate.

5 Confirmation of Councillor

- 5.1 On completion of the process in Section 4 above the Council will vote openly to confirm the co-option of the successful candidate as a new councillor for the period until May 2022.
- 5.2 The new councillor will confirm their acceptance of the position.
- 5.3 The new councillor can participate fully in the remainder of the meeting.
- 5.4 At a later date the Director will obtain from the new councillor such details as are necessary including a signed acceptance of office and a completed declaration of interests,

Appendix: Applications

- About themselves and their connection to the area

I moved in to Queen's Park at Christmas and have spent the past 7 years in West London. I grew up in Ireland but was born in W10. I previously lived on Bravington road for 2 years and in Maida Vale for 2 years. While living in Bravington Road I regularly attended council meetings and events, and I volunteered on the grants panel for 2 years. Through grants panel, I gained a good overview of some of the local community groups and charities that operate in the area. Through this work I also a good understanding of the needs of people in the community and the role of the council in supporting local community groups.

- What they feel they could contribute to the governance of Queen's Park

I would like to be part of contributing to the community in Queen's Park. I have worked for an MP for three years and understand the differences between what national government and local government can which I hope would be useful in thinking about the role of QPCC in the local area. I think that creating change at a local level is really important and I'd like to be part of coming up with and implementing ideas which will improve Queen's Park for everyone who lives here.

I have experience working with a range of voluntary organisations, I cofounded a grassroots reproductive rights campaigning group and from this I have a lot of experience of managing and working with volunteers. I am a trustee of Refugee Rights Europe which support displaced people to have their voices heard by decision makers. I have a masters in Law and work as a researcher in parliament. I hope I would be able to use these skills to advocate for improvements to our community, and effectively work with the council and other local stakeholders. From working for an MP and working on casework, I have learnt a lot about how to advocate for local people to agencies and decision-makers and how to support them to advocate for themselves.

I have also worked in communications and mobilisation roles in election campaigns in Ireland and the UK. I have worked as a campaign adviser on a youth participation campaign which encouraged young people to come up with ideas on how to respond to covid in their local area, and on a campaign to tackle child poverty in Ireland. From this experience I have learnt a lot about communicating with different audiences and encouraging people to take an active role in their communities.

I would look forward to being part of QPCC, and if not selected as a councillor, I will be looking out for other volunteering opportunities when covid restrictions are eased.

- About themselves and their connection to the area

Community is majorly important to me and my community is a significant part of my journey. This is what inspired me to express my interest in the role of councillor. I am currently the Senior Youth Worker at The Avenues Youth Project. I am also studying for a MA Applied Anthropology and Community & Youth Work postgraduate degree at Goldsmith's University.

As a boy who grew up on Third Avenue, it was very clear to me from an early age, that my community would shape who I am. Being a mainly Caribbean and Irish community there were many different examples of family and what it means to be a part of something. A prominent Filipino, Moroccan and Bangladeshi community also meant that I had friends from diverse backgrounds, exposing me to different cultures, and how they live their lives daily.

I have always had a passion to work with young people and to help them seek out opportunities that were not always forthcoming. This is something that I feel I have the insight and influence to do and want to help bring about change. This led me to volunteer at The Avenues Youth Project in 2010. This was a very natural step for me as this was the youth club that I attended during my teenage years. This was the youth club that all my family members frequented during their teenage years. From my eldest uncle right down to my mother, who is the youngest sibling. The Avenues was home to me. Volunteering at The Avenues, quickly led to me working part-time, two evenings a week, where I was involved in a range of projects from cooking classes, after school support and most notably, gang intervention work. This resulted in me leading on a tri-borough, Westminster, Kensington and Chelsea and Brent, gang intervention programme in 2010 that was run in partnership with the Metropolitan Police Gangs Unit. This allowed me to facilitate genuine change, on the complex issues that existed in the community and experience first hand how gang violence was putting the safety of the community at risk. After three successful years, helping numerous young people exit gangs and relocate, also bringing three rival gangs together for reconciliation in 2012, at the peak of the violence, still ranks as what I believe to be one of my greatest achievements to date.

- What they feel they could contribute to the governance of Queen's Park

Working at The Avenues, my mind had been made up. I want to impact change in my community. I want to help devise the continuing influence that makes Queens Park better. I believe in my current role, that my knowledge of the community, of how it has changed and of the issues that arise, I am best placed to help bridge that gap between the community and local council. Residents and especially the youth voice must be amplified. Issues should not only be highlighted or brought to attention when they affect the community. People should have the opportunity to be heard and be consulted at the initiation of plans. People should have input in the decisions that benefit them. This is key in forming community cohesion.

Working in the community means that I can make positive changes in the community. However, I want this change to be lasting and embedded in real-life tangible outcomes for the residents and young people of Queens Park. This role will give me that opportunity. Studying in the MA Applied Anthropology and Community & Youth Work postgraduate course will give me the advantage of understanding relevant theoretical perspectives; to engage critically with key concepts that inform youth and community work. Having worked at the forefront of youth work for over a decade it is evident now more than ever I need to look at further career pathways that will allow me to achieve my goal of representing my community on a greater political platform. It is paramount that we must challenge discrimination and ensure that the entire community is represented. I want to encourage youth participation in shaping our community.

Methods of engaging communities to facilitate 'empowerment' are far too exclusive and belong to those that do not know the people they are meant to be serving. I will seek to change this for my community.

Report To:	Queen's Park Community Council		
Title:	Place Committee Report		
Purpose:	For decision		
Author:	Councillor Susanna Rustin, Chair of Place		
Date of Meeting	17 March 2021	Agenda Item	068 – 20/21

1 Summary

This report recommends that the Council adopt the target of reaching net zero carbon emissions in the ward by 2040, accept proposed updates to the Neighbourhood Plan and approve the terms of reference for the Climate Emergency Working Group.

2 Recommendations

That the Council:

- (1) Sets a target of net-zero carbon emissions for Queen's Park ward by 2040.
- (2) Continue to work closely with colleagues at Westminster City Council and other partners to reach this target.
- (3) Led by the Director and Climate Emergency Working Group, develop a strategy to reach this target, beginning with securing funding for and commissioning a 'Net Zero Queen's Park' report.
- (4) Launch a series of actions and events for Queen's Park residents in the lead up to COP26 in November 2021.
- (5) Approve changes to the Neighbourhood Plan and agree a statement of common ground with the City Council.
- (6) Create a new planning guide which includes detailed specifications for any retrofitting of properties to increase energy efficiency.
- (7) Approve the terms of reference for the Climate Emergency Working Group.

3 Background and Next Steps

- 3.1 QPCC declared a climate emergency in February 2020 committing to become a net-zero council by May 2022 (130-19/20). An environmental audit has been completed that sets out recommendations for the council to reach this target. Officers and the Climate Emergency Working Group are working together to consider how best to implement these recommendations moving forwards.
- 3.2 The council has not yet set a target for the emissions reduction of the ward. Westminster City Council has set a target of net zero emissions by 2040. Without operational control of the buildings and infrastructure of the ward it would be very difficult to achieve net zero emissions in Queen's Park ahead of this target. In working together with WCC, the council can ensure this target is reached and that any plans go

through relevant consultation with residents.

- 3.3 In order to reach this target, we will need to develop a detailed strategy tailored to Queen's Park. The first step in this is commissioning a 'Net Zero Queen's Park' report which will contain evidence-based recommendations for how to achieve net zero emissions in the parish. There are many environmental consultancies that undertake such work and funding is available through several routes.
- 3.4 The 2021 United Nations Climate Change Conference (COP26) will be hosted in Glasgow from the 1st of November. It is proposed that the Climate Emergency and Events Working Groups work together with officers to plan and deliver a series of actions and events for Queen's Park residents in the lead up to the conference. Revised Terms of Reference for the Working Group are attached as an Appendix.
- 3.5 The Neighbourhood Plan is currently undergoing examination. Knightsbridge Neighbourhood Forum suggested QPCC change several mentions of 'a low carbon agenda' to 'the achievement of zero carbon emissions.' In addition to this point all mentions of 'climate change' are to be updated to 'the climate emergency' to reflect the council's 2020 declaration. Provided approval is granted by council, the development projects are to be updated to include:
- Page 37, Project 2.9: add "To commission 'Net Zero Queen's Park' report which will lay out a roadmap towards net zero emissions by 2040."
 - Page 37, Project 3.4: add "To work with Westminster City Council planning committee to produce a design guide for retrofitting of properties to increase energy efficiency and include renewable energy production across Queen's Park."
- 3.6 Cllr Ray Lancashire presented the findings of his most recent air quality survey. The tubes along Harrow Road show an increase to dangerous levels NO₂ emissions above the legal limit. NO₂ also appears to have risen, after lowering for previous 2 years.

4 Finance Issues

- 4.1 Funding will need to be secured to commission a report that will give the council an evidence-based roadmap to net zero emissions in the ward. There are several funding opportunities available for such work. Officers will research and apply for relevant funding.

5 Ownership and Resource Implications

The monitoring of the programme will be undertaken by officers who will work with the Climate Emergency Working Group and provide reports to the Place Committee and the Council.

Working Groups

Name of group	Climate Emergency
Co-ordinator	Millie Kent (Project Officer)
Membership	Councillors Gill Fitzhugh, Ray Lancashire and Susanna Rustin; with Luke Douglas, Lucie Prior (Director) and Millie Kent (Project Officer)
Frequency of meetings	Scheduled for once every two months with additional meetings around events or other activities.
Terms of reference	<p>To ensure that QPCC is a net zero council by May 2022 and work with Westminster City Council (WCC) and other local partners to become a net zero ward by 2040, in line with WCC targets.</p> <p>To ensure that QPCC is on target to achieve and maintain net-zero emissions by commissioning and reviewing annual emissions inventories.</p> <p>To develop and review the council's environmental policies and an environmental charter for procurement.</p> <p>To develop a strategy for achieving and maintaining net-zero emissions in the parish by 2040.</p> <p>To campaign for increased energy efficiency in properties across Queen's Park, through retrofitting and renewable energy production helping to alleviate fuel poverty as well as reduce emissions in the ward.</p> <p>To promote and support local initiatives and campaigns which will help reduce emissions in the ward.</p> <p>To investigate and develop local options for offsetting the residual emissions of the council.</p> <p>To work with WCC, HCGA and other local partners to help protect and promote biodiversity in the ward.</p>

Points of reference to Strategic Plan	<p>Mission point 1: 'To be a voice for Queen's Park, standing up for all members of our community'</p> <p>Mission point 7: 'To cherish and enhance our environment, protect our heritage, and use resources wisely to minimise environmental impact.'</p>
---------------------------------------	---

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

Approved by Council

Date:

Minute:

Report To:	Queen's Park Community Council		
Title:	Finance Report		
Purpose:	For Decision		
Author:	Cllr John McArdle, Responsible Financial Officer		
Date of Meeting	17 March 2021	Agenda Item	064-20/21

1 Summary

This report summarises the current financial position at the end of February 2021 and recommends the approval of certain payments.

2 Recommendations

- (1) That the contents be noted.
- (2) That payments to the value of £13,192.63 set out in Appendix 2 be approved.
- (3) That the Community Infrastructure Levy be held in an Earmarked reserve to be called off when appropriate as described in section 6.

3 Background

- 3.1 This report has been prepared by Councillor John McArdle acting in that capacity of Responsible Financial Officer with the support of Director and Proper Officer Lucie Prior.
- 3.3 Under Section 5 of the Council's Financial Regulation the RFO is required to provide reports to the Council on a monthly, quarterly, or annual basis. This report represents the monthly reports for January and February 2021 being those since the previous monthly report on 20 January 2021.
- 3.4 The next report will be the end of year report for 2020/21 and will be provided to the Annual Meeting of the Council on 19 May 2021.

4 Approval of Payments

- 4.1 Appendix 1 attached sets out all payments with a total value of £30,860.03, including redacted payments of £9,147.40, made by the Council since the beginning of January 2021. Most of these were 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 is £ £13,192.63 and these are set out in Appendix 2 for approval.

5 Current Financial Position

- 5.1 A detailed analysis has been undertaken of expenditure so far in each Cost Centre together with a projection of the anticipated total expenditure at year-end. These are shown in Appendix 3 while the Council Detail Report at Appendix 4 provides details of the figures held on the Rialtas accounting system. These have been reconciled to the bank account as required.
- 5.2 In most cases it is anticipated that the outturn will closely match the budget, although on some lines there will need to be an increase in activity levels in the remainder of the year. This is particularly the case with the new “outward facing” budget lines.
- 5.3 Any underspend in these areas will go some way to offsetting the unbudgeted expenditure on the Coronavirus response which, including sums contained within this report, amounts to some £34,700.
- 5.4 In some instances, expenditure already incurred makes it likely that there will be an overspend. It is considered that these can be accommodated by the movement of underspends elsewhere so no action is proposed at this point in time

6 Community Infrastructure Levy (CIL)

- 6.1 As previously reported the City Council continues to collect a Community Infrastructure Levy (CIL) on developments which take place in Westminster and 15% of this, the ‘neighbourhood portion’, is allocated to fund local projects. For Queen’s Park this currently stands at £2,097.74 and is to be distributed by the Community Council. The Council has twice deferred a decision on how this fund has to be allocated but has asked that a recommendation be brought to this meeting so that it can decide now (077-19/20) (048-20/21).
- 6.2 It is recommended that this money, together with any added to it by way of future developments, be held in an Earmarked Reserve (EMR) and that in making funding decisions on future projects the Council considers in each case whether it would be appropriate to draw upon CIL. This could be in part-funding of a larger project. In arriving at this recommendation the points at 6.3 below have been considered,
- 6.3 The sum available is relatively small and it is expected to remain small as future developments in our area are likely to be entirely or largely social housing and therefore exempt from the levy. It must be spent on infrastructure, albeit £2,000 does not buy much infrastructure, so adding it as another stream to the grants programme would add unnecessary complication for no real benefit.

Appendix 1: All payments

Date	Supplier	Goods/ Services	Value
7 January 2021	Barclays	Bank charges	£ 6.50
21 January 2021	QPG Hub	Special grant for hot food sup	£ 3,500.00
21 January 2021	HMRC Employer	Employer contributions	
21 January 2021	Microshade Business	IT hosting	£ 222.96
21 January 2021	MULBERRY & CO	Mid year audit	£ 198.00
21 January 2021	HAMMERSMITH	Gardening plus FQPG support	£ 4,080.50
21 January 2021	VISION ICT	Email hosting	£ 270.00
21 January 2021	Apogee Corporation Ltd	Printer supplies	£ 83.41
28 January 2021	Vodafone	Mobile phone bill	£ 25.21
29 January 2021		Salary January 2021	
29 January 2021		Salary January 21	
29 January 2021	Happy Lizzy Event	Survey Monkey subscription	£ 384.00
29 January 2021	Hargreaces Lansdown	Pension contributions Jan 21	
29 January 2021	Happy Lizzy Event	Welcome home card prining	£ 99.00
29 January 2021	Microshade Business	IT hosting	£ 445.92
29 January 2021	Happy Lizzy Event	Comms support & hotline system	£ 2,360.54
29 January 2021	Onecom	IT hosting	£ 73.86
4 February 2021	Barclays	Bank Charges	£ 6.50
9 February 2021	Microshade Business	Hosting	£ 222.96
9 February 2021	Issotta	Film - Their Story	£ 1,820.00
9 February 2021	Amra Abdi	Photography at funded event	£ 138.00
9 February 2021	Westminster Children's	CU Planetarium	£ 1,850.00
9 February 2021	Young Urban Arts	Covis support for young people	£ 1,150.00
9 February 2021	Pursuing Independant	Pop up - disabled adults proje	£ 200.00
9 February 2021	Crissie Chambers	Volunteer training	£ 115.00
17 February 2021	ESP Foundation	Children & Young People consul	£ 1,730.00
25 February 2021	Hargreaces Lansdown	Pension Feb 21	
25 February 2021		Salary Feb 21	
25 February 2021		Salary feb 21	
25 February 2021	Happy Lizzy Event	Comms support feb 21	£ 1,061.68
25 February 2021	Happy Lizzy Event	Extended events support	£ 500.00
25 February 2021	Happy Lizzy Event	Additional Spring event	£ 1,094.73
26 February 2021	Onecom	Telephon	£ 73.86
Without redacted payments			£ 30,860.03
With redacted payments			£21,712.63
Value redacted			£ 9,147.40

Appendix 2: Payments to be approved

Date	Supplier	Goods/ Services	Value
7 January 2021	Barclays	Bank charges	£ 6.50
21 January 2021	Microshade Business	IT hosting	£ 222.96
21 January 2021	MULBERRY & CO	Mid year audit	£ 198.00
21 January 2021	HAMMERSMITH	Gardening plus FQPG support	£ 4,080.50
21 January 2021	VISION ICT	Email hosting	£ 270.00
21 January 2021	Apogee Corporation Ltd	Printer supplies	£ 83.41
28 January 2021	Vodafone	Mobile phone bill	£ 25.21
29 January 2021	Happy Lizzy Event	Survey Monkey subscription	£ 384.00
29 January 2021	Happy Lizzy Event	Welcome home card prining	£ 99.00
29 January 2021	Microshade Business	IT hosting	£ 445.92
29 January 2021	Happy Lizzy Event	Comms support & hotline system	£ 2,360.54
29 January 2021	Onecom	IT hosting	£ 73.86
4 February 2021	Barclays	Bank Charges	£ 6.50
9 February 2021	Microshade Business	Hosting	£ 222.96
9 February 2021	Amra Abdi	Photography at funded event	£ 138.00
9 February 2021	Crissie Chambers	Volunteer training	£ 115.00
17 February 2021	ESP Foundation	Children & Young People consul	£ 1,730.00
25 February 2021	Happy Lizzy Event	Comms support feb 21	£ 1,061.68
25 February 2021	Happy Lizzy Event	Extended events support	£ 500.00
25 February 2021	Happy Lizzy Event	Additional Spring event	£ 1,094.73
26 February 2021	Onecom	Telephon	£ 73.86
Payments for approval			£13,192.63

Appendix 3: Year-end Projections at FEBRUATY 2021

Income Summary

General Income		Original	Virement	EMR	Target	YTD	To Come	Total	Unspent	%	Notes
1010	Project income	0	0	0	0	2098	0	2098	-2098	0	The money sitting here is CIL to be transferred to an EMR
1076	Precept	164,842	-	-	164,842	164,841	0	164,841	1	0%	All precept income comes in at the start
1200	Office rent income	0	0	0	0	0	0	0	0	0	Null line
Total General Income		164,842	-	-	164,842	166,939		166,939	- 2,097		

	Original	Virement	EMR	Target	YTD	To Come	Total	Unspent
Total General Income	164,842	-	-	164,842	166,939	0	166,939	- 2,097
Communications Income	-	-	-	-	-	-	-	-
Total Events Income	13,000	-	-	13,000	4,600	-	4,600	8,400
Tital All Income	177,842	-	-	177,842	171,539	-	171,539	6,303

Expenditure

	Original	Virement	EMR	Target	YTD	To Come	Total	Unspent
Total Staffing Costs	54,500	-	15,186	69,686	71,827	2,252	74,079	- 4,393
Administration Costs	33,825	-	510	34,335	23,225	3,758	26,983	7,352
Communications Costs	7,000	-	504	7,504	3,696	900	4,596	2,908
Grants Costs	52,000	2,500	20,416	74,916	55,275	10,000	65,275	9,641
People Committee Costs	14,500	-	-	14,500	3,613	2,452	6,065	8,435
Total Events Costs	33,600	- 2,500	-	31,100	21,025	250	21,275	9,825
Place Committee Costs	31,000	-	-	31,000	21,020	7,520	28,540	2,460
VAT	-	-	-	-	2,568	- 2,568	-	-
Total Expenditure	226,425	-	36,616	263,041	202,249	24,564	226,813	36,228

Staffing Costs		Original	Virement	EMR	Target	YTD	To Come	Total	Unspent	%	Notes
4100	Staff costs	54,000	-	15,186	69,186	70,832	2,252	73,084	- 3,898	-6%	£k3 carry over than some overspend in covering posts
4105	Training	500	-	-	500	995	-	995	- 495	-99%	Overspend for climate assessment training
Total Staffing Costs		54,500	-	15,186	69,686	71,827	2,252	74,079	- 4,393		

Administration

		Original	Virement	EMR	Target	YTD	To Come	Total	Unspent	%	Notes
4101	Cllr allowances	1,500	-	-	1,500	1,530	-	1,530	- 30	102%	There is under-provision here if all claim
4105	Cllr training	1,000	-	-	1,000	-	-	-	1,000	0%	Underspend possible
4133	Chair's allowance	75	-	-	75	-	75	75	-	100%	Underspend possible
4150	Election costs	2,000	-	-	2,000	-	2,000	2,000	-	100%	Will be transferred to EMR
4125	Office rent	10,000	-	-	10,000	10,000	-	10,000	-	100%	-
4127	Office maintenance	1,000	-	-	1,000	70	-	70	930	7%	Underspend possible
4126	Room bookings	1,400	-	-	1,400	75	-	75	1,325	5%	Anticipate not spending much on this
4130	IT - hosting, computers , email	7,500	-	469	7,969	5,015	355	5,370	2,599	67%	Underspend possible
4132	Stationery and materials	500	-	-	500	104	100	204	296	59%	Underspend possible
4135	Telecomms, postage	1,000	-	-	1,000	760	71	831	169	17%	Going broadly to plan
4120	Insurance	1,300	-	-	1,300	1,038	-	1,038	262	20%	Going broadly to plan
4137	Subscriptions	2,600	-	-	2,600	2,733	-	2,733	- 133	-5%	Going broadly to plan
4139	Travel expenses	150	-	-	150	572	-	572	- 422	-281%	There's an overspend here so add money
4140	Professional fees	1,000	-	41	1,041	81	-	81	960	92%	Underspend possible
4142	Audit fees	1,000	-	-	1,000	745	-	745	255	26%	Underspend possible
4144	Bank Charges	-	-	-	-	52	7	59	- 59		No provision was made so add money
4128	Catering	200	-	-	200	-	-	-	200	100%	Underspend possible
4235	Advertising - recruitment	1,600	-	-	1,600	450	1,150	1,600	-	0%	Will use this to recruit in March 2021
Administration Costs		33,825	-	510	34,335	23,225	3,758	26,983	7,352		

Communications		Original	Virement	EMR	Target	YTD	To Come	Total	Unspent	%	Notes
1413	Voice income	-	-	-	-	-	-	-	-		None budgeted
4200	Queen's Park Voice	4,000	0	504	4,504	1,156	-	1,156	3,348	74%	Underspend possible due to disruption of schedule
4236	Marketing & prom	500	0	0	500	1,000	-	1,000	- 500	-100%	Carried in from previous year
4110	Website	2,500	0	0	2,500	1,540	900	2,440	60	2%	Going broadly to plan

Communications Income		-	-	-	-	-	-	-	-		
Communications Costs		7,000	-	504	7,504	3,696	900	4,596	2,908		

Grants Cost Centres		Original	Virement	EMR	Target	YTD	To Come	Total	Unspent	%	Notes
4134	Community grants	25,000	0	2,900	27,900	8,250	10,000	18,250	9,650	35%	The pandemeic has limeted ability to propose and deliver projecys
4136	Pop Up Fund	2,000	0	0	2,000	200	-	200	1,800	90%	Underspend possible
4138	Special grants	25,000	2,500	17,516	45,016	46,825	-	46,825	- 1,809	-4%	Adjustment to be made for funding from EMR 323

Grants Costs		52,000	2,500	20,416	74,916	55,275	10,000	65,275	9,641		
---------------------	--	---------------	--------------	---------------	---------------	---------------	---------------	---------------	--------------	--	--

People Committee		Original	Virement	EMR	Target	YTD	To Come	Total	Unspent	%	Notes
4129	Volunteer development	2,000	0	0	2,000	1,400	-	1,400	600	30%	Underspend possible
4107	Community engagement	2,000	0	0	2,000	384	252	636	1,364	68%	Underspend possible
4430	Children & young people	10,000	0	0	10,000	1,730	2,000	3,730	6,270	63%	Underspend possible
4425	Social inclusion	500	0	0	500	99	200	299	201	40%	Underspend possible

People Committee Costs		14,500	-	-	14,500	3,613	- 9,678	6,065	8,435		
-------------------------------	--	---------------	---	---	---------------	--------------	---------	--------------	--------------	--	--

Events Cost Centres		Original	Virement	EMR	Target	YTD		Total	Unspent	%	Notes
1410	Income Summer Festival	6,500	0	0	6,500	4,600		4,600	1,900	71%	Reduced income received
1411	Fireworks income	5,000	0	0	5,000	0		0	5,000	0%	None expected so spending to be reduced
1412	Winter Fair income	1,500	0	0	1,500	0		0	1,500	0%	None expected so spending to be reduced
4225	Events administration	7,800	0	0	7,800	8,300		8,550	-750	-10%	Contract extended
4205	Winter Fair	3,200	0	0	3,200	3,398		3,398	-198	-6%	All events budgets to be combined
4206	Winter Social	100	0	0	100	0		0	100	100%	All events budgets to be combined
4210	Summer festival	13,500	-2,500	0	11,000	8,815		8,815	2,185	20%	All events budgets to be combined
4220	Fireworks	9,000	0	0	9,000	512		512	8,488	94%	All events budgets to be combined
Total Events Income		13,000	0	0	13,000	4,600		4,600	8,400		
Total Events Costs		33,600	-2,500	0	31,100	21,025		21,275	9,825		

Place Committee Cost Centres

		Original	Virement	EMR	Target	YTD		Total	Unspent	%	Notes
4300	Community gardening	17,500	0	0	17,500	12,092		17,092	408	2%	Going broadly to plan
4301	Dog strategy	4,000	0	0	4,000	3,798		4,798	-798	-20%	Going broadly to plan
4305	Park developments	1,500	0	0	1,500	0		500	1,000	67%	Costs still being assessed
4410	Air quality	500	0	0	500	160		180	320	64%	Underspend possible
4400	Neighbourhood Plan	2,000	0	0	2,000	3,012		3,012	-1,012	-51%	Overspent so need to add money
4402	Harrow Road projects	500	0	0	500	0		0	500	100%	Underspend possible
4405	Retailers' support	0	0	0	0	0		0	0		Null line
4999	Miscellaneous	0	0	0	0	0		0	0		Null line
4420	Public & community arts	5,000	0	0	5,000	1,958		2,958	2,042	41%	Underspend possible
Place Committee Costs		31,000	-	-	31,000	21,020		28,540	2,460		

VAT

2,568

Totals	Original	Virement	EMR	Target	YTD	Total	Unspent	%	Notes
Income	177,842	-	-	177,842	171,539	171,539	6,303		
Expenditure	226,425	-	36,616	263,041	202,249	226,813	36,228		
Balance	- 48,583	-	- 36,616	- 85,199	- 30,710	- 55,274	- 29,925		

Detailed Receipts & Payments by Budget Heading 28022021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1010 Project income	2,098	0	(2,098)			0.0%	
1076 Precept	164,841	164,842	1			100.0%	
<u>101 Staff costs</u>							
4100 Staff costs	(70,832)	(54,000)	(16,832)		(16,832)	131.2%	15,186
4105 Training	(995)	(500)	(495)		(495)	199.0%	
<u>102 Administration</u>							
4101 Councillor allowances	(1,530)	(1,500)	(30)		(30)	102.0%	
4105 Training	0	(1,000)	1,000		1,000	0.0%	
4120 Insurance	(1,038)	(1,300)	262		262	79.8%	
4125 Office rent	(10,000)	(10,000)	0		0	100.0%	
4126 Room bookings	(75)	(1,400)	1,325		1,325	5.4%	
4127 Office maintenance/relocation	(70)	(1,000)	930		930	7.0%	
4129 Volunteer development	(1,400)	(2,000)	600		600	70.0%	
4130 IT - hosting, computers, email	(5,015)	(7,500)	2,485		2,485	66.9%	469
4132 Stationery and materials	(104)	(500)	396		396	20.8%	
4133 Chair's allowance	0	(75)	75		75	0.0%	
4134 Community grants	(8,250)	(25,000)	16,750		16,750	33.0%	2,900
4135 Teleomms, postage	(760)	(1,000)	240		240	76.0%	
4136 Pop Up Fund	(200)	(2,000)	1,800		1,800	10.0%	
4137 Subscriptions	(2,733)	(2,600)	(133)		(133)	105.1%	
4138 Special grants	(46,825)	(27,500)	(19,325)		(19,325)	170.3%	17,516
4139 Travel expenses	(572)	(150)	(422)		(422)	381.3%	
4140 Professional fees	(81)	(1,000)	919		919	8.1%	41
4142 Audit fees	(745)	(1,000)	255		255	74.5%	
4144 Bank charges	(52)	0	(52)		(52)	0.0%	
4150 Elections costs	0	(2,000)	2,000		2,000	0.0%	
<u>201 Communications and Events</u>							
1410 Income Summer Festival	4,600	6,500	1,900			70.8%	
1411 Income Fireworks	0	5,000	5,000			0.0%	
1412 Income Winter Fair	0	1,500	1,500			0.0%	
4110 Website	(1,540)	(2,500)	960		960	61.6%	
4128 Catering	0	(200)	200		200	0.0%	
4200 Queens Park Voice	(1,156)	(4,000)	2,844		2,844	28.9%	504
4205 Winter Fair	(3,398)	(3,200)	(198)		(198)	106.2%	
4206 Winter Social	0	(100)	100		100	0.0%	
4210 Summer Festival	(8,815)	(11,000)	2,185		2,185	80.1%	
4220 Fireworks	(512)	(9,000)	8,488		8,488	5.7%	
4225 Events organisation	(8,300)	(7,800)	(500)		(500)	106.4%	
4235 Advertising - recruitment	(450)	(1,600)	1,150		1,150	28.1%	

Detailed Receipts & Payments by Budget Heading 28022021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4236 Marketing & promotion	(1,000)	(500)	(500)		(500)	200.0%	
<u>301 Environment and open spaces</u>							
4300 Community gardening	(12,092)	(17,500)	5,409		5,409	69.1%	
4301 Dog strategy	(3,798)	(4,000)	203		203	94.9%	
4305 Park developments	0	(1,500)	1,500		1,500	0.0%	
4410 Air quality	(160)	(500)	340		340	31.9%	
<u>401 Neighbourhood planning</u>							
4400 Neighbourhood Plan	(3,012)	(2,000)	(1,012)		(1,012)	150.6%	
4402 Harrow Rd projects	0	(500)	500		500	0.0%	
<u>501 Development groups</u>							
4107 Community engagement	(384)	(2,000)	1,616		1,616	19.2%	
4420 Public & community arts	(1,958)	(5,000)	3,042		3,042	39.2%	
4425 Social inclusion	(99)	(500)	401		401	19.8%	
4430 Children & young people	(1,730)	(10,000)	8,270		8,270	17.3%	
<u>999 VAT data</u>							
115 VAT refund	4,070	0	(4,070)			0.0%	
515 VAT on Payment	(2,568)	0	(2,568)		(2,568)	0.0%	
Grand Totals:- Receipts	175,609	177,842	2,233			98.7%	
Payments	202,247	226,425	24,178	0	24,178	89.3%	
Net Receipts over Payments	(26,638)	(48,583)	(21,945)				
plus Transfer From EMR	36,616						
Movement to/(from) Gen Reserve	9,978						

Report To:	Queen's Park Community Council		
Title:	Internal Audit Report		
Purpose:	For discussion		
Author:	Lucie Prior, Director and Proper Officer & Cllr John McArdle, Responsible Financial Officer		
Date of Meeting	17 March 2021	Agenda Item	065 – 20/21

1 Summary

This report sets out the findings of the mid-year audit carried out during 2020/21 and offers a response to the points raised.

2 Recommendations

That the Council notes the contents of this report, and comments on the proposed response.

3 Background

- 3.1 As part of the Council's Audit Plan Auditors Mulberry & Co undertook an audit during the year and reported on 20 January 2021. This was undertaken remotely using files supplied to the company. A full copy of the report has been circulated separately.
- 3.2 Whilst the Auditor was satisfied that adequate processes are in place and were being followed, he made some observations and recommendations for future action.
- 3.3 These are set out in Table 1 below and councillors are invited to discuss the proposed response.

Table 1: Response to Internal Audit

Audit Point	Audit Findings	Council comments
<i>Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.</i>	The website displays the notice of conclusion, dated November 2020, but the actual external auditor's report is not on the website. There does not appear to be a record of the outcome being reported to council, although it was noted that an agenda item for the January 2021 meeting does include discussion of the internal auditor's report.	The process was disrupted during 2020/21 by the closure of the Beethoven Centre, changes to the Council's meetings schedule, and the relaxation of the statutory timetable. All events for 2021/22, including publication, will be scheduled in to comply with regulations and guidance.

Audit Point	Audit Findings	Council comments
<i>Confirm that the council is compliant with GDPR</i>	The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.	Councillors are reminded that they should use their QPCC email address for all official communications, including responses to members of the public. Anyone who is having difficulties with emails should contact the Director or the Council's email supplier Vision ICT on support@visionict.com or 01392 669497
<i>Check that agendas for meetings are published giving 3 clear days' notice.</i>	The council was able to demonstrate that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. It is noted that the non-confidential supporting documentation referred to in the agendas is on the website for the latest meeting, providing full transparency, although this has not been consistently applied for all meetings. I remind council it is required to also post any supporting documentation with the agendas as outlined by the Information Commissioner's Office	The Council has been moving towards the issue of all papers for a meeting with the agenda and the Director will ensure that this is done consistently for all formal meetings from now on.
<i>Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.</i>	The standing orders are based on a NALC model. They were last reviewed and adopted by council on 15 July 2020 [minute ref 012-20/21]. The regulations are not based on the newest NALC model and therefore are missing statutory sections relating to Responsibilities to Provide Information and Responsibilities Under Data Protection. The most recent model version is available on the SSALC website and I recommend the Standing Orders are reviewed against the current model and modified accordingly.	The Council reviews all of its policy documents at the Annual Meeting so will update the Standing Orders to take account of this recommendation in May 2021.
RISK MANAGEMENT AND INSURANCE (INTERIM AUDIT)	The council has a Risk Management Policy which covers financial and other risks. The policy was approved by the Proper Officer in March and states that it was endorsed by Council on 22 April 2020 although I could find no confirmation of this in the minutes of the meeting.	The Risk Management Policy is on the agenda for this meeting.



Report To:	Queen's Park Community Council		
Title:	Review of Risk Management Policy		
Purpose:	For Approval		
Author:	Lucie Prior, Director and Proper Officer		
Date of Meeting	17 March 2017	Agenda Item	066-20/21

1 Summary

This report recommends that the revised Risk Management Policy be adopted by the Council.

2 Recommendation

It is recommended that the Council approves the Risk Management Policy contained in the appendix to this report.

3 Background

- 3.1 The Council has an established Risk Management Policy which sets out in a Risk Register possible events, what the impact of these might be, and how these events can be avoided or the impact mitigated.
- 3.2 This is reviewed annually, with the last review having been undertaken by the Acting Proper Officer under delegated powers in March 2020 and reported to the Council in April 2020.
- 3.3 The version proposed updates a number of aspects, and adds an additional risk "Covid-19 Response" at 1.7 in the Risk Register.
- 3.4 A copy of the amended document in full is attached as an appendix.

Queen's Park Community Council Risk Management Policy	Revised March 2021
--	--------------------------

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 Director and the Responsible Financial Officer will work with Chairs and the Forward Planning Group to 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 must therefore:

- a) take steps to identify key risks facing the Council;
- b) evaluate the potential consequences if an event identified as a risk takes place;
- c) decide upon appropriate measures to avoid, reduce or control the risk or 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	M/H	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 and the Chair. In the event of the Chief Officer being indisposed the Chair and other senior councillors have sufficient knowledge to secure continued operation and can contact SALC, NALC, and the former Locum Clerk for advice and support. Loss of Key Staff insurance and Business Continuity insurance is in place.	Review annually Assess ongoing to improve and document procedures. Dependent on other procedures being followed
1.2 Meeting location	Adequacy Health and Safety	M	There are concerns over disabled access to the meeting rooms in the Beethoven Centre and the suitability of rooms for social distancing. During 2021/22 the availability of alternative meeting locations will be investigated. Greater use of online services will be used where permitted.	Review available meeting locations
1.3 Council records - paper	Loss through theft, fire, flood or other damage	L	Important documents are scanned and held electronically in backed up storage.	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	As at 1.1, 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. An Action Log is in place with reporting of actions completed and outstanding via meetings with Chairs and reports to Council. And Committees Officers' personal contact details held by Officers and Chair with 'next of kin' contact details in the personnel files.	Review annually Regular review Procedures regularly review with auditor. Finance report and Officers' report are standing agenda items.

Subject	Risk(s) Identified	High/ Medium/ Low	Management/Control of Risk	Review/ Assess/ Revise
1.6 Volunteers	Safeguarding	M	A Safeguarding Policy is in place and an individual assessment will be made before volunteers are deployed to any event or activity.	Review annually
	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 after each event
1.7 Covid-19 Response	Operations	H	All business processes have been adjusted to meet both the letter and the spirit of Covid-19 regulations and guidance to ensure the safety of participants at all times.	To be reviewed continuously
	Events	H	The Events Coordinator is fully Covid-19 Secure and will undertake a specific Risk Assessment before every event.	To be reviewed continuously

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 an agenda item at January meeting and the process is 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	Bank account reconciled to accounting system monthly, and reported at each meeting of the Council.	Reviewed annually

Subject	Risk(s) Identified	High/ Medium/ Low	Management/Control of Risk	Review/ Assess/ Revise
2.6 Salaries	Incorrect payment or process	L	Payroll software now in use, system being put in place for Chair of HR to have closer involvement in staffing matters including payroll.	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. Monitored through internal audit who are booked for 28 May 2021. Annual return to be completed and signed by the council, submitted to the internal auditor for section completion. Checked and sent on to external auditor.	Existing procedures adequate

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.
3.2 Data protection	Non-compliance with act	L L	Registration made April 2018 GDPR documented procedures May 2018	Review annually.

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 reported in the minutes. Working Group coordinators clearly briefed, reporting regularly to Director and council. Quarterly meetings held with the monitoring Officer at WCC.	Ongoing review Ongoing review

Subject	Risk(s) Identified	High/ Medium/ Low	Management/Control of Risk	Review/ Assess/ Revise
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 Director. Standing Orders & Financial Regulations based on NALC models.	Review on regular basis
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 Officers.	Employment law training to be considered.
4.5 Legal liability	Legality of activities	L	Director has access to advice via SALC and SLCC membership and is undertaking a qualification in this area.	Maintain membership of Associations

5 Council Reputation

Subject	Risk(s) Identified	High/ Medium/ Low	Management/Control of Risk	Review/ Assess/ Revise
5.1 Code of conduct	Non-compliance	L	Code adopted 2016. Director to give advice and support is available for the Monitoring Officer at WCC.	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 regularly. Director to give advice.	Monitored by internal auditor. Review annually
5.3 Elector Challenge	Council tax-payers petitions for the Council to be abolished.	M	Continuous 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 holds no assets.	Review annually
First draft prepared: November 2016 Revised: March 2021				
Approved by Council: 17 March 2021 (proposed) Next Review: March 2022				

Report To:	Queen's Park Community Council		
Title:	Grants Paper		
Purpose:	For decision		
Author:	Lucie Prior, Director		
Date of Meeting	17 March 2021	Agenda Item	067- 20/21

1.0 Summary

This report summarises the grant applications received in the February round, recommending the awards be made, and proposes the process of review of the grants.

2.0 Recommendations

2.1 That the Council

(1) approves the grant awards set out in the table below

(2) approves the process to review the grants

Applicant	Project/Activity	Amount requested	Amount recommended
Boxthenix	Boxthenix Community and school's outreach and covid-recovery support plan.	£3,500	£3,500
Studio Wood Green CIC	Family Ties	£3,500	£3,500
Kids Living	Queen's Park Mental Health Awards	£3,000	£3,000
		Total	£10,000

3.0 Background and Context

3.1 Three applications were received by the deadline. As in 2019/20 the funding for this grants round will be transferred into an Earmarked Reserve account so that the expenditure is incurred in the current financial year even if it take time to complete the necessary documentation and issue the payment.

3.2 All applications were of high quality with clearly defined aims, actions to reach those aims, timescales to deliver the project within the ward, free to access and benefits to Queen's Park residents. All applications demonstrated value for money, sustainability of their work, ability to work within Covid 19 restrictions or planned for when restrictions are lifted.

3.3 The Boxthenix Community and School's Outreach and Covid Recovery Support Plan will help Queen's Park young people and vulnerable residents to stay both physically and mentally fit with free physical activity sessions. Working through local partners to deliver the sessions in local schools, youth services and residential services sessions will be run from April to August.

The project will be drawing down in-kind match funding for the venue, delivery and equipment. With the project having 240 attendances at schools, an average of 20 adult attendances each session for 5 sessions and 20 young people attendances. The application has demonstrated how they will work within Covid safe guidelines and this is to be used as a pilot for drawing down larger pots of funding.

3.4 Family Ties Project is a response to the pandemic and it intends to address a number of racial issues that arose during the summer of 2020 in regards to culture heritage, negative self image of non-white residents and an outlet for the local Queen's Park community to document their history. The project will run weekly during the school summer holidays teaching young people the skills to interview, collaborate, film and edit. This will result in young people gaining a Level 1 Explore Arts Award alongside their filming production skills and the finished film.

3.5 The Second Queen's Park Mental Health in Education Awards is to lead on from the success of the first held in March 2020 before lockdown. The awards highlight different services and celebrate their achievements. All nominated service providers that take part will work within the ward and through connecting services residents will benefit from more streamlined, competent services. Restrictions allowing this would be held in October 2021 and look back on the 18 months since the start of the pandemic. The project will fundraise for an additional £1,000 from private businesses to cover further costs in the budget.

4.0 Safeguarding

4.1 As all applications involve working with under 18s or vulnerable adults, the Officer will need to ensure all the organisations have a safeguarding policy and relevant DBS checks in place.

5.0 The Grants Panel Review Process

5.1 Propose to recruit more residents onto the grants panel membership this summer. Look to recruitment through our Council communications channels as well as face to face at community events and through the community engagement consultation.

5.2 With the recruitment of the new CDO we can begin outreach to work with grassroots organisations and community groups to support them with developing and writing the applications this summer before the next October round.

5.3 A training session offered to the new and existing members of the panel to discuss and learn what a suitable grant application could look like and provide an introduction to one another.

5.4 After the deadline the applications are to be sent out a week before the meeting to allow members to assess applications in their own time before coming together to score against the criteria.

5.4 When reviewing applications panellists are to ensure environmental best practices in their delivery, this will also be built into the application form to ask applicants to demonstrate it.

5.5 Finally the last round has shown better promotion of the grants is required to increase applications.

Report To:	Queen's Park Community Council		
Title:	Activity Schedule for 2021/22		
Purpose:	For decision		
Author:	Lucie Prior, Director, and Proper Officer		
Date of Meeting	17 March 2021	Agenda Item	068-20/21

1 Summary

This report sets out the meetings and other activities proposed for 2021/22.

2 Recommendations

That the Council:

- (1) Notes the legal position and confirms that the Annual Meeting will be held by Zoom on Wednesday 5 May 2021
- (2) Confirms that the Council and Committee meetings during 2021/22 be held on the dates listed in table 1
- (3) Notes the report of the Events Working Group

3 Background

Under the current arrangements the permission to hold virtual meetings under Statutory Instrument 392 - The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 will cease on 6 May 2021. It follows, therefore, that all meeting after that date will be "in person" and held in compliance with the Covid-19 restrictions in force at the time.

Queen's Park Community Council had planned to have the Annual Meeting on 19 May, which will still be technically possible if the exit from lockdown proceeds according to the Government plan. Step 3 is due to start on 17 May which allows a meeting indoors of up to 30 people provided the venue is large enough and appropriate distancing and other safeguards are in place.

Virtual meetings have been successful for the Council in terms of both attendance and engagement and it would wish to continue them if at all possible. This viewed is shared by other councils and submissions have been made by NALC asking that that the permission be extended and even made permanent. Separately, local authority lawyers are petitioning the High Court for confirmation that existing legislation allows online meetings but this case has not yet been heard. It may be that either route leads to a change but there is no certainty.

It is proposed, therefore, to hold the Annual Meeting on Wednesday 5 May when online meetings will still be allowed, and to confirm the dates of the other meetings to be held in such format as is allowed at the time. The Director will make the necessary arrangements, and this subject will be revisited at the May meeting if any fresh information comes to light.

A full list of the meetings is set out in Table 1 below.

Table 1: Meeting Schedule for 2021/22

Month	Council	People	Place
May	5		
June		9	23
July			
August			
September		8	22
October	20		
November		10	24
December			
January	19		
February		9	23
March	16		
April		20	
Total	4	5	4

4 Events for 2021/22

The Events Working Group met on 5 March 2021 and makes the following recommendations to the Council.

- The group proposes to hold the QP Summer Festival on Saturday 7th August 2021.
- HELP will work with Westminster Events and Filming department and Public Health to ensure the event is safe. The layout will change, and some of the activities will be reviewed. We will provide entertainment for all ages.
- There will be zones at the festival allocated to local community groups to organise, and help will be provided with risk assessments, paperwork and coordination.
- The theme will be Remembrance, and there will be a pause of activities during the event.
- As we may have to limit numbers at the festival, we propose to cancel all fees for community stalls, and local resident traders.
- Hot food traders will be charged a reduced fee and need to show Food Safety Certificates, Public Liability Insurance, and HACCP documents. Food traders will also need to agree to provide food for volunteers and QPCC.
- The Working Group also proposes to hold Fireworks Night on 5 November.
- The Winter Festival will be reviewed to include Santa on Your Street, and a grotto, with popular activities.
- We will also explore fundraising for other smaller seasonal events.
- Easter holiday activities, funded by ward budget, and supported by QPCC, FOPG and HCGA will run from April 3rd. Including Bunny's Truck and Hidden Object/ Holiday Hunger activities in Queen's Park Gardens on 13-15 April.

At the next working group meeting, on 19 April, other festival activities will be discussed and later in the year a comprehensive programme aimed at promoting the elections in May 2022 will be prepared and presented to the Council in October.

Report To:	Queen's Park Community Council		
Title:	Working Groups Report		
Purpose:	For Decision		
Author:	Lucie Prior, Proper Officer		
Date of Meeting	17 March 2021	Agenda Item	069-20/21

1 Summary

This report sets out the matters arising with Working Groups that report into Full Council and makes recommends for the Full Council to decide upon.

2 Recommendations

That the Full Council:

- approves the timeline for publication of the Queen's Park Voice
- approves the publication of an annual report to cover the municipal years 2019/20 and 2020/21
- approves the change of name to the Communications Working Group
- approves the Terms of Reference for the Economic Development Working Group

3 Queen's Park Voice

- 3.1 With the third lockdown and purdah starting within the next week the current issue of The Queen's Park Voice has been further delayed. We recognise that this year the publication has not run to schedule and for 2021/22 propose to publish three issues to tie back in with the events schedule. This will produce an issue to publicise the Summer Festival, the fireworks and Winter Festival and a Spring issue to promote the May election.
- 3.2 Propose to write and publish an annual report to cover the years 2019/20 and 2020/21 in A5 size, similar to the Voice, and delivered to each household in the ward. This report can then show the Community Council's work undertaken during the pandemic.
- 3.3 Propose to change the Working Group name to the Communications Working Group to cover the breadth of comms the Council produces. This would extend the remit to cover the website and other online comms.

4 Economic Development Working Group

- 4.1 In January Full Council approved to set up the Economic Development Working Group with budget to oversee and make recommendations to the Place Committee for. The below is Terms of Reference for the Working Group the Council is asked to approve.

Working Groups

Name of group	Economic Development
Co-ordinator	Lucie Prior, Director
Membership	TBD
Frequency of meetings	Scheduled for once every two months with additional meetings as required.
Terms of reference	<ul style="list-style-type: none"> • To promote economic development in the area with the dual objectives of providing sustainable business, hence local employment opportunities, and high quality services to residents. • To develop a network of stakeholders who share these objectives, convening meetings, undertaking research, and developing material which can be used to promote the aims of the Council. • To represent this network to the City Council and others ensuring that maximum support is given to retailers and other employers in Queen's Park. • To ensure that wider Community Council policies do not have an adverse impact on business and to contribute to policy development. • To report to the Place Committee.

Points of reference to Strategic Plan	<p>Heading - Economic Development</p> <p>QPCC has been active in addressing issues of the enforcement of retail policies on the Harrow Road and will remain alert to promoting opportunities for local retailers in order to strengthen the local economy.</p> <p>We will continue to work with partners to develop employment and enterprise opportunities for Queen's Park residents.'</p> <p>Mission point 5:</p> <p>To support the regeneration of the local economy and to improve economic and employment opportunities</p>
--	---

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

Approved by council	
Date:	Minute:

Report To:	Queen's Park Community Council		
Title:	Chair's Report		
Purpose:	For discussion		
Author:	Councillor J McArdle, Chair		
Date of Meeting	17 March 2021	Agenda Item	070-20/21

1 Summary

This report sets out the thoughts of the Chair on the current position of the Council as we settle into the new governance arrangements, and poses a question on internal communications.

2 Recommendations

That the Council notes the Report and discusses whether routine updates would be useful.

3 Report

As in my last report I will not be so much looking backwards at what I've been doing, rather lifting my head and looking forwards as we enter our last meeting of the Municipal Year. The next time we gather will be the Annual Meeting, where we may or may not be assembled in person, and that will set us on our first full year of the new arrangements.

In the room or on Zoom, there can still be a bit of a gap between some of the meetings with the longest being the five months between May and October. A lot can happen in five months so my question is whether councillors want periodic updates from the Director and / or the Chair between meetings? This has been raised with me so I thought I would put it to the group.

We already have the Queen's Park Voice, from time to time, and a regular e-newsletter but these are for the public and less concerned with planning and monitoring. A councillor update would cover different ground.

It should also be recognised that such a system would generate additional work for staff, and that any additional activity will have to be carefully managed. We can't keep loading tasks on them, especially when these haven't been approved by the Council or any Committee. History shows that if we start too many things at once we don't get any of them done.

But it's not all doom and gloom. We have achieved a lot since our inception, even during the pandemic, and are still attracting residents to not only ask us for things but also to offer support in our endeavours.

I'll leave it at that.

Report To:	Queen's Park Community Council		
Title:	Officers' Report		
Purpose:	For information and discussion		
Author:	Lucie Prior, Director, Liz Thorpe-Tracey, Projects and Events Coordinator, Millie Kent, Project Officer		
Date of Meeting	17 March 2021	Agenda Item	071-20/21

1 Summary

This report sets out some of the activity undertaken by Officers since the last meeting and activities proposed for the next few months over the spring and early Summer.

2 Recommendations

That the Council notes the Report and discusses the matters raised.

3 Main tasks / issues since last full meeting of Council

Strategic Governance	<p>As reported elsewhere, there was no requests for a by-election so the co-option process has been followed. This meeting will have appointed a Councillor at agenda point 059-20/21.</p> <p>At the interim internal audit the auditor has reported improvements in governance, policies and procedures within the Council and has provided further recommendations to be implemented.</p>
Events	<p>February half term saw virtual events to abide by the lockdown. Love for community was celebrated on Valentine's Day with performances from local artists and a quiz. Performances came from a local band each playing their own parts at their respective homes, an artist that played an acoustic set and a duet. For the quiz a number of interactive elements were added to ensure resident's stayed engaged throughout. Residents of all ages attended and feedback for the first fully virtual event was very positive.</p> <p>The Young People from the summer's #QPRReal programme also met at a virtual event put on in partnership with the City Lions art project. The young people have produced memes as their art using some of their photos from the summer. The group has further dates booked to meet online and work towards planning the next summer programme.</p>
Climate Emergency	<p>The Project Officer produced a report for the Council's carbon footprint. Working with the Climate Emergency Working Group plans have been outlined to work towards the net zero carbon target by May 2022 and incorporate further measure for carbon reduction into the Queen's Park ward into the Neighbourhood Plan. Work on this has been covered under agenda point 063-20/21.</p>
Hotline	<p>The hotline has continued to be manned with core staffing since it was re-opened for the third lockdown in January. Residents were able to prescription pick up services undertaken by volunteers; be referred</p>

	<p>onto QPG Hub for hot meal deliveries and doorstep welfare checks; be referred for energy top up vouchers, onto Westminster Connects, North Paddington Foodbank or Age UK; signed up for a Welcome Home Pack. The hotline was also able to provide the listening ear and re-assurance that some vulnerable residents required having returned to live in isolation again. Although significantly fewer calls have been received there have been some particularly serious cases to deal with. Residents have been hospitalised for Covid-19 but on returning safely home they were able to utilise the Welcome Home Service.</p>
--	--

4 Main tasks / issues over the forthcoming period

Strategic governance	<p>WCC will be informed of the selection of the new Community Councillor. The Director will arrange for the necessary training and induction for them.</p> <p>Time will have to be found for general councillor training and for the ASB discussion raised at Place Committee which did not make it onto this agenda.</p> <p>The internal audit has been booked for this year. Recommendations will be worked upon, including to review the Disaster Recovery Plan.</p> <p>An annual report will be produced to cover both 2020/21 and 2019/20 municipal years. The report will highlight the Community Council's work during the Covid-19 pandemic in particular.</p>
Events	<p>Easter events will be run over the Easter holiday with the Bunny Truck out in the ward from Saturday 3 – Monday 5 April. This will allow residents to experience socially distanced spring cheer from their doorsteps, alongside a collection for North Paddington Foodbank.</p> <p>The annual Bunny's Hidden Garden Hunt in Queen's Park Gardens will be run from 13-15 April, assuming restrictions lift as predicted. This is the last week of the school holidays and residents will need to book to take part. All events will be Covid-19 secure with the police and WCC sign off.</p> <p>Play Streets will be re-introduced from mid April under Experimental Traffic Orders. Working alongside WCC full consultation will take place this summer to allow progression into their permanency. From the Street Play session in October half term Ashmore Road will be a new play street as well as the previous summer's designations (bar Oliphant Street).</p>
Climate Emergency	<p>The Climate Emergency Working Group will continue to meet and report into the Place Committee.</p>
Hotline	<p>The hotline will continue to operate with core staff and support residents until the end of March.</p>
Staffing	<p>The appointment of the new CDO will take place in May and the Director will carry out the induction and management of the new staff member.</p>