



You are hereby summoned to attend the **Annual Meeting** of the **Community Council** to be held on  
**Wednesday 5 May 2021** commencing at **6.00pm**.

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

Meeting ID: 786 780 3081

Lucie Prior Director

29 April 2021

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### **AGENDA**

- 001-21/22**      **Election of Chair** – to elect a Chair of the Community Council for the 2021/22 municipal year.
- 002-21/22**      **Chair's declaration of acceptance of office** – to receive the Chair's declaration of acceptance of office.
- 003-21/22**      **Election of Vice-Chair** – to elect a Vice-Chair of the Community Council for the 2021/22 municipal year.
- 004-21/22**      **Apologies for absence** – to receive and approve any apologies for absence.
- 005-21/22**      **Declarations of interest**
- 006-21/22**      **Minutes of the previous meeting** – to consider for approval the minutes of the Council Meeting held 17 March 2021 for confirmation and signing as a correct record.
- 007-21/22**      **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).*
- 008-21/22**      **Committee Matters** - to decide various aspects of committees for 2021/22.
- 009-21/22**      **Working Groups** - to decide various aspects of Working Groups for 2021/22.
- 010-21/22**      **Representation on external bodies** - to decide on representation for 2021/22.
- 011-21/22**      **Standing orders** – to review the council's Standing Orders for re-adoption.
- 012-21/22**      **Financial regulations** - to review the council's Financial Regulations for re-adoption.

- 013-21/22**      **Re-adoption of policies** - to review various policy documents and confirm re-adoption.
- Complaints Procedure
  - Member and Officer Protocol
  - Members' Code of Conduct
  - Disciplinary Policy and Procedure
  - Grievance Procedure
  - Document Retention Policy
  - Office Security Policy
  - Scheme of delegation
  - Safeguarding Policy
- 014-21/22**      **Matters to be considered at an Annual Meeting** - to review various matters that should be considered.
- 015-21/22**      **Financial Report** - to receive a report on the current financial position and approve payments.
- 016-21/22**      **Meeting Arrangements for 2021**
- 017-21/22**      **Arrangement for Approval of 2020/21 Annual Report**
- 018-21/22**      **Officers' Report**

## **QUEEN'S PARK COMMUNITY COUNCIL**

Minutes of the Meeting of Council held remotely using Zoom

on **Wednesday 17 March 2021** commencing at 18:00.

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**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; Millie Kent, Project Officer and five members of the public.

**055 - 20/21 Apologies for absence** – None.

**056-20/21 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.

**057-20/21 Minutes of the meeting held 20 January 2021**

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

**058-20/21 Minutes of People Committee meeting held on 18 November 2020**

**RESOLVED** THAT, the minutes be adopted.

**059-20/21 Co-option of new councillor**

The candidate for co-option, Marcus Leon, gave a short talk describing his upbringing in the area, his current work at The Avenues Youth Project, and his passion for ensuring that the voice of young people be heard. This was followed by a short discussion led by Cllrs Rustin and Nicholas, again on the theme of young people, where he said that they didn't have much interest in formal politics. They were keen to be engaged, but required a consistent approach rather than being picked up and put down only to fit in with other priorities. Council voted unanimously to co-opt Councillor Leon, who then accepted the office. The Director will meet him to arrange for signature of the necessary documents.

**RESOLVED** THAT, the proposal to co-opt Marcus Leon as a member of the Council be APPROVED.

**060-20/21 Public session**

Four different topics were raised by two members of the public:

The Royal Parks will be returning volunteers to Queen's Park Gardens on 29 March after an absence although the FoQPG have been working in them in a safe and socially distanced manner throughout the lockdowns. All volunteers are welcome.

Reports that the Central Pharmacy by the Halfpenny Steps was to close at the end of the month, and that a GP Practice in Shirland Avenue has moved to Queen's Park Health Centre led to a discussion on provision generally, and Cllr Pond described an incident where an elderly resident fell over and injured himself outside the surgery but was refused assistance, apparently on Covid-19 grounds. Cllr Sweeney undertook to raise this with the Clinical Commissioning Group using her existing contacts.

A meeting of the local Ward Panel to discuss crime and anti-social behaviour in the area is being planned for April, at a date yet to be fixed. Cllr Pond offered to assist using her contact with the Borough Commander to help secure high level representation at the meeting.

A resident from Naylor House spoke about proposals to erect telecommunications equipment on the roof of the building and asked for a meeting with the Community Council. Residents are unhappy that the Community Council has not opposed the development. The Chair explained that it would be difficult to arrange a meeting with the full Council but that planning matters would be dealt with by the Place Committee and it would be referred there. It was agreed that the Director would write to arrange a meeting.

The Chair thanked all for their contributions.

#### **061 -20/21 HR Committee Report**

The Chair of the Committee reported on progress in the recruitment of a new Community Development Officer with an advert having been placed and applications starting to come in. A meeting if the HR Committee will be called for the week commencing 29 March to make arrangements to complete the process.

**RESOLVED** THAT, the Report be NOTED.

#### **062 -20/21 People Committee Report**

Councillor Nicholas, Chair of the Committee, reported that it had met in February and was due to meet next on 21 April. Lucie Prior, Director, added that the Community Engagement Survey was now live and will run until the autumn. It has been translated into Arabic and Bengali, and the results will be used to both inform the work of the Council and support bids for grants such as the Harrow Road Place Plan. Preparations for the survey of children and young people to support projects in that area are advancing and the Welcome Home project has secured its first referrals. The Chair thanked the Committee for the progress made on a number of fronts where the Council had previously struggled and asked for a short report to the next meeting setting out the plans for 2021/22.

**RESOLVED** THAT, the Report be NOTED.

#### **063 -20/21 Place Committee Report**

The Chair of the Committee, Cllr Rustin, had circulated describing action taken by the Committee and its Working Groups in support of the Declaration of Climate Emergency and the completion of the long awaited Neighbourhood Plan. Millie Kent, Project Officer took the meeting through the report and took questions and observations before the meeting voted to approve the recommendations. Cllr Rustin then described other ongoing work around Queen's Park Gardens and the other open spaces, including the Council's interaction with landowners, and provided...



information on cycling groups which are more diverse in membership than is usually found. The Chair thanked the Committee and officers for the progress on these important initiatives and asked officers to help promoting the cycling groups. He also asked for a short report to the next meeting setting out the plans for 2021/22.

**RESOLVED** THAT, the proposal to set a target of net-zero carbon emissions for Queen's Park ward by 2040 be APPROVED

**RESOLVED** THAT, the proposal to continue to work closely with colleagues at Westminster City Council and other partners to reach this target be APPROVED

**RESOLVED** THAT, the proposal to develop a strategy to reach this target, beginning with securing funding for and commissioning a 'Net Zero Queen's Park' report be APPROVED

**RESOLVED** THAT, the proposal to launch a series of actions and events for Queen's Park residents in the lead up to COP26 in November 2021 be APPROVED

**RESOLVED** THAT, the proposal to delegate authority to the Director to agree changes to the Neighbourhood Plan and agree a Statement of Common Ground with the City Council be APPROVED

**RESOLVED** THAT, the proposal to create a new planning guide which includes detailed specifications for any retrofitting of properties to increase energy efficiency be APPROVED

**RESOLVED** THAT, the Terms of Reference for the Climate Emergency Working Group be APPROVED

#### **064-20/21 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 proposed that the neighbourhood of the Community Infrastructure levy (CIL) be placed in an earmarked reserve (EMR) to be called off by the Council for suitable projects.

**RESOLVED** THAT, the contents be NOTED

**RESOLVED** THAT, payments to the value of £13,192.63 set out in Appendix 2 be APPROVED

**RESOLVED** THAT, proposals for the transfer of CIL to an EMR be APPROVED

#### **065-20/21 Audit Report**

The Proper Officer and the responsible Financial Officer had circulated for discussion a joint report containing five observations from the internal auditor together with the Council's proposed response to each.

**RESOLVED** THAT, the contents be NOTED

**RESOLVED** THAT, a 'Task and Finish' Group comprising Cllrs Fitzhugh, McArdle, and Pond would assist the Director in preparing a revised set of Standing Orders for approval at the Annual Meeting in May

#### **066-20/21 Risk Management policy**

The Proper Officer had circulated a report setting out an updated version of the Risk Management Policy, revised to reflect changes during the year including the impact of Covid-19.

**RESOLVED** THAT, the Risk Management Policy be APPROVED

## **067-20/21 Grants**

The Proper Officer had circulated a report on applications for Community Grants received in the February round, together with a proposal to review the grants process. It was agreed that two of the three applications would be approved, but that the application for Mental Health Awards would not be supported as it was aimed at suppliers rather than residents and was not in line with the required strategic outcomes.

**RESOLVED THAT**, a grant of £3,500 to Boxthenix for outreach work be APPROVED

**RESOLVED THAT**, a grant of £3,500 to Wood Green CIC for a 'family ties' project be APPROVED

**RESOLVED THAT**, a proposal to place these funds in an Earmarked reserve so that the distribution would not be affected by the end of the financial year was APPROVED

**RESOLVED THAT**, a proposal to review the grants process be APPROVED

## **068-20/21 Activity Schedule for 2021/22**

The Proper Officer had circulated a report setting out proposed dates for meetings during the 2021/22 municipal year and outlining proposals from the Events Working Group on how events could be held during the year to come.

**RESOLVED THAT**, the report be NOTED

**RESOLVED THAT**, the reschedule of meetings for 2021/22 be APPROVED

## **069-20/21 Working Group Reports**

The Proper Officer circulated a report on the Working Groups which report to the Council rather than to Committees.

**RESOLVED THAT**, the timeline for The Voice aligning with the key events be NOTED

**RESOLVED THAT**, the proposal to continue to have Working Group exclusively for The Voice, and for the Proper Officer to prepare a separate paper on strategic communications was APPROVED.

**RESOLVED THAT**, the proposal to form an Economic Development Working Group and that a decision be taken at the Annual Meeting as to where it will report be APPROVED

## **070-20/21 Chair's Report**

A report had been circulated by the Chair inviting discussion on how councillors wished to be kept informed of activities, particularly those undertaken by Committees or Working Groups that they were not a member of. It was agreed that draft minutes of Committees and notes of Working Groups would be circulated to all councillors and that when resources permit these would also be placed on the website.

**RESOLVED THAT**, the Report be NOTED.

## **71-20/21 Officers' Report**

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

**RESOLVED THAT**, the report be NOTED

Report To:	Queen's Park Community Council		
Title:	Committee Matters		
Purpose:	For Decision		
Author:	Lucie Prior, Director		
Date of Meeting	5 May 2021	Agenda Item	008-21/22

## 1 Summary

This report recommends that the Terms of Reference be noted and that appointments be made.

## 2 Recommendations

That the report be noted and the proposals at section 4 be approved.

## 3 Background and context

- 3.1 In each Municipal Year the Council must consider any recommendations made by each committee, review the delegation arrangements and Terms of Reference, and appoint members, a Chair, and a Vice-chair.
- 3.2 It must also consider whether any new committee should be established
- 3.3 The Council has already decided on the schedule of meetings for 2021/22 and these are shown below, including a possible extraordinary meeting in June.

Month	Council	People	Place
May	5		
June	TBA	9	23
September		8	22
October	20		
November		10	24
January	19		
February		9	23
March	16		
April		20	

## 4 Proposals

- 4.1 That the Council makes no change to the delegation arrangements or to the Terms of Reference for the People, Place, and HR Committees as set out in the Appendix.
- 4.2 That the membership and Terms of Reference of the Appeals Committee be altered to reflect the fact that it will generally deal with matters passed to it by the HR Committee so that all councillors not on the HR Committee are available to it.
- 4.3 That the Council appoints members of the People Committee and then appoints a Chair and Vice-chair.
- 4.4 That the Council appoints members of the Place Committee and then appoints a Chair and Vice-chair.
- 4.5 That the Council appoints members of the HR Committee and then appoints a Chair and Vice-chair.
- 4.6 That the Council appoints a Chair and Vice-chair to the Appeals Committee.
- 4.7 That the Council decides not to establish any new committee.

## Appendix Committee terms of reference

### A People Committee

Name of group	<b>People Committee</b>
Chair, vice chair	
Membership (councillors & co-opted members)	
Frequency of meetings	<ul style="list-style-type: none"> <li>• 5 times a year</li> </ul>
Terms of reference	<ul style="list-style-type: none"> <li>• Promote community cohesion, neighborliness and community spirit.</li> <li>• 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.</li> <li>• Advocate for the preservation and improvement of existing services and facilities for residents.</li> <li>• Support initiatives that address issues of crime and anti-social behavior in Queen's Park.</li> <li>• Identify and set up projects that fulfil QPCC's mission and objectives which are within the Health and Well Being objectives.</li> <li>• To agree, and work within, an Annual plan.</li> <li>• To authorise expenditure that is allocated to the committee.</li> <li>• To fundraise where necessary to support the work of the committee.</li> </ul>
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.

## B Place Committee Terms of Reference

Name of group	Place Committee
Chair, vice chair	
Membership (councillors & co-opted members)	
Frequency of meetings	
Terms of reference	<p><b>ENVIRONMENT AND OPEN SPACES</b></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"> <li>• Queen's Park Gardens</li> <li>• Harrow Road Open Space</li> <li>• Sports areas, facilities and equipment</li> <li>• Children's play areas</li> <li>• Streets</li> <li>• Edges and Verges</li> </ul> <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><b>PLANNING</b></p> <p>To work towards achieving the implementation of policies and projects of The Neighbourhood Plan.</p> <p>To oversee the planning working group 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) about planning requirements and enforcement.</p> <p>To represent QPCC at the Westminster Amenity Society Forum meetings.</p> <p><b>PUBLIC AND COMMUNITY ART</b></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.

## **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.

## **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 comprise those councillors not on the HR Committee from which any three may hear an appeal.

Report To:	Queen's Park Community Council		
Title:	Working Groups		
Purpose:	For Decision		
Author:	Lucie Prior, Director		
Date of Meeting	5 May 2021	Agenda Item	009 – 21/22

## 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 The Council has a number of working groups with each having a Coordinator rather than a Chair, appointed by the Council to be the main link with the Group. The Coordinator ensures progress on the delivery of the activities allocated to the Group and that and that reports are provided to the Council and its Committees.

## 4 Proposals

- 4.1 That the Forward Planning Working Group be coordinated by the Chair of the Council and comprise of the Chairs of the People, Place and HR Committees and the Vice-chair of the Council.
- 4.2 That the Economic Development Working Group reports to Full Council as the activities undertaken are likely to span both people and Place.
- 4.3 That the Council appoints a Coordinator for each of the following Working Groups:
- Air Quality
  - Children & Young People
  - Climate Emergency
  - Community Engagement
  - Economic Development
  - Events
  - Grants
  - Planning
  - Public and Community Art
  - Social Inclusion / Care in Queen's Park
  - The Voice/Communications
- 4.4 That the Council appoint councillors to sit on each Group, noting that anyone may join at a later point in time.



Report To:	Queen's Park Community Council		
Title:	Representation on external bodies		
Purpose:	For Discussion and Approval		
Author:	Lucie Prior, Director		
Date of Meeting	5 May 2021	Agenda Item	010-21/22

## **1 Summary**

This report deals with the Council's representation on external bodies.

## **2 Recommendations**

That the Council approve the recommendations in section 4.

## **3 Background and context**

- 3.1 The Standing Orders provide for the Council to nominate individuals to represent it on external bodies. These may be councillors, officers or volunteers.
- 3.2 The Council has discussed this a number of times over the years, and noted that many of the above are engaged in other organisations but not as representatives of the Council. This is not considered to present any problems.
- 3.3 During 2020/21 the Council was only represented on two organisations, Westminster Amenities Societies and Westminster Living Streets.

## **4 Proposals**

- 4.1 It is proposed that Simon Walton continue represent the Council on Westminster Amenities Societies for 2021/22.
- 4.2 It is proposed that Cllr Susanna Rustin continue represent the Council on Westminster Living Streets for 2021/22
- 4.3 It is proposed that the Council discusses whether it should be represented on any other organisations.

Report To:	Queen's Park Community Council		
Title:	Review of Standing Orders		
Purpose:	For Approval		
Author:	Lucie Prior, Director		
Date of Meeting	5 May 2021	Agenda Item	011 - 21/22

## **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 changes to 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 are based on a model document developed by the National Association for local Councils (NALC).
- 3.2 This model document is updated from time to time, with the latest update being in 2020, and our auditor recommended in his Mid-Year Audit Report for 2020/21 report that we adopt the provisions of that version.
- 3.3 This recommendation was put to the Council in March 2021 and it was resolved to set a task and finish group with Councillors Fitzhugh, McArdle, and Pond assisting the Proper Officer in developing revised Standing Orders for Approval at this meeting (065 – 20/21).
- 3.4 This work has now been completed and the recommendations of the group are contained in the appendix.
- 3.3 A copy of the NALC model document and the amended Queen's Park Community Council Standing Orders will be circulated separately. The previous Standing Orders are available on the Council's website.

	MODEL STANDING ORDERS 2018 FOR ENGLAND (REVISED 2020)	QPCC STANDING ORDERS REVISED 2020
1.	<b>Rules of debate at meetings</b>	
	Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed ( ) minutes without the consent of the chairman of the meeting.	QPCC has set this at five minutes  <b>It is recommended that the time set by the Council continues in the revised version.</b>
2.	Disorderly conduct at meetings	
3.	Meetings generally	
	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 unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].	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. <b>The model clause does not have statutory weight and it is recommended that the existing QPCC clause be used as it better meets our local needs.</b>
	The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed ( ) minutes unless directed by the chairman of the meeting.	QPCC has set the time at fifteen minutes  <b>It is recommended that the time set by the Council continues in the revised version.</b>
	Subject to standing order 3(f), a member of the public shall not speak for more than ( ) minutes.	QPCC has set the time at three minutes  <b>It is recommended that the time set by the Council continues in the revised version.</b>

<p>[A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking</p>	<p>A person shall raise his hand when requesting to speak.</p> <p><b>The existing clause does not require a person to stand while speaking and we have not found any need to. It is recommended that only the following sentence be added.</b></p> <p><b>“A person may stand while speaking but may remain seated if that is more comfortable for them.”</b></p>
<p>Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.</p>	<p>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.</p> <p><b>The model clause is more detailed and there is no reason to reject any of the provisions so it is recommended that it be accepted.</b></p>
<p>A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission</p>	<p><b>The model clause is more detailed and there is no reason to reject any of the provisions so it is recommended that it be accepted.</b></p>
<p>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 moving on to the next item of business on the agenda</p>	<p>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.</p> <p><b>The model clause is more detailed and there is no reason to reject any of the provisions so it is recommended that it be accepted.</b></p>

	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. <b>This is an additional clause previously adopted by the Council so it is recommended that it be included.</b>
A meeting shall not exceed a period of ( ) hours	QPCC has set this at two hours <b>It is recommended that the time set by the Council continues in the revised version.</b>
<b>4.</b>	Committees and sub-committees
subject to standing orders 4(b) and (c), 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 ( ) days before the meeting that they are unable to attend;	QPCC has set this at one day <b>It is recommended that the time set by the Council continues in the revised version.</b>
<b>5.</b>	Ordinary council meetings
Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:	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
Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.	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;
Review of the Council’s employment policies and procedures;	<b>The model clause is more detailed and there is no reason to reject any of the provisions so it is recommended that it be accepted.</b>

Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.	<b>The model clause is more detailed and there is no reason to reject any of the provisions so it is recommended that it be accepted.</b>
Extra QPCC clause	Review of other council policies  <b>This is an additional clause previously adopted by the Council so it is recommended that it be included.</b>
<b>6.</b>	Extraordinary meetings of the council, committees and sub-committees
If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within ( ) days of having been requested to do so by ( ) members of the committee [or the sub-committee], any ( ) members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].	QPCC has set this at seven days and two members  <b>It is recommended that the time and number of councillors set by the Council continues in the revised version.</b>
<b>7.</b>	Previous resolutions
A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least ( ) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.	QPCC has set this at four councillors  <b>It is recommended that the number of councillors set by the Council continues in the revised version.</b>
<b>8.</b>	Voting on appointments
<b>9.</b>	Motions for a meeting that require written notice to be given to the proper officer
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 ( ) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.	QPCC has set this at fourteen days  <b>Fourteen days is a long time so it is recommended that the time be set at seven days. Any shorter notice would not give the Proper Officer time to prepare and issue the papers with the Agenda.</b>

<p>If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least ( ) clear days before the meeting.</p>	<p>QPCC has set this at seven days</p> <p><b>It is recommended that the time set by the Council continues in the revised version.</b></p>
<p><b>10.</b></p>	<p>Motions at a meeting that do not require written notice</p>
<p><b>11.</b></p>	<p>Management of information</p>
<p><b>The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.</b></p>	<p><b>As parts of this section have statutory weight, indicated by the bold d type, it is recommended that the entire section be included as drafted by NALC.</b></p>
<p><b>The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).</b></p>	<p><b>As parts of this section have statutory weight, indicated by the bold d type, it is recommended that the entire section be included as drafted by NALC.</b></p>
<p><b>The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.</b></p>	<p>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</p> <p><b>As parts of this section have statutory weight, indicated by the bold d type, it is recommended that the entire section be included as drafted by NALC.</b></p>

<p><b>Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.</b></p>	<p>Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest</p> <p><b>As parts of this section have statutory weight, indicated by the bold d type, it is recommended that the entire section be included as drafted by NALC.</b></p>
<p><b>12.</b> Draft minutes</p>	
<p>If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:</p> <p>"The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings</p>	<p><b>The model clause is more detailed and there is no reason to reject any of the provisions so it is recommended that it be accepted.</b></p>
<p><b>If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.</b></p>	<p><b>As parts of this section have statutory weight, indicated by the bold d type, it is recommended that the entire section be included as drafted by NALC.</b></p>



<b>13.</b>	Code of conduct and dispensations	
A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.		<p>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</p> <p><b>The model clause does not have statutory weight and it is recommended that the existing QPCC clause be used as it better meets our local needs.</b></p>
<b>14.</b>	Code of conduct complaints	
Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.		<p>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.</p> <p><b>District or Unitary will be replaced by City Council</b></p>
Where the notification in standing order 14(a) 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 staff member 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).		<p>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.</p> <p><b>District or Unitary will be replaced by City Council</b></p>

<p><b>Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.</b></p>	<p>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</p> <p><b>District or Unitary will be replaced by City Council</b></p>
<p><b>15.</b></p>	<p>Proper officer</p> <p><b>As parts of this section have statutory weight, indicated by the bold d type, it is recommended that the entire section be included as drafted by NALC.</b></p>
<p>The Proper Officer shall:</p>	<p>The Proper Officer shall</p>
<p><b>at least three clear days before a meeting of the council, a committee or a sub-committee,</b></p>	<p>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.</p> <p>See standing orders 3(b) and 3(c) above for the meaning of clear days</p>
<p><b>serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and</b></p>	
<p><b>Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).</b></p>	<p>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</p>

subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least ( ) days before the meeting confirming his withdrawal of it;	QPCC has set this at seven days  <b>It is recommended that the time set by the Council continues in the revised version.</b>
Liaise, as appropriate, with the Council's Data Protection Officer (if there is one);	
assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);	manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;	submit electronically the council's responses to planning applications  <b>This article does not reflect the way the Council responds to planning applications so will be deleted.</b>
refer a planning application received by the Council to the [Chairman or in his absence the Vice-Chairman (if there is one) of the Council] OR [Chairman or in his absence Vice-Chairman (if there is one) of the ( ) Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [( ) committee];	<b>This article does not reflect the way the Council responds to planning applications so will be deleted.</b>
retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.	

16.	Responsible financial officer	
17.	Accounts and accounting statements	
	<b>Although this section does not have statutory weight it is recommended for consistency that the entire section be included as drafted by NALC.</b>	
As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:		As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide to council
each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and		a statement summarising the council's receipts and payments for the last quarter and the year to date; and
to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.		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
The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.		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.	<p>Financial controls and procurement</p> <p><b>As parts of this section have statutory weight, indicated by the bold d type, it is recommended that the entire section be included as drafted by NALC.</b></p>
<p><b>A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).</b></p>	<p>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</p>
<p><b>A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.</b></p>	<p>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</p>

<p><b>A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.</b></p>	
<p><b>19.</b></p>	<p>Handling staff matters</p>
<p>A matter personal to a member of staff that is being considered by a meeting of [Council] OR [the ( ) committee] OR [the ( ) sub-committee] is subject to standing order 11.</p>	<p>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</p> <p><b>The model clause does not have statutory weight and it is recommended that the existing QPCC clause be used as it better meets our local needs.</b></p>

<p>Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of [the ( ) committee] OR [the ( ) sub-committee] or, if he is not available, the vice-chairman (if there is one) of [the ( ) committee] OR [the ( ) sub-committee] of absence occasioned by illness or other reason and that person shall report such absence to [the ( ) committee] OR [the ( ) sub-committee] at its next meeting.</p>	<p>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</p> <p><b>The model clause does not have statutory weight and it is recommended that the existing QPCC clause be used as it better meets our local needs, subject to replacing Finance with HR.</b></p>
<p>The chairman of [the ( ) committee] OR [the ( ) sub-committee] or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the ( ) committee] OR [the ( ) sub-committee].</p>	<p>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</p> <p><b>The model clause does not have statutory weight and it is recommended that the following clause be used as it better meets our local needs.</b></p> <p><b>Councillors appointed by the HR Committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer. The reviews and appraisal shall be reported in writing and is subject to approval by resolution of the HR Committee.</b></p>

<p>Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of [the ( ) committee] OR [the ( ) sub-committee] or in his absence, the vice-chairman of [the ( ) committee] OR [the ( ) sub-committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the ( ) committee] OR [the ( ) sub-committee].</p>	<p>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</p> <p><b>The model clause does not have statutory weight and it is recommended that the existing QPCC clause be used as it better meets our local needs</b></p>
<p>Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chairman or vice-chairman of [the ( ) committee] OR [the ( ) sub-committee], this shall be communicated to another member of [the ( ) committee] OR [the ( ) sub-committee], which shall be reported back and progressed by resolution of [the ( ) committee] OR [the ( ) sub-committee].</p>	<p>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</p> <p><b>The model clause does not have statutory weight and it is recommended that the existing QPCC clause be used as it better meets our local needs</b></p>



<p>In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).</p>	<p>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</p> <p>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</p> <p>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.</p> <p><b>The model clause does not have statutory weight and it is recommended that the existing QPCC clause be used as it better meets our local needs</b></p>
<p><b>20.</b></p>	<p>Responsibilities to provide information</p> <p><b>As parts of this section have statutory weight, indicated by the bold d type, it is recommended that the entire section be included as drafted by NALC.</b></p>
<p><b>In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.</b></p>	<p>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</p>
<p><i>[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]</i></p> <p><b>The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.</b></p>	
<p></p>	<p>OR</p>

<p><i>[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]</i></p> <p><b>The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.</b></p>	
<p><b>21.</b></p>	<p>Responsibilities under data protection legislation</p> <p><b>As parts of this section have statutory weight, indicated by the bold d type, it is recommended that the entire section be included as drafted by NALC.</b></p>
<p>Below is not an exclusive list. See also standing order 11.</p>	<p>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</p>
<p>The Council may appoint a Data Protection Officer.</p>	
<p><b>The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.</b></p>	
<p><b>The Council shall have a written policy in place for responding to and managing a personal data breach.</b></p>	
<p><b>The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.</b></p>	
<p><b>The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.</b></p>	
<p><b>The Council shall maintain a written record of its processing activities.</b></p>	

<b>22.</b>	Relations with the press/media	
<b>23.</b>	Execution and sealing of legal deeds	
<b>24.</b>	Communicating with district and county or unitary councillors	
An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.		<p>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</p> <p><b>The model clause is more detailed and there is no reason to reject any of the provisions so it is recommended that it be accepted inserting Ward Councillors.</b></p>
Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.		<p><b>The model clause is more detailed and there is no reason to reject any of the provisions so it is recommended that it be accepted inserting Ward Councillors.</b></p>
<b>25.</b>	Restrictions on councillor activities	
Unless duly authorised no councillor shall:		<p>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</p> <p><b>The model clause does not have statutory weight and it is recommended that the existing QPCC clause be used as it better meets our local needs</b></p>
inspect any land and/or premises which the Council has a right or duty to inspect; or		inspect any land and/or premises which the council has a right or duty to inspect; or
issue orders, instructions or directions.		issue orders, instructions or directions

<b>26.</b>	Standing orders generally	
<p>A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least ( ) councillors to be given to the Proper Officer in accordance with standing order 9.</p>		<p>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.</p> <p><b>It is recommended that the number of councillors set by the Council continues in the revised version.</b></p>

Report To:	Queen's Park Community Council		
Title:	Review of Financial Regulations		
Purpose:	For Approval		
Author:	Lucie Prior, Director		
Date of Meeting	5 May 2021	Agenda Item	012 – 21/22

## 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 changes to the Financial Regulations contained section 3 of 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 These were revised at the Annual Meeting in July 2020 to reflect the separation of the Proper Officer and Responsible Financial Officer Roles and a copy published to the Council's website.
- 3.4 The only changes proposed to that document are at articles 3.1 and 3.2 where the requirement to present a forecast and draft budget to the Council in October and December respectively was based on the previous schedule of monthly meetings. As the Budget is now considered at the January meeting that date is to be inserted in each article as shown below.
  - 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 at the January meeting each year including any proposals for revising the forecast.
  - 3.2 The RFO must each year, for the January meeting, 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.
- 3.5 A copy of the original document is available on the website.  
<https://queensparkcommunitycouncil.gov.uk/wp-content/uploads/2020/11/financial-regulations-2020.pdf>

Report To:	Queen's Park Community Council		
Title:	Re-adoption of Policies		
Purpose:	For Approval		
Author:	Lucie Prior, Director		
Date of Meeting	5 May 2021	Agenda Item	013-21/22

## 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 on 15 July 2020 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
- 4.8 Scheme of Delegation
- 4.9 Safeguarding 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:	Matters to be considered at an Annual Meeting		
Purpose:	For Approval		
Author:	Lucie Prior, Director		
Date of Meeting	5 May 2021	Agenda Item	014-21/22

## 1 Summary

This report sets out matters to be considered at an Annual Meeting.

## 2 Recommendations

That the Council approve the report.

## 3 Background and context

- 3.1 The Council's Standing Orders require that a number of matters be considered at each Annual meeting. The same provisions are made in both the 2020 version and the revised version being proposed to this meeting.
- 3.2 Most of these are agenda items in their own right but the remainder are set out in section 4 below.

## 4 Matters to be considered

- 4.1 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.

QPCC has no such arrangements.

- 4.2 Review of inventory of land and assets including buildings and office equipment.

QPCC does not own and land or buildings and as it decided in November 2016 (059 16/17) that an item would only considered an asset if it had a material value in excess of £1,000, it holds no assets. It is not proposed to review this value.

- 4.3 Confirmation of arrangements for insurance cover in respect of all insured risks.

QPCC has had an insurance policy with specialist local government brokers Camel & Co since 2014 and has found them to be both helpful with advice and responsive to requests for amendments to reflect changes in circumstances. The premium for 2020/21 renewed on 1 June 2020 was £1,038 and if the proposal for 2021/22 is of similar value it is proposed to renew it with them. It is good practice to test the market from time to time but this is not a priority for the Council at the present time.

- 4.4 Review of the council's and/or staff subscriptions to other bodies

QPCC as an organisation has membership of the National Association of Local Councils (NALC) and the Surrey Association of Local Councils (SALC). It is also a member of the National Council for Voluntary Organisations. It also takes out staff subscriptions to the Society of Local Council Clerks for both the Proper Officer and the Responsible Financial Officer.

<b>Report To:</b>	Queen's Park Community Council		
<b>Title:</b>	Finance Report		
<b>Purpose:</b>	For Decision		
<b>Author:</b>	Cllr John McArdle, Responsible Financial Officer		
<b>Date of Meeting</b>	5 May 2021	<b>Agenda Item</b>	015 – 21/22

## 1 Summary

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

## 2 Recommendations

- (1) That the contents be noted.
- (2) That payments to the value of £10,677.43 in Appendix 2 be approved.
- (3) That the recommendations in section 6 be approved.

## 3 Background

- 3.1 This report has been prepared by Councillor John McArdle as 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 report for March 2021 being the only one since the previous monthly report on 17 March 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.

## 4 Approval of Payments

- 4.1 Appendix 1 attached sets out all payments with a total value of £14,431.16, including redacted payments of £3,753.73, made by the Council during March 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 £10,671.43 and these are set out in Appendix 2 for approval.



## **5 Current Financial Position**

- 5.1 Under the Council's Financial Regulations the RFO is required to report from time to time on material differences between the budget and the actual financial performance with material being determined as a difference of £100 or 15%. A detailed analysis has been undertaken of expenditure on each Cost Centre and these are shown in Appendix 3 with a comment on each relevant line. 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 As can be expected, the most significant impact on the year was the coronavirus pandemic with associated lockdowns. In many cases it prevented or restricted activity and resulting in budget not being spent, but also added costs in some areas. The most significant of these was in the coronavirus response workstream where the Council set up a hotline and provided direct support to other organisations working in the area. In all, £37,300 was spent on this activity.
- 5.3 The overall impact is that the Council's total reserves dropped from £125,747 to £84,678 over the course of the year, a reduction of £41,069. The new balance is more in line with the level recommended by the auditor, half the precept, but the availability of a healthy reserve allowed the Council to respond quickly and positively to the crisis without fear of running out of money.
- 5.4 This reduced reserve, together with increased commitments for 2021/22 makes financial monitoring and fundraising even more important and will be featured in future reports.
- 5.5 There are also legal obligations on the Council around the publication of accounts, but these are dealt with separately in item 017 – 21/22 on this agenda which sets out a process for this.

## **6 Special Grants**

- 6.1 The final instalment of the three-year grant to The Avenues Youth Project has been paid as confirmed by the Council in October 2020 (026 – 20/21). A 'Task and Finish' Working Group is to be established to examine the future of this arrangement and it is recommended that the membership be appointed now with a view to reporting to the Council in October 2021.
- 6.2 This leaves £5,000 in the Special Grants budget, which was previously used for 'holiday hunger', and it is recommended that the disbursement of these funds be delegated to the People Committee for discussion at its June meeting.

## Appendix 2: All Payments

Date Paid	Payee Name	Goods / Services	Value
03 March 2021	Vodafone	Mobile phone February	£25.21
08 March 2021	Job Ladder	Recruitment advert	£708.00
08 March 2021	VISION ICT	Email hosting	£43.20
08 March 2021	HAMMERSMITH	Gardening Q4 20/21	£3,937.50
08 March 2021	Microshade Business	IT hosting	£222.96
08 March 2021	Barclays	Bank charges	£6.50
16 March 2021	Rosamund Saunders Book	Design for publications	£252.00
16 March 2021	Complex Creative	Website support	£1,080.00
23 March 2021	Happy Lizzy Event	Community Immunity	£600.00
25 March 2021	National Council for	Annual subscription	£163.00
30 March 2021	Cllr John McArdle	new mobile handset at	£249.99
30 March 2021		March 21 salary	
30 March 2021		Salary March 21	
30 March 2021		Pension March 21	
30 March 2021	Crissie Chambers (Canine	Dog services Q4 20/21	£1,290.00
30 March 2021	Happy Lizzy Event	Comms support March	£1,250.00
30 March 2021	Happy Lizzy Event	Translations	£500.00
30 March 2021	Happy Lizzy Event	Covid event	£250.00
31 March 2021	Vodafone	Mobile phone March 21	£25.21
31 March 2021	Onecom	broadband and voice	£73.86
			£10,677.43
		Including Redactions	£ 14,431.16
		With Redactions	£10,677.43
		Value redacted	£ 3,753.73

### Appendix 3: Payments to be approved

<b>Date Paid</b>	<b>Payee Name</b>	<b>Goods / Services</b>	<b>Value</b>
03 March 2021	Vodafone	Mobile phone February	£25.21
08 March 2021	Job Ladder	Recruitment advert	£708.00
08 March 2021	VISION ICT	Email hosting	£43.20
08 March 2021	HAMMERSMITH	Gardening Q4 20/21	£3,937.50
08 March 2021	Microshade Business	IT hosting	£222.96
08 March 2021	Barclays	Bank charges	£6.50
16 March 2021	Rosamund Saunders Book	Design for publications	£252.00
16 March 2021	Complex Creative	Website support	£1,080.00
23 March 2021	Happy Lizzy Event	Community Immunity	£600.00
25 March 2021	National Council for	Annual subscription	£163.00
30 March 2021	Cllr John McArdle	new mobile handset at	£249.99
30 March 2021	Crissie Chambers (Canine	Dog services Q4 20/21	£1,290.00
30 March 2021	Happy Lizzy Event	Comms support March	£1,250.00
30 March 2021	Happy Lizzy Event	Translations	£500.00
30 March 2021	Happy Lizzy Event	Covid event	£250.00
31 March 2021	Vodafone	Mobile phone March 21	£25.21
31 March 2021	Onecom	broadband and voice	£73.86
			£10,677.43

## 2020/21 Year End Variance

### Income Summary

General Income		Original	Virement	EMR	Target	YTD	To Come	Total	Unspent	%	Notes
1010	Project income	0	0	2098	2098	2098	0	2098	0	0	Transferred into the CIL EMR
1076	Precept	164,842	-	-	164,842	164,841	0	164,841	1	0%	
1200	Office rent income	0	0	0	0	0	0	0	0	0	
<b>Total General Income</b>		<b>164,842</b>	<b>-</b>	<b>2,098</b>	<b>166,940</b>	<b>166,939</b>		<b>166,939</b>	<b>1</b>		

	Original	Virement	EMR	Target	YTD	To Come	Total	Unspent
Total General Income	164,842	-	2,098	166,940	166,939	0	166,939	1
Communications Income	-	-	-	-	-	-	-	-
Total Events Income	13,000	-	-	13,000	4,600	-	4,600	8,400
<b>Tital All Income</b>	<b>177,842</b>	<b>-</b>	<b>2,098</b>	<b>179,940</b>	<b>171,539</b>	<b>-</b>	<b>171,539</b>	<b>8,401</b>

### Expenditure

	Original	Virement	EMR	Target	YTD	To Come	Total	Unspent
<b>Total Staffing Costs</b>	<b>54,500</b>	<b>-</b>	<b>15,186</b>	<b>69,686</b>	<b>76,831</b>	<b>- 2,752</b>	<b>74,079</b>	<b>- 4,393</b>
<b>Administration Costs</b>	<b>33,825</b>	<b>-</b>	<b>- 1,490</b>	<b>32,335</b>	<b>24,519</b>	<b>-</b>	<b>24,519</b>	<b>7,816</b>
<b>Communications Costs</b>	<b>7,000</b>	<b>-</b>	<b>504</b>	<b>7,504</b>	<b>4,596</b>	<b>-</b>	<b>4,596</b>	<b>2,908</b>
<b>Grants Costs</b>	<b>52,000</b>	<b>2,500</b>	<b>20,416</b>	<b>74,916</b>	<b>55,275</b>	<b>-</b>	<b>55,275</b>	<b>19,641</b>
<b>People Committee Costs</b>	<b>14,500</b>	<b>-</b>	<b>-</b>	<b>14,500</b>	<b>4,965</b>	<b>-</b>	<b>4,965</b>	<b>9,535</b>
<b>Total Events Costs</b>	<b>33,600</b>	<b>- 2,500</b>	<b>-</b>	<b>31,100</b>	<b>21,275</b>	<b>-</b>	<b>21,275</b>	<b>9,825</b>
<b>Place Committee Costs</b>	<b>31,000</b>	<b>-</b>	<b>-</b>	<b>31,000</b>	<b>26,247</b>	<b>-</b>	<b>26,247</b>	<b>4,753</b>
<b>VAT</b>					<b>2,972</b>			
<b>Total Expenditure</b>	<b>226,425</b>	<b>-</b>	<b>34,616</b>	<b>261,041</b>	<b>216,680</b>	<b>- 5,724</b>	<b>210,956</b>	<b>50,085</b>

Staffing Costs		Original	Virement	EMR	Target	YTD	To Come	Total	Unspent	%	Notes
4100	Staff costs	54,000	-	15,186	69,186	75,836	- 2,752	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
<b>Total Staffing Costs</b>		<b>54,500</b>	<b>-</b>	<b>15,186</b>	<b>69,686</b>	<b>76,831</b>	<b>- 2,752</b>	<b>74,079</b>	<b>- 4,393</b>		

**Administration**

		Original	Virement	EMR	Target	YTD	To Come	Total	Unspent	%	Notes
4101	Cllr allowances	1,500	-	-	1,500	1,530	-	1,530	- 30	102%	
4105	Cllr training	1,000	-	-	1,000	-	-	-	1,000	0%	No external training was organised during the year
4133	Chair's allowance	75	-	-	75	-	-	-	75	0%	Was not claimed
4150	Election costs	2,000	-	- 2,000	-	-	-	-	-	#DIV/0!	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%	Costs were greatly reduced as the office wasn't used for most of the year
4126	Room bookings	1,400	-	-	1,400	75	-	75	1,325	5%	Costs were greatly reduced through meetings being held online
4130	IT - hosting, computers , email	7,500	-	469	7,969	5,237	-	5,237	2,732	66%	Costs were greatly reduced as the office wasn't used for most of the year
4132	Stationery and materials	500	-	-	500	104	-	104	396	79%	Costs were reduced through activities going online
4135	Telecomms, postage	1,000	-	-	1,000	1,011	-	1,011	- 11	-1%	
4120	Insurance	1,300	-	-	1,300	1,038	-	1,038	262	20%	Costs were lower than budgetted due to events not taking place
4137	Subscriptions	2,600	-	-	2,600	2,896	-	2,896	- 296	-11%	An additional subscription was taken out for the RFO
4139	Travel expenses	150	-	-	150	572	-	572	- 422	-281%	An overspend was carried over from the previous year
4140	Professional fees	1,000	-	41	1,041	81	-	81	960	92%	Spending was reduced through lack of activity
4142	Audit fees	1,000	-	-	1,000	745	-	745	255	26%	Online audits were at a lower cost
4144	Bank Charges	-	-	-	-	120	-	120	- 120		No provision had been made for this
4128	Catering	200	-	-	200	-	-	-	200	100%	No money spent due to lockdown
4235	Advertising - recruitment	1,600	-	-	1,600	1,040	-	1,040	560	35%	Costs were lower than expected
<b>Administration Costs</b>		<b>33,825</b>	<b>-</b>	<b>- 1,490</b>	<b>32,335</b>	<b>24,519</b>	<b>-</b>	<b>24,519</b>	<b>7,816</b>		

Communications		Original	Virement	EMR	Target	YTD	To Come	Total	Unspent	%	Notes
1413	Voice income	-	-	-	-	-	-	-	-		
4200	Queen's Park Voice	4,000	0	504	4,504	1,156	-	1,156	3,348	74%	The lockdown prevented the issue of the planned editions
4236	Marketing & prom	500	0	0	500	1,000	-	1,000	- 500	-100%	An overspend was carried forward from the
4110	Website	2,500	0	0	2,500	2,440	-	2,440	60	2%	

**Communications Income**

- - - - -

**Communications Costs**

7,000 - 504 7,504 4,596 - 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	-	8,250	19,650	70%	The pandemic has limited ability to propose and deliver projects although some money has also been placed in an EMR
4136	Pop Up Fund	2,000	0	0	2,000	200	-	200	1,800	90%	The lockdown greatly reduced applications
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, Coronavirus response

**Grants Costs**

52,000 2,500 20,416 74,916 55,275 0 55,275 19,641

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%	There was an underspend due to limitations on activity caused by the lockdown
4107	Community engagement	2,000	0	0	2,000	1,736	-	1,736	264	13%	There was an underspend due to limitations on activity caused by the lockdown
4430	Children & young people	10,000	0	0	10,000	1,730	-	1,730	8,270	83%	There was an underspend due to limitations on activity caused by the lockdown
4425	Social inclusion	500	0	0	500	99	-	99	401	80%	There was an underspend due to limitations on activity caused by the lockdown

**People Committee Costs**

14,500 - - 14,500 4,965 - 9,930 4,965 9,535

Events Cost Centres		Original	Virement	EMR	Target	YTD		Total	Unspent	%	Notes
1410	Summer Income	6,500	0	0	6,500	4,600		4,600	1,900	71%	Income reduced due to lockdown
1411	Fireworks income	5,000	0	0	5,000	0		0	5,000	0%	Income reduced due to lockdown
1412	Winter Income	1,500	0	0	1,500	0		0	1,500	0%	Income reduced due to lockdown
4225	Events administration	7,800	0	0	7,800	8,550		8,550	-750	-10%	The contract was extended to reflect additional work monitoring coronavirus regulations
4205	Winter Fair	3,200	0	0	3,200	3,398		3,398	-198	-6%	All events budgets combined to reflect changed circumstances
4206	Winter Social	100	0	0	100	0		0	100	100%	All events budgets combined to reflect changed circumstances
4210	Summer festival	13,500	-2,500	0	11,000	8,815		8,815	2,185	20%	All events budgets combined to reflect changed circumstances
4220	Fireworks	9,000	0	0	9,000	512		512	8,488	94%	All events budgets combined to reflect changed circumstances
<b>Total Events Income</b>		<b>13,000</b>	<b>0</b>	<b>0</b>	<b>13,000</b>	<b>4,600</b>		<b>4,600</b>	<b>8,400</b>		
<b>Total Events Costs</b>		<b>33,600</b>	<b>-2,500</b>	<b>0</b>	<b>31,100</b>	<b>21,275</b>		<b>21,275</b>	<b>9,825</b>		

#### Place Committee Cost Centres

		Original	Virement	EMR	Target	YTD		Total	Unspent	%	Notes
4300	Community gardening	17,500	0	0	17,500	16,029		16,029	1,471	8%	The lockdown reduced activity
4301	Dog strategy	4,000	0	0	4,000	5,088		5,088	-1,088	-27%	Activity was increased due to the large number of new dog owners
4305	Park developments	1,500	0	0	1,500	0		0	1,500	100%	This project was delayed by the lockdown
4410	Air quality	500	0	0	500	160		160	340	68%	The lockdown reduced activity
4400	Neighbourhood Plan	2,000	0	0	2,000	3,012		3,012	-1,012	-51%	Additional costs were incurred finalising the documents
4402	Harrow Road	500	0	0	500	0		0	500	100%	This project was not activated
4420	Public & community arts	5,000	0	0	5,000	1,958		1,958	3,042	61%	There was an underspend due to limitations on activity caused by the lockdown
<b>Place Committee Costs</b>		<b>31,000</b>	<b>-</b>	<b>-</b>	<b>31,000</b>	<b>26,247</b>		<b>26,247</b>	<b>4,753</b>		

## Detailed Receipts &amp; Payments by Budget Heading 31/03/2021

## 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%	2,098
1076 Precept	164,841	164,842	1			100.0%	
<u>101 Staff costs</u>							
4100 Staff costs	(75,836)	(54,000)	(21,836)		(21,836)	140.4%	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	(5,237)	(7,500)	2,263		2,263	69.8%	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%	(7,600)
4135 Teleomms, postage	(1,011)	(1,000)	(11)		(11)	101.1%	
4136 Pop Up Fund	(200)	(2,000)	1,800		1,800	10.0%	
4137 Subscriptions	(2,896)	(2,600)	(296)		(296)	111.4%	
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	(120)	0	(120)		(120)	0.0%	
4150 Elections costs	0	(2,000)	2,000		2,000	0.0%	(2,000)
<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	(2,440)	(2,500)	60		60	97.6%	
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	(8,550)	(7,800)	(750)		(750)	109.6%	
4235 Advertising - recruitment	(1,040)	(1,600)	560		560	65.0%	



## Detailed Receipts &amp; Payments by Budget Heading 31/03/2021

## 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	(16,029)	(17,500)	1,471		1,471	91.6%	
4301 Dog strategy	(5,088)	(4,000)	(1,088)		(1,088)	127.2%	
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	(1,736)	(2,000)	264		264	86.8%	
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	(2,972)	0	(2,972)		(2,972)	0.0%	
<b>Grand Totals:- Receipts</b>	<b>175,609</b>	<b>177,842</b>	<b>2,233</b>			<b>98.7%</b>	
<b>Payments</b>	<b>216,678</b>	<b>226,425</b>	<b>9,747</b>	<b>0</b>	<b>9,747</b>	<b>95.7%</b>	
<b>Net Receipts over Payments</b>	<b>(41,069)</b>	<b>(48,583)</b>	<b>(7,514)</b>				
plus Transfer From EMR	24,116						
less Transfer To EMR	2,098						
<b>Movement to/(from) Gen Reserve</b>	<b>(19,051)</b>						

Report To:	Queen's Park Community Council		
Title:	Meeting Arrangements for 2021		
Purpose:	For Decision		
Author:	Lucie Prior, Director		
Date of Meeting	5 May 2021	Agenda Item	016 – 21/22

## 1 Summary

This report sets out the recommended process for resuming physical meetings later in 2021.

## 2 Recommendations

That the proposals at section 4 be approved.

## 3 Background and context

- 3.1 As previously reported, the emergency legislation permitting councils to hold remote meetings will expire on 6 May 2021 and all meetings after that date will have to be held 'in person'. The right of a local authority to meet remotely if it so chooses was taken to the High Court by a NALC and a consortium of councils but the petition was rejected. A link to the judgement is here: <https://www.bailii.org/ew/cases/EWHC/Admin/2021/1093.html>
- 3.2 The next planned meetings at QPCC are the People and Place Committee meetings on 9 and 23 June respectively which fall after the date when indoor meetings will be permitted but before everyone will have been vaccinated. There is also a proposal elsewhere on the agenda for an Extraordinary Meeting of the Council in June to approve the annual return. Such meetings will therefore be legal but will carry an element of risk which the Council should endeavour to mitigate. All this is dependent on government guidance and regulations following the planned pathway and timetable.

## 4 Proposals

- 4.1 It is proposed that both meetings go ahead as planned, and that steps be taken to ensure a COVID 19 secure environment for all those who attend.
- 4.2 A provisional booking has been made for the large hall at the Beethoven Centre and the room will be laid out in such a way as to ensure that social distancing is maintained. A full risk assessment will be undertaken before invitations are issued and any actions needed to ensure safety will be taken.
- 4.3 It is a legal requirement that Council meetings are open to the public so provision will have to be made for visitors as well as councillors and staff. This will be built into the plans.

Report To:	Queen's Park Community Council		
Title:	Arrangements for approval of 2020/21 Annual Report		
Purpose:	For Decision		
Author:	Lucie Prior, Director and Cllr John McArdle, Responsible Financial Officer		
Date of Meeting	5 May 2021	Agenda Item	017 – 21/22

## 1 Summary

This report sets out the recommended process for approving the 2020/21 Annual Report using an Extraordinary Meeting in June 2021.

## 2 Recommendations

That the Council confirms the need for an Extraordinary Meeting then discusses the options in section 4 and approves one of them.

## 3 Background and context

- 3.1 The Council is under a duty to publish its accounting statements and various associated documents to a timetable laid down by legislation. This timetable was relaxed in respect of 2019/20 but has been reinstated this year. A detailed description of the steps required is given in the diagram below.

AGAR Part 3	Between 1 April and 30 June 2021		Before 1 July 2021	Before 1 October 2021
For authorities unable to declare themselves exempt or requesting a limited assurance review	STEP 1	The Accounting Statements (Section 2) are prepared and signed by the RFO	The authority publishes: a) the Annual Internal Audit Report (recommended but not mandatory); b) the Annual Governance Statement; c) the Accounting Statements; d) a declaration that the accounts are as yet unaudited; e) details of the arrangements for the exercise of public rights; and f) the name and address of the External Auditor	The authority publishes: a) notice of the conclusion of the audit; b) the Annual Governance Statement (including any amendments as a result of the limited assurance review); c) the Accounting Statements (including any amendments as a result of the limited assurance review); and d) the External Auditor Report and Certificate
	STEP 2	A meeting of the authority is held at which:		
	STEP 2.1	The Annual Internal Audit Report is received and noted		
	STEP 2.2	The Annual Governance Statement (Section 1) is approved		
	STEP 2.3	The Accounting Statements (Section 2) are approved		
	STEP 3	Following approval, the Chairman and Clerk of the meeting sign the Annual Governance Statement and the Chairman signs the Accounting Statements		
	STEP 4	The RFO sets the commencement date for the exercise of public rights		
	STEP 5	The authority sends to the External Auditor: a) the Annual Internal Audit Report; b) the Annual Governance Statement; c) the Accounting Statements; d) an analysis of any significant year on year variances; e) a bank reconciliation as at 31 March 2021; f) details of the arrangements for the exercise of public rights; and g) any other information that the auditor has specifically requested.		

- 3.2 In previous years this exercise has been conducted at the June monthly meeting, but under the revised arrangements adopted by the Council in May 2020 (189 – 19/20) there is no longer such a meeting.
- 3.3 A key step in the process is the noting of the report by the internal auditor, Step 2.1 in the diagram above. While it is technically possible for the audit to be undertaken and delivered to the Annual Meeting in May of each year, the Annual Meeting for this year was brought forward to allow the meeting to be held remotely. It will now take place before the audit has been carried out. In future years these events will be coordinated.
- 3.4 It will necessary therefore, to call an Extraordinary Meeting in June to consider the report of the internal auditor then approve the Accounting Statements. There are two main options for this, and these are set out in section 4 below.

#### **4 Proposals**

- 4.1 It is a convention of the Council that meetings are held at 6pm on Wednesdays so this is the starting point for the consideration. A meeting of the People Committee has already been arranged for 9 June and the Place Committee on 23 June. Detailed arrangements for these have been discussed elsewhere on the agenda.
- 4.2 The first option would be to hold the meeting at 6pm on 23 June, pushing the Place Committee back to make space for it. The business is not expected to take long, and it is anticipated that the Place Committee could either curtail the meeting to 90 minutes or take the full two hours and run until 8.30pm
- 4.3 An alternative would be to hold the Extraordinary Meeting as a stand-alone session on Wednesday 16 June and make a separate booking of the hall for it. This is not recommended as it would involve setting aside an evening for a meeting then only using a small part of it.
- 4.4 It is not recommended that the Wednesday on 2 or 9 June be set for the meeting as it cannot be guaranteed that the audit report will be available in time to prepare the papers for a meeting of the Council.
- 4.5 The Council could select another date which is not a Wednesday.

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	5 May 2021	Agenda Item	018 – 21/22

## 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 through 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

<b>Strategic Governance</b>
Work continues on the requirements for the upcoming audit. An extraordinary meeting of the Full Council will have to be held before the next People Committee meeting in June in order to approve the annual accounts.
<b>Events</b>
Over the Easter weekend Bunny On Your Street was out to allow for socially distanced spring cheer. As with the Santa On Your Street this was well received by the public whilst lockdown restrictions had not allowed for the usual Easter events. With the change in restrictions after Easter small scale socially distanced pre booked events were able to take place in the wildlife garden in Queen's Park Gardens.
<b>Climate Emergency</b>
Officers met with WCC colleagues to discuss increasing the number of trees in the ward to increase climate resilience and natural carbon offset. The tree team indicated they would be happy to receive suggestions for new street tree sites from residents and councillors. A call-out for suggestions will be included in social media posts and the monthly newsletter.
<b>Hotline</b>
The hotline was wound up in March with funding from QPG Hub for the doorstep welfare checks and hot meal deliveries finishing as shielding stopped. Services have been working with clients around clear information and signposting for the vaccine.
<b>Operation Forth Bridge</b>
As the Council had previously decided not to make any preparations for such events, officers followed national guidance in preparing the response. A special front page was prepared for the website and a message of condolence from the Chair published on the website, circulated by social media and sent to the palace. A book of condolence was available at St John's Church on Kilburn Lane but QPCC repeated the advice to make submissions online. The only other response was that the People Committee meeting had to be cancelled due to the period of mourning. <sup>49</sup>

<b>Staffing</b>
Interviews have taken place for the recruitment of the new Community Development Officer. Candidates had a breadth of experience with strong abilities in differing requirements of the role and the panel has had a difficult choice to pick between them.
<b>Queen's Park Gardens</b>
A walking meeting was held in the gardens with a representative from the following stakeholders present QPCC, HCGA, FoQPG, WCC and Continental. A number of actions were agreed upon by WCC and Continental. Progress will be followed by officers.
<b>Neighbourhood Plan</b>
A statement of common ground has been signed by both QPCC and WCC, and submitted to the examiner. The examiner's final comments are expected in the next month. The final amendments have been to the Neighbourhood Plan which include the commitment to the ward becoming net zero carbon by 2040.

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

<b>Strategic governance</b>
The director will be meeting with WCC regarding arrangements for the elections in 2022. Election funds have been set aside in the EMR to allow for more community involvement next year.
<b>Events</b>
Planning will continue for the Summer Festival in August. A new partnership with C4A is underway for the community to run the main stage to honour Carol Brent for their long standing service to the area.
<b>Climate Emergency</b>
<p>The working group is planning a day of community litter picking on the 5<sup>th</sup> of June to tie in with World Environment Day and the Great British Spring Clean. Officers will be approaching relevant partners to encourage their involvement and support.</p> <p>After approval of the proposal at full council, officers will continue to collect quotes and investigate fundraising routes for a net-zero action plan for Queen's Park. This will guide the next steps of the council in our pursuit of minimizing emissions in the ward.</p> <p>Officers will continue to investigate the possibility of carbon offset within the ward and assess how to best limit the council's own emissions to net-zero ahead of May 2022.</p>
<b>Staffing</b>
The new CDO is due to start work in June subject to satisfactory reference checks.
<b>Neighbourhood Plan</b>
<p>Once the final comments have been received from the examiner the final amendments will be made to the Neighbourhood Plan. A referendum will be arranged by Westminster electoral services which QPCC will assist in promoting.</p> <p>An executive summary will be produced and designed by Publica, to be shared on the website and social media channels.</p>



You are hereby summoned to attend a **Meeting** of the **Council**  
to be held in the Beethoven Centre at 6 pm  
on Wednesday 23 June 2021

Lucie Prior, Director

16 June 2021

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### AGENDA

- 019-21/22**     **Apologies for absence** – to receive and approve any apologies for absence.
- 020-21/22**     **Minute's Silence** – to pause and mark the Fourth anniversary of the tragedy at Grenfell Tower.
- 021-21/22**     **Declarations of interest** - to note any Declarations of Interest or Dispensations granted in respect of any item on the Agenda.
- 022-21/22**     **Minutes of the previous meeting** – to consider for approval the minutes of the Council Meeting held 5 May 2021 for confirmation and signing as a correct record.
- 023-21/22**     **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).*
- 024-21/22**     **Financial Report** - to receive a report on the current financial position and approve payments.
- 025-21/22**     **Internal Audit Report** - to receive and note the report of the Internal Auditor for 2020/21.
- 026-21/22**     **Approval of Annual Governance Statement** - to approve the Annual Governance Statement for 2020/21.
- 027-21/22**     **Approval of Accounting Statement** - to approve the Accounting Statement for 2020/21.
- 028-21/22**     **Chair's Report** - to approve a statement by the Chair on matters concerning the Council.

**QUEEN'S PARK COMMUNITY COUNCIL**

Minutes of the Meeting of Council held remotely using Zoom

on **Wednesday 5 May 2021** commencing at 18:00.

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

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

**001- 21/22 Election of Chair**

**RESOLVED** THAT, Councillor John McArdle be elected Chair of Queen's Park Community Council for the Municipal Year 2021/22.

**002-21/22 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- 21/22 Election of Vice-chair**

**RESOLVED** THAT, Councillor Eartha Pond be elected Vice-chair of Queen's Park Community Council for the Municipal Year 2021/22.

**004-21/22 Apologies for absence** – Millie Kent, Project Officer. Councillor Dalton was ill in hospital so his apologies were noted.

**005-21/22 Declarations of interest** – Councillor McArdle declared an interest as Responsible Financial 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.

**006-21/22 Minutes of the meeting held 17 March 2021**

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



## 007 -21/22 Public Session

Two issues were raised during the public session.

Emily Engel reported that take-up of the Welcome Home Project had been slow, and that it was planned to publicise it in the next edition of Queen's Park Voice and to discuss it at a future meeting of the people Committee.

Simon Walton highlighted a number of items from a 'wish list' developed with Friends of Queen's Park Gardens including a suggestion that an additional bench be provided in the wildlife garden.

Director Lucie Prior confirmed that she had the full list and was working her way through it with HCGA, Continental, and the City of Westminster. A new beech would count as capital expenditure so she would seek external funding. Cllr Wilson suggested approaching the Greening Communities Fund at the national lottery.

Simon also took the opportunity to thank Cllr Rustin for her hard work on a recent visit to the gardens, when she litter picked and cleared a particularly troublesome area.

The Chair noted this, adding that Cllr Rustin undertook a great deal of work on behalf of the Council as indeed did Simon himself and he thanked both on behalf of the Council.

## 008 -21/22 Committee Matters

The Proper Officer circulated a report containing Terms of Reference previously agreed by the Council for the People, Place, and HR Committees and proposed an amendment to the Terms of Reference for the Appeals Committee. The report recommended that appointments be made to each Committee and a Chair and Vice-chair elected.

The Chair pointed out that, notwithstanding the appointments to Committees, all meetings are public so a councillor can attend without being a member although they will not be able to vote.

**008.1 RESOLVED** THAT, the report, including the diary of meetings, delegation arrangements, and Terms of Reference for People, Place, and HR Committees be NOTED

**008.2 RESOLVED** THAT, the revised Terms of Reference for the Appeals Committees be APPROVED

**008.3 RESOLVED** THAT, Councillors Barson, Dalton, Fitzhugh, Lawrence, Lancashire, McArdle, Nicholas, Pond, and Wilson be APPOINTD to the People Committee for the 2021/22 Municipal Year.

**008.4 RESOLVED** THAT, Councillor Pond be ELECTED as Chair of the People Committee for the 2021/22 Municipal Year.

**008.5 RESOLVED** THAT, Councillor Leon be ELECTED as Vice-chair of the People Committee for the 2021/22 Municipal Year.

**008.6 RESOLVED** THAT, Councillors Barson, Dalton, Fitzhugh, Lancashire, McArdle, Rustin, Sweeney, and Wilson be APPOINTD to the Place Committee for the 2021/22 Municipal Year.

**008.7 RESOLVED** THAT, Councillor Rustin be ELECTED as Chair of the Place Committee for the 2021/22 Municipal Year.

**008.8 RESOLVED** THAT, Councillor Lancashire be ELECTED as Vice-chair of the Place Committee for the 2021/22 Municipal Year.

**008.9 RESOLVED** THAT, Councillors McArdle, Rustin, Sweeney, and Wilson be APPOINTED to the HR Committee for the 2021/22 Municipal Year

**008.10 RESOLVED** THAT, Councillor Sweeney be ELECTED as Chair of the HR Committee for the 2021/22 Municipal Year.

**008.11 RESOLVED** THAT, Councillor Lancashire be ELECTED as Chair of the Appeals Committee for the 2021/22 Municipal Year.

### **009 -21/22 Working Groups**

The Proper Officer circulated a report setting out the Working Groups in operation, recommending that a coordinator be appointed for each and that councillors indicate which Groups they wish to take part in. A further recommendation was made as to the composition of the Forward Planning Working Group.

The Chair added that, as with Committees, a councillor can attend without being a member and can participate fully in any meeting.

**009.1 RESOLVED** THAT, the Forward Planning Working Group comprise 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 2021/22 Municipal Year.

**009.2 RESOLVED** THAT, the coordinators and councillor members of each Working Group be as set out in the table below.

<b>Group</b>	<b>Members</b>
Air Quality	Cllrs Ray Lancashire (co-ordinator); with Alison Low Madigan and Simon Walton
Children & Young People	Cllrs Eartha Pond (co-ordinator), Ryan Dalton, Marcus Leon, Ray Lancashire, Brian Nicholas and Stella Wilson; with Carol Archibald and Lucie Prior
Climate Emergency	Cllrs Leslie Barson, Gill Fitzhugh, Ray Lancashire, Susanna Rustin and Stella Wilson; with Millie Kent (co-ordinator), Lucie Prior and Luke Douglas
Community Engagement	Cllrs Gill Fitzhugh and Leslie Barson; with Lucie Prior (co-ordinator), Millie Kent and Liz Thorpe-Tracey
Economic Development	Cllrs Brian Nicholas, Gill Fitzhugh, John McArdle and Stella Wilson; with Lucie Prior (co-ordinator)
Events and Socials	Cllrs Ryan Dalton, Emma Sweeney, Orrel Lawrence, John McArdle; with Alison Low Madigan, Liz Thorpe-Tracey (co-ordinator), Lucie Prior and Pepe Duncan

Forward Planning	Cllrs John McArdle (co-ordinator), Eartha Pond, Susanna Rustin, Emma Sweeney; with Lucie Prior
Grants	Cllrs Brian Nicholas, Emma Sweeney, Ray Lancashire; with Cara Sanquest, Angela Singhate and Lucie Prior (co-ordinator)
Planning	Cllr John McArdle (co-ordinator) and Gill Fitzhugh; with Billie Lee and Simon Walton
Public and Community Art	Cllr Gill Fitzhugh (co-ordinator) and Stella Wilson; with Alison Madigan, Ashante Duncan, Cesca Hawkins, Ellie O'Donnell, Hadina Wright, Hermione Wood, Isotta Reichenbach, Lucie Prior, Mark Fisher, Pepe Duncan, Ryan Munroe and Tsering Yangdzom
Social Inclusion / Care In Queen's Park	Cllrs Orrel Lawrence (co-ordinator), Gill Fitzhugh, Leslie Barson and Stella Wilson; with Emily Engel and Lucie Prior
The Voice	Cllr Susanna Rustin (co-ordinator), Orrel Lawrence and Ryan Dalton; with Joe Gordon Liz Thorpe-Tracey and Lucie Prior

## **010 -21/22 Representation on External Bodies**

The Proper Officer circulated a report recommending appointments to represent the Council on outside bodies.

**010.1 RESOLVED** THAT, Simon Walton represent the Council on Westminster Amenity Society Forum (WASF).

**010.2 RESOLVED** THAT, **Cllr Rustin** represent the Council on Westminster Living Streets

## **011 -21/22 Standing Orders**

The Proper Officer circulated a report recommending that the Standing Orders be amended to reflect additional guidance issued by NALC and the discussions of a working group established review them.

**RESOLVED** THAT, the revised Standing Orders be APPROVED.

## **012 -21/22 Financial Regulations**

The Proper Officer circulated a report recommending that the Financial Regulations be amended to reflect changes to the Council's meeting schedule which had an impact on the budget setting timetable.

**RESOLVED** THAT, the revised Financial Regulations be APPROVED.

## **013 -21/22 Readoption of Policies**

The 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.

#### **014 -21/22 Matters to be considered at an Annual Meeting**

The Proper Officer circulated a report setting out matters that should be considered at an Annual Meeting and proposing a response to each.

**RESOLVED** THAT, the report be APPROVED.

#### **015 -21/22 Financial Report**

The RFO circulated a report on the current financial position with recommendations for activities during 2021/22.

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

**015.2 RESOLVED** THAT, payments to the value of £10,677.43 contained in Table 2 be APPROVED.

**015.3 RESOLVED** THAT, a proposal that the Forward Planning Working Group consider the options for providing continued support to The Avenues Youth Project and bring a report to Council in October 2021 was APPROVED

**015.4 RESOLVED** THAT, a proposal that the People Committee decide on the allocation of £5,000 from the Special grants budget as the meeting in June 2021 was APPROVED

#### **016-21/22 Meeting Arrangements for 2021**

The Proper Officer circulated a report proposing arrangements for the return to physical meetings in June 2021. During discussion it was suggested that the public should be able to submit questions to the meeting beforehand, and that the Council should investigate whether meetings could be broadcast.

**016.1 RESOLVED** THAT, the report be APPROVED.

**016.2 RESOLVED** THAT, the Proper Officer put in place a system to allow members of the public to submit written questions to a meeting in additions to being able to ask questions at the meeting

**016.2 RESOLVED** THAT, the Proper Officer investigate options and costs for broadcasting meetings and bring a report to a future meeting

#### **017-21/22 Arrangements for Approval of 2020/21 Annual Report**

The Proper Officer and the RFO circulated a report proposing arrangements for a meeting to approve the AGAR following the internal audit.

**RESOLVED** THAT an Extraordinary Meeting of the Council would be held at 6pm on Wednesday 23 June 2021 to approved the AGAR and that the Place Committee would delay the start of its meeting until the Council meeting concluded.

## 018-21/22 Officers' Report

A report jointly prepared by officers had been circulated setting out details of a range of activities carried out since the previous meeting together with proposals for period to come.

The Director added that a new Community Development officer had been selected and that, subject to satisfactory references, she would start work at the beginning of June. She also reported that she was working with the City Council and its appointed consultants on the Harrow Road Place Plan which would bring improvements to the area including the Harrow Road Open Space. Work continues on the Park Hut and it is hoped that the new shutter will be installed ready for use by the date of the Summer Festival.

The Events Coordinator reported that preparations for the Simmer Festival were well advanced and that event would be very different from previous years. Arrangements were being complicated by the need to ensure Covid-19 safety against a background of constantly changing regulations and guidance and by the need to overflow from the park onto the adjacent roads.

Cllr Pond stressed the need for the Council, through events and other activities, to provide entertainment and diversions for young people as many had been affected by the periods of lockdown.

**RESOLVED** that the report be NOTED.

*The meeting closed at 19:52*

**Minute Ref: 022 – 21/22**

**Signed by..... Date.....**

**Cllr. John McArdle**

**Chair**

<b>Report To:</b>	Queen's Park Community Council		
<b>Title:</b>	Finance Report		
<b>Purpose:</b>	For Decision		
<b>Author:</b>	Cllr John McArdle, Responsible Financial Officer		
<b>Date of Meeting</b>	23 June 2021	<b>Agenda Item</b>	024 – 21/22

## 1 Summary

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

## 2 Recommendations

- (1) That the contents be noted.
- (2) That payments to the value of £5,788.25 in Appendix 2 be approved.
- (3) That the recommendation in section 6 be to contribute £2,100 towards the cost of a water fountain in Queen's Park Gardens be approved.

## 3 Background

- 3.1 This report has been prepared by Councillor John McArdle as Responsible Financial Officer (RFO) 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 report for June 2021 and includes transactions recorded in April and May 2021.
- 3.4 The next full report will be the mid- year report for 2020/21 and will be provided to the October Meeting of the Council. An interim quarterly report will be circulated when the accounts for June have been compiled.

## 4 Approval of Payments

- 4.1 Appendix 1 attached sets out all payments with a total value of £43,659.40, including redacted payments of £ £10,371.15, made by the Council during April and May 2021. Many 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 £5,788.25 and these are set out in Appendix 2 for approval.

## **5 Current Financial Position**

- 5.1 At this early stage in the year there has been no real variation from the approved budget. A full analysis has not been provided but the Director and the RFO have examined each budget line to assess how the budget can be met and the Strategic Plan delivered and have no concerns to raise. A summary of spending by budget head is attached as Appendix 3, and it should be noted that it is now arranged in an order that reflects the Council's revised structure.
- 5.2 As highlighted at 3.4 above, a detailed analysis will be undertaken for the October meeting and expenditure mapped against the activity reports and action plans which the Working Groups will submit to the Committees in the September cycle. Taken together these will provide a full picture of both activity and finance at the mid-year point for consideration by the Council.

## **6 Payment for Water Fountain**

- 6.1 The Council has been successful in a bid to Westminster City Council for grant funding in respect of the installation of a combined water fountain and garden tap in Queen's Park Gardens for use by both visitors to the park and the 'diggers'. The total cost for supply and installation is estimated to be around £13,000 and as the City Council required a significant contribution from the applicant as part of the process the sum of £2,100 was proposed.
- 6.2 Whilst there are funds available across the Place Committee budgets in both the Park Development and Community Gardening lines charging this to them would all but clear out both. It is recommended, therefore, that the bulk of this payment be drawn from the Neighbourhood Community Infrastructure Levy fund (CIL) which is held in an Earmarked Reserve for infrastructure investment. This is appropriate as CIL is to be used for capital expenditure which this is. Taking £2,097.74 from CIL, the entire budget, and £2.26 from Park Development would leave £997.74 in that budget for future projects.

## Appendix 1: All Payments

Date Paid	Payee Name	Goods / Services	Value
01/04/2021	ICO	Registration 21/22	35
07/04/2021	Barclays	Bank Charges	6.5
20/04/2021	Microshade Business Consult.Lt	IT hosting	222.96
20/04/2021	Surrey & Sussex ALC	Subscriptions 2021/22	2,371.05
20/04/2021		Employer costs	
20/04/2021	Living Things	Animals for Summer festival	360
28/04/2021	Vodafone	Mobile phone	25.56
29/04/2021	The Avenues	Special Grant 2021/22	20,000.00
29/04/2021		Salary April 21	
29/04/2021		Salary Apr 21	
29/04/2021		Pension contributions	
29/04/2021	Boxthenics	Community Grant 20/21	3,500.00
29/04/2021	J. King the artist	Design for youth consultation	475
30/04/2021	Onecom	Broadband and voice supply	77.17
06/05/2021	Barclays	bank Charges May	6.5
17/05/2021	HR Services Partnership	HR Advice	196.86
17/05/2021	Microshade Business Consult.Lt	Microshade Business Consult.Lt	222.96
17/05/2021	Happy Lizzy Event Planning	Events administration	250
17/05/2021	Cllr Brian Nicholas	Councillor Allowance 21/22	250
17/05/2021	Happy Lizzy Event Planning	Admin support	1,250.00
26/05/2021	Cllr John McArdle	Brightpay payroll software	58.8
26/05/2021	.	Pension contributions May 21	
26/05/2021	PORTABLE TOILET HIRE	Toilets for Summer festival	348
26/05/2021		Salary May 21	
26/05/2021	Kareno	Community Grant Feb 21	3,500.00
26/05/2021	Apogee Corporation Ltd	Printer supplies	28.96
26/05/2021	Apogee Corporation Ltd	Error on original VAT	0.02
28/05/2021	Onecom	Broadband May 21	77.17
28/05/2021	Vodafone	Bill May 21	25.74
28/05/2021		Salary May 21	
			33,288.25
Including Redactions			
With Redactions			
Value redacted			



£43,659.40  
£33,288.25  
£10,371.15

## Appendix2: Payments to be approved

<b>Date Paid</b>	<b>Payee Name</b>	<b>Goods / Services</b>	<b>Value</b>
01/04/2021	ICO	Registration 21/22	35
07/04/2021	Barclays	Bank Charges	6.5
20/04/2021	Microshade Business Consult.Lt	IT hosting	222.96
20/04/2021	Surrey & Sussex ALC	Subscriptions 2021/22	2,371.05
20/04/2021	Living Things	Animals for Summer festival	360
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06/05/2021	Barclays	bank Charges May	6.5
17/05/2021	HR Services Partnership	HR Advice	196.86
17/05/2021	Microshade Business Consult.Lt	Microshade Business Consult.Lt	222.96
17/05/2021	Happy Lizzy Event Planning	Admin support	1,250.00
26/05/2021	Cllr John McArdle	Brightpay payroll software	58.8
26/05/2021	PORTABLE TOILET HIRE	Toilets for Summer festival	348
26/05/2021	Apogee Corporation Ltd	Printer supplies	28.96
26/05/2021	Apogee Corporation Ltd	Error on original VAT	0.02
28/05/2021	Onecom	Broadband May 21	77.17
28/05/2021	Vodafone	Bill May 21	25.74
			5,788.25

03/06/2021

## Detailed Receipts &amp; Payments by Budget Heading 03/06/2021

## 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	0	20,000	20,000			0.0%	
1076 Precept	0	166,269	166,269			0.0%	
<u>101 Staff costs</u>							
4100 Staff costs	(10,371)	(75,000)	64,629		64,629	13.8%	
4105 Training	0	(1,500)	1,500		1,500	0.0%	
<u>102 Administration</u>							
4101 Councillor allowances	(250)	(3,000)	2,750		2,750	8.3%	
4105 Training	0	(1,000)	1,000		1,000	0.0%	
4120 Insurance	0	(1,200)	1,200		1,200	0.0%	
4125 Office Rent	0	(10,000)	10,000		10,000	0.0%	
4126 Room Bookings	0	(1,000)	1,000		1,000	0.0%	
4127 Office maintenance/relocation	(24)	(500)	476		476	4.8%	
4128 Catering	0	(200)	200		200	0.0%	
4130 IT - hosting, computers, email	(485)	(7,500)	7,015		7,015	6.5%	
4132 Stationery & Materials	0	(500)	500		500	0.0%	
4133 Chair's Allowance	0	(75)	75		75	0.0%	
4135 Tel & post	(107)	(2,000)	1,893		1,893	5.4%	
4137 Subscriptions	(2,406)	(2,750)	344		344	87.5%	
4139 Travel expenses	0	(300)	300		300	0.0%	
4140 Professional fees	(164)	(1,000)	836		836	16.4%	
4142 Audit fees	0	(1,500)	1,500		1,500	0.0%	
4144 Bank charges	(13)	(100)	87		87	13.0%	
4150 Elections costs	0	(2,000)	2,000		2,000	0.0%	
<u>201 Communications</u>							
4110 Website	0	(2,500)	2,500		2,500	0.0%	
4200 Queens Park Voice	0	(4,000)	4,000		4,000	0.0%	
4236 Marketing	0	(500)	500		500	0.0%	
<u>301 Place</u>							
4300 Community Gardening	0	(17,500)	17,500		17,500	0.0%	
4301 Dog Strategy	0	(4,500)	4,500		4,500	0.0%	
4305 Park Development	0	(1,000)	1,000		1,000	0.0%	
4400 Neighbourhood Plan	0	(1,000)	1,000		1,000	0.0%	
4405 Retailers' Support	0	(1,500)	1,500		1,500	0.0%	
4410 Air Quality	0	(500)	500		500	0.0%	
4420 Public & Community Arts	0	(4,000)	4,000		4,000	0.0%	
4999 Climate Emergency	0	(1,000)	1,000		1,000	0.0%	
<u>401 Events</u>							
1410 Income Summer Festival	0	6,500	6,500			0.0%	

## Detailed Receipts &amp; Payments by Budget Heading 03/06/2021

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1411 Income Fireworks	0	5,000	5,000			0.0%	
1412 Income Winter Fair	0	1,500	1,500			0.0%	
4201 Events Administration	(1,500)	(9,300)	7,800		7,800	16.1%	
4205 Winter Fair	0	(3,200)	3,200		3,200	0.0%	
4206 Winter Social	0	(100)	100		100	0.0%	
4210 Summer Festival	(590)	(13,500)	12,910		12,910	4.4%	
4220 Fireworks	0	(9,000)	9,000		9,000	0.0%	
<u>501 People</u>							
4107 Community engagement	0	(1,600)	1,600		1,600	0.0%	
4129 Volunteer Development	0	(1,600)	1,600		1,600	0.0%	
4425 Social Inclusion	0	(400)	400		400	0.0%	
4430 Children & Young People	(475)	(8,000)	7,525		7,525	5.9%	475
<u>601 Grants</u>							
4134 Community Grants	(10,000)	(25,000)	15,000		15,000	40.0%	7,000
4136 Pop Up Fund	0	(2,000)	2,000		2,000	0.0%	
4138 Special Grants	(20,000)	(25,000)	5,000		5,000	80.0%	
<u>999 VAT data</u>							
115 VAT refund	674	0	(674)			0.0%	
515 VAT on Payment	(274)	0	(274)		(274)	0.0%	
Grand Totals:- Receipts	<b>674</b>	<b>199,269</b>	<b>198,595</b>			<b>0.3%</b>	
Payments	<b>46,659</b>	<b>247,825</b>	<b>201,166</b>	<b>0</b>	<b>201,166</b>	<b>18.8%</b>	
<b>Net Receipts over Payments</b>	<b>(45,985)</b>	<b>(48,556)</b>	<b>(2,571)</b>				
plus Transfer From EMR	<b>7,475</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>(38,510)</b>						

Report To:	Queen's Park Community Council		
Title:	Internal Audit Report		
Purpose:	For Approval		
Author:	Councillor John McArdle, Responsible Financial Officer		
Date of Meeting	23 June 2021	Agenda Item	025 – 21/22

## **1 Summary**

This report recommends that the final Internal Audit report for 2020/21 be approved by the Council.

## **2 Recommendation**

It is recommended that the Council approves the Internal Audit Report set out in the appendix.

## **3 Background**

- 3.1 The Council is required to complete an annual return, part of which is confirmation that the accounts have been examined by the Internal Auditor.
- 3.2 This forms part of the Annual Governance and Accountability Return (AGAR), and is page 3 of that document. A copy of the signed original is attached as an appendix and will be submitted following approval at this meeting.
- 3.3 The full report prepared by the auditor has been previously circulated to all councillors, with the full AGAR, and copies will also be available at the meeting.
- 3.5 The full report makes no recommendations to be addressed by the Council.



# Annual Internal Audit Report 2020/21

## Queen's Park Community Council

<https://queensparkcommunitycouncil.gov.uk/> FILE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

19/01/2021 28/05/2021

Name of person who carried out the internal audit

ANDY OF BEAMS AUDITORS

Signature of person who carried out the internal audit

Beams

Date

28/05/2021

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



Report To:	Queen's Park Community Council		
Title:	Annual Governance Statement		
Purpose:	For Approval		
Author:	Councillor John McArdle, Responsible Financial Officer		
Date of Meeting	23 June 2021	Agenda Item	026 – 21/22

## **1 Summary**

This report recommends that the Annual Governance Statement for 2020/21 be approved by the Council.

## **2 Recommendation**

It is recommended that the Council approves the Annual Governance Statement set out in the appendix.

## **3 Background**

- 3.1 The Council is required to complete an annual return, part of which is confirmation that it has prepared and approved an Annual Governance Statement.
- 3.2 This forms part of the Annual Governance and Accountability Return (AGAR), and is page 4 of that document. A copy of the original is attached as an appendix and will be signed and submitted following approval at this meeting.
- 3.3 In preparing the report referred to in the previous agenda item (025 – 21/22) the auditor considered whether the required tests had been met and confirmed that they ad. At pages 10 and 11 of that report is the evidence set out in the table below.

	Annual Governance Statement	'Yes', means that this authority	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	<b>YES</b> – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	<b>YES</b> – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	<b>YES</b> – the Clerk is experienced and advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the accounting and audit regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	<b>YES</b> – the requirements and timescales for 2019/20 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	<b>YES</b> – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	<b>YES</b> – the council has appointed an independent and competent internal auditor who has completed two audits during the year.



	Annual Governance Statement	'Yes', means that this authority	Suggested response based on evidence
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	<b>YES</b> – where matters are raised, action taken by council is recorded
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	<b>YES</b> – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	<b>N/A</b> – the council has no trusts.



## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Queen's Park Community Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://queensparkcommunitycouncil.gov.uk/> FILE WEBSITE/WEBPAGE ADDRESS



Report To:	Queen's Park Community Council		
Title:	Accounting Statement		
Purpose:	For Approval		
Author:	Councillor John McArdle, Responsible Financial Officer		
Date of Meeting	23 June 2021	Agenda Item	027 – 21/22

## **1 Summary**

This report recommends that the Accounting Statement for 2020/21 be approved by the Council.

## **2 Recommendation**

It is recommended that the Council approves the Accounting Statement set out in the appendix.

## **3 Background**

- 3.1 The Council is required to complete an annual return, part of which is the Accounting Statement.
- 3.2 This forms part of the Annual Governance and Accountability Return (AGAR), and is page 5 of that document. A copy of the original is attached as an appendix and will be signed and submitted following approval at this meeting.
- 3.3 The auditor has examined the figures in preparation of the report referred to in a previous item (025 – 21/22) and has confirmed that they are accurate.



## Section 2 – Accounting Statements 2020/21 for


### Queen's Park Community Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	138,511	125,747	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	162,150	164,841	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	21,394	10,768	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	48,618	75,836	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	147,690	140,842	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	125,747	84,678	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	125,747	84,678	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	0	0	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

  
07/06/2021

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



Report To:	Queen's Park Community Council		
Title:	Chair's Report		
Purpose:	For Approval		
Author:	Councillor John McArdle, Chair of the Council		
Date of Meeting	23 June 2021	Agenda Item	028 – 21/22

## 1 Summary

This report recommends that the Council resolves to support the formation of Parish Councils in London and resists changes to parliamentary boundaries.

## 2 Recommendation

It is recommended that the Council approves the statement as the current policy on these matters.

## 3 Background

- 3.1 There is in Parliament an All Party Parliamentary Group, sponsored by NALC, which has as its aim promoting local democracy. Queen's Park Community Council is in a unique position as not only is it the sole Parish Council in London, the local MP is a member of the Group. It is appropriate, therefore, for the Council to support the work the Group in respect of encouraging the set up of other Parish Councils in London.
- 3.2 The Boundaries Commission has commenced a consultation, which closes on 2 August 2021, on proposals which will see the extensive redrawing of constituency boundaries in London and the dissolution of Westminster North. There is concern that this is more concerned with levelling voter numbers than supporting existing community links.

## 4 Proposal

- 4.1 It is proposed that the Council endorse the following statement as setting out its view on these matters. This will be used to develop the 2022/26 Strategic Plan during 21/22 and before that in a response to the Boundaries Commission.

## **Statement**

Queens Park Community Council welcomes the reappointment of our local MP Karen Buck as Treasurer of the All Party Parliamentary Group on Local Democracy and looks forward to continuing to work with her on promoting local democracy and in particular the formation of Parish Councils in London.

Being the only Parish Council in the city is a lonely place and our Director, Lucie Prior, will include a work stream on outreach work promoting the concept when she starts to draft our Strategic Plan for 2022 and beyond.

The Council would also like to express concern at the proposal by the Boundaries Commission to take the existing Westminster North constituency and split it across three London boroughs. While our own position will be somewhat mitigated by existing bi-borough working between the City of Westminster and the Royal Borough of Kensington and Chelsea we do not feel that far-flung Earls Court is a natural part of our community and it is not an area that we have affinity with. There are clearly established links between a whole raft of organisations across the wards of North Westminster and the proposal might balance the numbers but does not add to community cohesiveness or promote effective partnerships.

## **5 References**

All Party Parliamentary group

<https://www.parliament.co.uk/APPG/local-democracy>

Boundaries Commission

<https://www.bcereviews.org.uk/node/6485?postcode=W104DX>



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

Lucie Prior, Director

15 October 2021

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### **AGENDA**

- 029-20/21 Apologies for absence** – to receive and approve any apologies for absence.
- 030-20/21 Declarations of interest** – to note any Declarations of Interest or Dispensations granted in respect of any item on the Agenda.
- 031-20/21 Minutes of the previous meeting** – to consider for approval the minutes of the Council Meeting held 23 June 2021 for confirmation and signing as a correct record.
- 032-20/21 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 Chairman).*
- 033-20/21 Avenues Youth Project** - to receive a report from representatives and discuss the ongoing relationship between the organisations.
- 034-20/21 Volunteer Policy** – to approve the Council’s Volunteer Policy for adoption
- 035-20/21 Special Grants** - to receive a report from the Forward Planning Working Group
- 036-20/21 People Committee Report** - to receive a verbal update on the work of the People Committee.
- 037-20/21 Place Committee Report** - to receive a verbal update on the work of the Place Committee.
- 038-20/21 Financial Report** - to receive a report on the current financial position and approve payments.
- 039-20/21 Working Groups** - to receive updates from The Voice Working Groups.
- 040-20/21 Chair’s Report**
- 041-20/21 Officers’ Report**

**QUEEN'S PARK COMMUNITY COUNCIL**

Minutes of the Meeting of Council held in the Beethoven Centre

on **Wednesday 23 June 2021** commencing at 18:00.

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**Present:** Councillors Eartha Pond (Vice Chair), Gill Fitzhugh, Ray Lancashire, Marcus Leon, Brian Nicholas, Susanna Rustin, and Emma Sweeney.

Also present: Lucie Prior (Director) and Liz Thorpe-Tracey (Communications and Events Co-ordinator, and one member of the public.

**019-21/22 Apologies for absence** – Councillors John McArdle (Chair), Leslie Barson, and Stella Wilson; Officers Shuwanna Aaron (Community Development Officer) and Millie Kent (Project Officer).

**020-21/22 Minute's Silence** – Cllr. Eartha Pond led a minute's silence to mark the Fourth anniversary of the tragedy at Grenfell Tower. She directed members to Grenfellunited.org.uk for further information.

**021-21/22 Declarations of interest** – No new declarations were made and no dispensations have been requested.

**022-21/22 Minutes of the meeting held 5 May 2021**

**RESOLVED** THAT, the minutes be APPROVED as a correct record and signed by Cllr. Eartha Pond.

**023-21/22 Public Session**

Simon Walton raised that there had been masses of activity at the hut in Queen's Park Gardens recently and he was looking forward to seeing the results.

**024 -21/22 Financial 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 and approval for match funding for the new water fountain. The Council has been successful in bid to the Open Spaces Greener Places Fund and required a contribution as part of the application with the sum of £2,100 proposed.

**RESOLVED** THAT, the contents, be NOTED.

**RESOLVED** THAT, the payments, to the value of £5,788.25 set out in Appendix 2, be APPROVED.

**RESOLVED** THAT, the recommendation to spend the Neighbourhood CIL fund of £2097.74 and £2.26 from the Park Development budget on for the new water fountain, be APPROVED.

*6:10pm Cllr. Brian Nicholas entered the meeting*



### **025 -21/22 Internal Audit Report**

The Director took the meeting through the annual report that contained the internal auditor's conclusions. The independent auditor found that the Council met all of its internal controls for 2020/21.

**RESOLVED** THAT, the internal audit report for 2020/21 be NOTED.

### **026 -21/22 Approval of the Annual Governance Statement**

The Director introduced the statement and said that the response of "yes" is being given to statements 1-8 and N/A to statement 9.

**RESOLVED** THAT, the Annual Governance Statement for 2020/21 be APPROVED and signed by Cllr. Eartha Pond and the Director, Lucie Prior.

### **027 -21/22 Approval of Accounting Statement**

The Accounting Statement had been circulated alongside a report by RFO, Cllr. McArdle, as part of the meeting papers. Post audit the RFO has also certified that the figures are accurate for the year 2020/21.

**RESOLVED** THAT, the Accounting Statement for 2020/21 be APPROVED and signed by Cllr. Eartha Pond.

### **028 -21/22 Chair's Report**

The Director presented the Chair's report, on behalf of Cllr John McArdle, which supports the creation of more parish councils in London and opposes the break-up of the Westminster North Constituency.

**RESOLVED** THAT, the Chair's statement be APPROVED.

*The meeting closed at 18:23*



Report To:	Queen's Park Community Council		
Title:	Volunteer Policy		
Purpose:	For Approval		
Author:	Lucie Prior, Director		
Date of Meeting	20 October 2021	Agenda Item	034-21/22

## 1 Summary

This report recommends that a Volunteer Policy be adopted by the Council.

## 2 Recommendation

It is recommended that the Council approves the working Volunteer Policy contained in the appendix to this report.

## 3 Background

- 3.1 For several years the Council has had a working Volunteer Policy, but it is considered prudent that one is formally approved as the volunteer development expands.

## **Queen's Park Community Council Volunteer Policy**

### **1. Introduction**

The Queen's Park Community Council aims to promote a strong sense of community and increase the quality of life for people of all ages, cultures, religious and social backgrounds living and working in Queen's Park.

Our Volunteers are instrumental in helping to achieve our vision for Queens Park. A Volunteer is someone who, without expectation of financial compensation, beyond reimbursement of expenses, performs a task at the request of and on behalf of the Queen's Park Community Council.

### **2. Our Commitment**

We value the diversity of volunteers and the experiences they bring, and acknowledge that volunteers create a diverse and dynamic organisation which enhance what QPCC delivers. QPCC also recognise that volunteering is a two-way exchange of skills and are committed to supporting and developing our volunteers. We see volunteers as complementing not replacing staff and will work to ensure our volunteers benefit from the time they spend volunteering, either through learning new skills, gaining experience, giving back to the community, meeting new people, or generally having a good time.

### **3. Volunteers Principles**

This Volunteer Policy is underpinned by the following principles:

- QPCC is committed to providing good volunteer management to volunteers within the office and those who volunteer off-site
- QPCC strives to improve and revise good practice in volunteer management
- QPCC will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to QPCC's work
- QPCC does not aim to introduce volunteers to replace paid staff
- QPCC expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work
- QPCC recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.
- Volunteering should be an enjoyable activity that meets the individual's as well as QPCC's needs.

#### **4. Volunteers Rights**

Volunteers at QPCC have a right to:

- Equal treatment as outlined in our equal opportunities policy
- Adequate information, training and support for the tasks they are to undertake
- On-going support and supervision in line with all QPCC employees
- Health and Safety information to maximise their safety and welfare
- Reimbursement of reasonable, agreed out of pocket expenses
- Be valued by everyone within QPCC
- Be treated sympathetically and fairly if faced by problems relating to volunteer conduct or complaints. Efforts will always be made to reach a mutually acceptable solution.
- Be consulted if changes are to be introduced that affect their role.

#### **5. Volunteer Responsibilities**

All volunteers have a responsibility to:

- Agree to and abide by QPCC's policy on volunteering
- Volunteer within QPCC's mission, aims and objectives
- Treat everyone they meet when representing QPCC with courtesy and respect
- Be reliable, honest and mindful of QPCC's good name
- Agree their tasks with their supervisor
- Report back as required and keep in regular contact with designated staff and / or councillors
- Respect all information regarding QPCC's operations or any employee affairs as confidential
- Treat with confidence any information made available to them as a result of their relationship with QPCC, whether of an individual or commercial nature
- Take individual responsibility for their personal belongings
- As a volunteer, it is your responsibility to ensure that your car insurance covers volunteer activities that includes car travel whilst undertaking QPCC businesses.

#### **6. Volunteer Recruitment**

Volunteer opportunities will be advertised on the QPCC noticeboard, website, social media pages and, where possible, in the next available Queen's Park Voice. Opportunities may also be promoted via promotional material distributed to local community locations and / or at community events. Applicants will be asked how they heard about the volunteering opportunities as part of their initial meeting.

Recruitment of volunteers is based solely on a merit and suitability for the role. We recruit volunteers seasonally as well as on a rolling basis. If a role has very limited spaces, such as a short internship, a deadline will be given and a standard set of questions and assessment criteria will be devised by the Officers in advance. Recruitment involves completing an application form and a face to face meeting ideally with the Community Development Officer.

The aims of the recruitment process are:

- To provide volunteers with sufficient information on both QPCC and specific volunteering opportunities in order for them to make an informed decision on whether or not to pursue their application
- To allow applicants and the QPCC staff member / Councillor to assess whether or not the applicant has the requisite skills, or potential skills after training, to fulfill the role's requirements
- To agree upon a probationary period acceptable to both the applicant and QPCC

## **7. Equal opportunities**

QPCC operates an equal opportunities policy in respect of both paid staff and volunteers. Volunteers will be expected to have an understanding of and state their commitment to our equal opportunities policy.

## **8. Risk Assessment**

Volunteering roles may be ongoing or time-limited, and each role will have a risk assessment that outlines potential risks associated with the role and how QPCC and the volunteer should seek to minimise these risks. The risk assessment will be shared with the volunteer as part of their induction.

## **9. Checks and Screening**

Many of our roles are informal and do not require checks and screening. Depending on the nature of the work being undertaken QPCC may need to take a copy of a volunteer's photo ID (driving license or passport) and references. If a role requires this, it will be included in the role profile. Checks or screening may seem intrusive but are necessary for the following reasons:

- The public need to know that they and public money are in safe hands
- They provide the volunteer with a degree of credibility
- They act as a basis of trust for volunteers and their colleagues

If a role requires references this will be included in the work outline. If the reference provided suggests caution the reference will be presented to the HR Committee for consideration.

All adults working in situations where they may come in to contact with children and vulnerable adults or in health care settings in regulated activities are required by law to undertake enhanced DBS (previously CRB) checks. Disclosing a criminal conviction will not necessarily prevent you from becoming a volunteer with the QPCC. If something comes up on a DBS, the volunteer will be provided the opportunity to disclose this to the Chief Officer who will present this to the HR Committee for consideration.

## **10. Induction, Training and Support**

All volunteers will receive an induction into QPCC and their own area of work. In their induction the applicant will be asked to state that they have read and understand the Council's policies and procedures and the specific risk assessment for the role. Training will be provided as appropriate for the role. Where possible, volunteers will be entitled to receive additional training on the same basis as paid staff. All volunteers will have a named person as their main point of contact. This may be a designated officer, councillor or a partner organisation of the Council. All volunteers will also be given the name of the Community Development Officer as the overall volunteer coordinator for the council. Volunteers will be offered regular supervision to feed-back on progress, discuss their future development and air any problems, as agreed with the volunteer. Volunteers may opt to set their own personal and professional development goals which they want to achieve throughout their volunteering which the Community Development Officer will strive to help them obtain where possible.

## **11. Expenses**

The Council appreciates the work of volunteers and will seek to ensure that financial barriers to volunteer involvement are overcome. Nobody who volunteers with the Council should be left out of pocket. Therefore, the Council will offer volunteers the following financial assistance:

- Standard rate public transport travel expenses to and from the place of voluntary work or other journeys necessary to fulfil your role
- Volunteers working a minimum of five hours per day will be able to claim expenses for lunch of up to £5.
- Access to use the Council's phone and photocopier for the purposes of a volunteering activity (this is only allowed under an Officer's supervision)

We are legally bound by benefits, tax and employment laws to pay only the exact amount incurred. You must provide receipts for all expenditure where relevant. If you normally use an Oystercard you may get a short journey statement itemising the last 8 journeys at a station or a full statement itemising the last 8 week's journeys by ordering on-line or printing from Transport for London's website [www.tfl.gov.uk/oyster](http://www.tfl.gov.uk/oyster)

In some circumstances we may pay car, motorbike or cycle mileage at rates set by HMRC (Her Majesty's Revenue & Customs). If you want to travel by any of these methods and claim mileage expenses, you must have the agreement from the Council before incurring the expense.

## **12. Recognising volunteers**

We will always show our appreciation to volunteers by saying thank you and will recognise contributions and achievements regularly in a number of ways such as the Local Hero award to those who volunteer forty or more hours a year, certificates, celebration events, lunches or small gifts.

## **13. Grievances**

We aim to identify and solve problems at the earliest possible stage. You will be asked to read and agree to the grievance policy during your induction.

## **14. The Volunteers' Voice**

Volunteers are encouraged to express their views about matters concerning QPCC and its work. They can either do this by speaking directly with a Council Officer, or by completing the annual volunteer survey, published in February each year.

## **15. Age**

QPCC welcomes volunteers of all ages. Children under the age of 14 must be accompanied by a parent or guardian and young people aged 14 - 17 will be asked to provide a signed consent form in line with the Council's safeguarding policy. Regardless of age all volunteers and supervising parents or guardians must take care of their own safety in line with the Health and Safety responsibilities below.

## **16. Health and safety**

The Council recognises its responsibility for volunteer's health and safety, and a volunteer's responsibility to their own and other's health and safety while working for the Community Council. Volunteers will be provided with a copy of the health and safety policy upon induction.

## **17. Insurance**

All volunteers are covered by the Council's insurance in respect of public liability and personal accident whilst they are on the premises or engaged in any work on QPCC's behalf.

## **18. GDPR**

A copy of the Council's privacy policy is included in the volunteer handbook. Volunteers will be expected to have an understanding of and state their commitment to our privacy policy.

## **19. Confidentiality**

Volunteers will be bound by the same requirements for confidentiality as paid staff.

## **20. Volunteering whilst claiming benefits**

The Community Council welcomes volunteers who are claiming benefits of any sort. You may do voluntary work while receiving benefits. The only requirement in law is that you continue to meet the conditions of the benefit or tax credit you are receiving. If you receive Jobseekers' Allowance you must be available for work. You can volunteer full time as long as you are still actively seeking employment

## **21. End of volunteering**

All volunteers leaving the Community Council will:

- Be offered an exit interview to discuss what went well and what did not go so well
- Be able to request a reference from the Community Council for prospective employers or education institution after they have left
- Be asked whether they would like to continue receiving information about the Council and whether they would like to be invited to future events.

## **22. Review**

All of the Community Council's policies are reviewed annually at the Annual Meeting of Council

Adopted:

Minute ref:

Next Review Due:



<b>Report To:</b>	Queen's Park Community Council		
<b>Title:</b>	Special Grants Report		
<b>Purpose:</b>	For Decision		
<b>Author:</b>	Cllr John McArdle, Chair of the Council		
<b>Date of Meeting</b>	20 October 2021	<b>Agenda Item</b>	035 – 21/22

## 1 Summary

This report summarises the issues around awarding Special Grants and recommends that they be continued for another three years.

## 2 Recommendations

- (1) That the contents be noted.
- (2) That an annual grant of £20,000 be made to The Avenues Youth Project in each of the three years from 2022/23, subject to confirmation of the award as part of the budget setting process for that year.
- (3) That a further grant allowance of £5,000 be made available in each of the three years from 2022/23, subject to confirmation of the award as part of the budget setting process for that year, to be allocated by the People Committee.

## 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. This grant was paid in 2019/2, 2020/21, and 2021/22 as planned.
- 3.2 At the same time it awarded a further £5,000 towards the 'holiday hunger' project for 2019/20. In April 2020 it awarded £5,000 to AYP and £2,500 to QPG Hub for food projects (drawing £2,500 from the Events budget to meet the cost) and in June 2021 awarded £2,500 to each of AYP and QPG Hub.
- 3.3 In October 2020 the Council resolved (026 – 20/21) that a Working Group 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.
- 3.3 That task was passed to the Forward Planning Group which has considered the options and arrived at the recommendations contained in this report.

## **4 Options and Recommendations**

- 4.1 Four main options were considered. These are summarised below and details of the advantages and disadvantages of each are developed in the Appendix.

### **Option 1: “Do Nothing**

This option is for there to be no change and both the AYP grant of £20,000 and the floating grant of £5,000 to be renewed for a further three years.

### **Option 2: Maintain principle of a special grant but vary the amounts**

This option is for the principle of awarding special grants to be retained but for the amount allocated and / or the method of distribution to be changed..

### **Option 3: Amalgamate grant funds**

This option is for the current special grants pool of £25,000 to be combined with the £25,000 for community grants (plus perhaps the pop up pot of £2,000) and the method of distribution changed

### **Option 4: Discontinue the special grants**

This option is for the special grants to be discontinued and the funds remain with the council either to rebuild the reserve or to fund other projects.

- 4.2 It is considered that the main special grant to the Avenues Youth Project represents good value for the Council and it is recommended that it be renewed at the current value for a further three years.
- 4.3 Whilst AYP helps young people from across North Westminster, it is physically located in Queen’s Park making the area a focus for its operations. It is recognised as a leading provider in this sector and brings to the issues a level of experience and expertise that the Council could not provide from within its own resources and would not be able to obtain from elsewhere.
- 4.4 Under the previous arrangement AYP reported to the Council from time to time, and invariable demonstrated how the funds were being used to good effect. Nevertheless, it is proposed that this reporting be formalised by the presentation of an annual report to the Council.
- 4.5 It is proposed also that a meeting take place between the chief officers of the respective organisations to agree strategic needs and planned outcomes before the funding is released.
- 4.6 On respect of the smaller special grant, it is recommended that it remain in place, also for three years, and that the allocation be made by the people Committee to reflect the most pressing needs at the time.

## Appendix

<b>Option 1: “Do Nothing”</b>	
This option is for there to be no change and both the AYP grant of £20,000 and the floating grant of £5,000 to be renewed for a further three years.	
<b>Advantages</b>	<b>Disadvantages</b>
<ul style="list-style-type: none"> <li>• Would demonstrate QPCCs continued support for local charities and the work that they do</li> <li>• Helps strengthen the local network of third sector providers</li> <li>• Represents an opportunity to influence the work that others provide in the area</li> <li>• Enhances the visibility of QPCC</li> </ul>	<ul style="list-style-type: none"> <li>• Ties up a significant proportion of our funding (15% of the value of the precept)</li> <li>• Gives less flexibility in how we spend our money</li> </ul>

<b>Option 2: Maintain principle of a special grant but vary the amounts</b>	
This option is for the principle of awarding special grants to be retained but for the amount allocated and / or the method of distribution to be changed.	
<b>Advantages</b>	<b>Disadvantages</b>
<ul style="list-style-type: none"> <li>• This has the advantages of option 1, provided the sum allocated remains significant</li> <li>• Would leave more funds available for other purposes+</li> </ul>	<ul style="list-style-type: none"> <li>• If we believe the spending to be appropriate and udeful, why would we cut it back?</li> <li>• Could raise questions as to our reliability amongst those we fund</li> </ul>

<b>Option 3: Amalgamate grant funds</b>	
This option is for the current special grants pool of £25,000 to be combined with the £25,000 for community grants (plus perhaps the pop up pot of £2,000) and the method of distribution changed.	
<b>Advantages</b>	<b>Disadvantages</b>
<ul style="list-style-type: none"> <li>• It would leave a bigger pot available for grant funding, perhaps allowing us to target different themes in each year</li> <li>• Would allow us to put more funds directly under the control of residents</li> </ul>	<ul style="list-style-type: none"> <li>• It would greatly add to the administration of the grants, which has always been difficult</li> <li>• Could upset the continuity of some services</li> </ul>

<b>Option 4: Discontinue the special grants</b>	
This option is for the special grants to be discontinued and the funds remain with the council either to rebuild the reserve or to fund other projects.	
<b>Advantages</b>	<b>Disadvantages</b>
<ul style="list-style-type: none"> <li>• As in option 3, could allow us to target funds on different themes</li> <li>• Would allow more choice year on year</li> </ul>	<ul style="list-style-type: none"> <li>• Would involve additional administration</li> <li>• The same goal could be achieved by increasing income through grant bids</li> <li>• It might diminish our standing in the community</li> </ul>

<b>Report To:</b>	Queen's Park Community Council		
<b>Title:</b>	Finance Report		
<b>Purpose:</b>	For Decision		
<b>Author:</b>	Cllr John McArdle, Responsible Financial Officer		
<b>Date of Meeting</b>	20 October 2021	<b>Agenda Item</b>	038 – 21/22

## 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 £47,435.94 set out in Appendix 2 be approved.
- (3) That the application for a Debit Card on the Council's bank account be made.

## 3 Background

- 3.1 At a meeting on 20 January 2021 the Council set a budget for the financial year 2021/21 (050- 20/21) and has been working from that budget since 1 April 2021. This budget was presented to the Council by the 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 Under Section 5 of the Council's Financial Regulation the RFO is required to provide reports to the Council on a periodic basis. This report represents the monthly reports for June / July / August / September 2021, being those since the previous monthly report on 23 June 2021 (024-21/22), and being at the end of Quarters 1 and 2 is the mid-year report.
- 3.4 In the remainder of 2021 and through into 2022 the Council shall receive financial reports to meetings as shown in Table 1 below.

**Table 1: Dates for Financial Reports**

<b>Meeting Date</b>	<b>Reports to be submitted</b>
19 January 2021	<ul style="list-style-type: none"><li>• Monthly Report for October / November / December</li><li>• Quarterly Report for Q3</li><li>• Budget and Precept for 2022/23</li></ul>
<b>Meeting Date</b>	<b>Reports to be submitted</b>
16 March 2021	<ul style="list-style-type: none"><li>• Monthly Report for January / February</li><li>• February Grant Applications</li></ul>
25 May 2021 (Annual Meeting of Council)	<ul style="list-style-type: none"><li>• Monthly Report for March / April</li><li>• End-year Report for 2021/22</li></ul>

#### **4 Payments made by the Council**

- 4.1 Appendix 1 attached sets out all payments with a total value of £77,645.68, including redacted payments of £25,022.89, made by the Council since the beginning of July 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 £47,435.94 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 second half of the year.

## **6 Internal and External Audit**

- 6.1 The audit process for 2020/21 has been completed and the Notice of Conclusion of Audit posted on the notice board and published to the Council's website on 10 September 2021. Neither the Internal Auditor nor the External Auditor made any recommendations for specific action to be taken in their reports.
- 6.2 The audit process for 2021/22 is under way and the Internal Auditor will visit the Council's offices on Monday 29 November 2021. A copy of the Audit Plan was sent to all councillors on Monday 13 September so is not included here. If any person wants to be sent a copy they should contact either the director or the RFO.
- 6.3 The books are in good order and no difficulties are anticipated. Non-financial issues to be examined are the register of Interests and the accessibility of the Council's website and the Director is working on both of those.

## **7 Bank Debit Card**

- 7.1 Although most payments made by the Council are by bank transfer on presentation of an invoice, there are some suppliers who require payment at the time of placing the order. When this occurs the current practice is for a member of staff to order from their personal account and claim the amount back on expenses. Examples of this include small items of equipment, software licences, and the hire of St Jude's Hall.
- 7.2 It is proposed to apply to Barclays Bank for a Debit Card to be used on the Council's bank account so that such transactions can be charged directly to it. This will improve security by providing a clear audit trail and will also simplify accounting for VAT as each invoice will have the Council's name on it.
- 7.3 The card will be held by Director Lucie Prior and only used for purchases which would have been approved had an invoice been received. All transactions will be reported to the Council at the first opportunity.

## Appendix 1: All Payments

Date Paid	Payee Name	Goods / Services	Value
01/06/2021	VISION ICT	Email hosting	86.40
07/06/2021	Came & Co	Insurance 21/22	1,337.41
07/06/2021	MULBERRY & CO	Year end audit 20/21	216.00
07/06/2021	Barclays	Bank charges May 21	6.50
11/06/2021	QPG Hub	Special grant June 21	2,500.00
11/06/2021	The Avenues	Special Grant Jun 21	2,500.00
11/06/2021	Microshade Business Consult.	IT Hosting	282.90
23/06/2021	Happy Lizzy Event Planning	Comms and admin support M	1,000.00
23/06/2021	Gradko International	Monitoring tubes	151.02
23/06/2021	Viking	Stationery	185.71
28/06/2021	Redacted	pension contributions jun 21	
30/06/2021	Onecom	Broadband and voice	77.17
30/06/2021	Community 4 All	Prepayment of disbursement	5,000.00
30/06/2021	Community 4 All	Stage Management	1,000.00
30/06/2021	Redacted	Salary Jun 21	
30/06/2021	Redacted	Salary Jun 21	
30/06/2021	Redacted	Salary jun 21	
01/07/2021	Vodafone	Mobile phone and data	25.56
05/07/2021	Barclays	Bank charges June	6.50
08/07/2021	A2 Dominion	Room hire June	190.00
08/07/2021	Community 4 All	Pop-up doninoes tables	200.00
08/07/2021	Microshade Business Consult.	IT hosting	282.90
08/07/2021	Happy Lizzy Event Planning	Events admin May - July	2,060.00
08/07/2021	Paddington Development Trus	Office rent 21/22	10,000.00
21/07/2021	CoCo Photo Booths	Selfie taxi	616.66
21/07/2021	Karmall Singh	Bouncy Castle	1,190.00
21/07/2021	HAMMERSMITH COMMUNIT'	Gardening Q1 21/22	40.00
21/07/2021	HAMMERSMITH COMMUNIT'	Community gardening Q1 21/	3,960.00
28/07/2021	Vodafone	Mobile phone and data	25.56
28/07/2021	Redacted	Pension contributions July	
28/07/2021	Redacted	Salary July	
28/07/2021	Redacted	Employer contributions	
30/07/2021	Onecom	Broadband and voice	77.17
30/07/2021	Redacted	Salary July	
30/07/2021	Redacted	Salary July	
04/08/2021	Barclays	Bank Charges	6.50
05/08/2021	Inside Out Wellbeing	Anxiety workshop	350.00
05/08/2021	Select Coach Hire	Coaches fro summer camp	1,200.00
05/08/2021	Walton Lane Audio Services	Stage for summer festival	4,404.00
09/08/2021	Deko Graf	upcycle banner	750.00
09/08/2021	Happy Lizzy Event Planning	Events admin fee	3,120.00
13/08/2021	Redacted	Pension for July 21	
17/08/2021	Karmall Singh	Shortfall on invoice	5.00
18/08/2021	Microshade Business Consult.	IT Hostin	282.90
18/08/2021	Cllr John McArdle	IT supplies via Amazon	194.87



25/08/2021	Cllr Eartha Pond	Cllr Allowance 21/22	250.00
25/08/2021	Crissie Chambers (Canine Cul	Dog services Q1 21/22	840.00
25/08/2021	Complex Creative	Website maintenance	1,080.00
25/08/2021	Complex Creative	Domain name renewal	48.00
25/08/2021	Redacted	Pens cont Aug 21	186.85
27/08/2021	Vodafone	Mobile phone	25.23
27/08/2021	Redacted	Salary Aug 21	
27/08/2021	Redacted	Salary Aug 21	
27/08/2021	Redacted	Salary Aug 21	
31/08/2021	Onecom	Broadband August 21	77.17
07/09/2021	Barclays	Bank Charges	6.50
08/09/2021	Viking	Stationery	383.33
08/09/2021	Rialtas Business Solutions Ltd	Making Tax Digital	70.80
08/09/2021	Microshade Business Consult.	Hosting and software	282.90
08/09/2021	Millie Kent	Argos laser measure	28.00
08/09/2021	SLCC Enterprises Ltd.	NALC Conference	447.00
09/09/2021	Redacted	SA PENSION AUG 21	
13/09/2021	PKF Littlejohn	EXT AUDIT 20/21	720.00
28/09/2021	EMMANUEL 7TH DAY ADVENT	Hall hire for HRBA	95.00
28/09/2021	Cllr John McArdle	Amazon supplies for mixed n	76.98
28/09/2021	Shuwanna Aaron	Expenses for community lunc	286.79
28/09/2021	Redacted	Pension LP Sept 21	
28/09/2021	Kelly's Donkeys	Deposit for winter donkeys	50.00
28/09/2021	Redacted	Salary LP Sept 21	
28/09/2021	Redacted	Salary MK Sept 21	
28/09/2021	Redacted	Salary SA Sept 21	
28/09/2021	HAMMERSMITH COMMUNIT	Q2 21/22 plus FoQPG costs	4,188.00
29/09/2021	Vodafone	Mobile phone sept 21	72.34
30/09/2021	Onecom	Broadband and voice Sept 21	77.17
			52,622.79
After redactions			52,622.79
Full Total			77,645.68
Redacted			25,022.89

## Appendix2: Payments to be approved

Date Paid	Payee Name	Goods / Services	Value
01/06/2021	VISION ICT	Email hosting	86.40
07/06/2021	Came & Co	Insurance 21/22	1,337.41
07/06/2021	MULBERRY & CO	Year end audit 20/21	216.00
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08/07/2021	Happy Lizzy Event Planni	Events admin May - July	2,060.00
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30/07/2021	Onecom	Broadband and voice	77.17
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05/08/2021	Inside Out Wellbeing	Anxiety workshop	350.00
05/08/2021	Select Coach Hire	Coaches fro summer camp	1,200.00
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09/08/2021	Deko Graf	upcycle banner	750.00
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08/09/2021	Rialtas Business Solution	Making Tax Digital	70.80
08/09/2021	Microshade Business Cor	Hosting and software	282.90
08/09/2021	Millie Kent	Argos laser measure	28.00
08/09/2021	SLCC Enterprises Ltd.	NALC Conference	447.00

09/09/2021	Redacted	SA PENSION AUG 21	
13/09/2021	PKF Littlejohn	EXT AUDIT 20/21	720.00
28/09/2021	EMMANUEL 7TH DAY AI	Hall hire for HRBA	95.00
28/09/2021	Cllr John McArdle	Amazon supplies for mixed meet	76.98
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29/09/2021	Vodafone	Mobile phone sept 21	72.34
30/09/2021	Onecom	Broadband and voice Sept 21	77.17
			47,435.94

## Appendix: Budget Monitoring 2021/22

								Sep-21
100	Income	Target	Year to Date	Year to Come	Fore cast	Variance	%	Notes
1010	Project Income	20,000	9,318	10,500	19,818	182	99%	Budget to be met
1076	Precept	166,269	166,277	-	166,277	- 8	100%	Budget to be met
	<b>Total Income</b>	<b>186,269</b>	<b>175,595</b>	<b>10,500</b>	<b>186,095</b>	<b>174</b>	<b>100%</b>	
101	Staff Costs	Target	YTD	YTC	F/C	Variance	%	Notes
4100	Staff costs	75,000	35,581	40,495	76,076	- 1,076	101%	Budget to be met
4105	Training	1,500	385	500	885	615	59%	Budget to be met
	<b>Total Staff costs</b>	<b>76,500</b>	<b>35,966</b>	<b>40,995</b>	<b>76,961</b>	<b>- 461</b>	<b>101%</b>	
102	Adminisrtation	Target	YTD	YTC	F/C	Variance	%	Notes
4101	Councillor allowances	3,000	500	2,500	3,000	-	100%	Budget to be met
4105	Training	1,000	-	1,000	1,000	-	100%	Budget to be met
4120	Insurance	1,200	1,337	-	1,337	- 137	111%	Slight overspend
4125	Office Rent	10,000	10,000	-	10,000	-	100%	Budget to be met
4126	Room Bookings	1,000	190	800	990	10	99%	Depends on room sizes needed
4127	Office maintenance/relocation	500	43	475	518	- 18	104%	Budget to be met
4128	Catering	200	-	160	160	40	80%	Budget to be met
4130	IT - hosting, computers, email	7,500	1,766	5,700	7,466	34	100%	Budget to be met
4132	Stationery & Materials	500	219	280	499	1	100%	Budget to be met
4133	Chair's Allowance	75	-	75	75	-	100%	Budget to be met
4135	Tel & post	2,000	488	1,560	2,048	- 48	102%	Budget to be met
4137	Subscriptions	2,750	2,406	350	2,756	- 6	100%	Budget to be met
4139	Travel expenses	300	-	300	300	-	100%	Budget to be met
4140	Professional fees	1,000	164	840	1,004	- 4	100%	Budget to be met
4142	Audit fees	1,500	780	800	1,580	- 80	105%	Budget to be met
4144	Bank charges	100	39	51	90	10	90%	Budget to be met
4150	Elections costs	2,000	-	2,000	2,000	-	100%	Budget to be met
	<b>Total Administration</b>	<b>34,625</b>	<b>17,932</b>	<b>16,891</b>	<b>34,823</b>	<b>- 198</b>	<b>101%</b>	

<b>201</b>	<b>Communications</b>	<b>Target</b>	<b>YTD</b>	<b>YTC</b>	<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
4110	Website	2,500	940	1,500	2,440	60	98%	Budget to be met
4200	Queens Park Voice	4,000	-	4,000	4,000	-	100%	
4236	Marketing	500	529	-	529	-	29	106% Budget to be met
	<b>Total Communications</b>	<b>7,000</b>	<b>1,469</b>	<b>5,500</b>	<b>6,969</b>	<b>31</b>	<b>100%</b>	

<b>301</b>	<b>Place Committee</b>	<b>Target</b>	<b>YTD</b>	<b>YTC</b>	<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
4300	Community Gardening	17,500	8,188	8,860	17,048	452	97%	Budget to be met
4301	Dog Strategy	4,500	840	3,520	4,360	140	97%	Budget to be met
4305	Park Development	1,000	-	1,000	1,000	-	100%	Budget to be met
4400	Neighbourhood Plan	1,000	-	1,000	1,000	-	100%	Budget to be met
4405	Retailers' Support	1,500	95	1,500	1,595	-	95	106% Budget to be met
4410	Air Quality	500	126	50	176	324	35%	Budget to be met
4420	Public & Community Arts	4,000	-	4,000	4,000	-	100%	Budget to be met
4999	Climate Emergency	1,000	11	980	991	9	99%	Budget to be met
	<b>Total Place Committee</b>	<b>31,000</b>	<b>9,260</b>	<b>40,260</b>	<b>49,520</b>	<b>-</b>	<b>18,520</b>	<b>160%</b>

<b>401</b>	<b>Events</b>	<b>Target</b>	<b>YTD</b>	<b>YTC</b>	<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
1410	Income Summer Festival	6,500	1,000	5,000	6,000	500	92%	Ward budget to be applied for
1411	Income Fireworks	5,000	-	5,000	5,000	-	100%	As above
1412	Income Winter Fair	1,500	-	1,500	1,500	-	100%	As above
4201	Events Administration	9,300	5,430	3,870	9,300	-	100%	Budget to be met
4205	Winter Fair	3,200	50	3,150	3,200	-	100%	Budget to be met
4206	Winter Social	100	-	100	100	-	100%	Budget to be met
4210	Summer Festival	13,500	12,806	2,300	15,106	-	1,606	112% Budget to be met
4220	Fireworks	9,000	-	9,000	9,000	-	100%	Budget to be met
	<b>Events Income</b>	<b>13,000</b>	<b>1,000</b>	<b>11,500</b>	<b>12,500</b>	<b>500</b>	<b>96%</b>	
	<b>Events Expenditure</b>	<b>35,100</b>	<b>18,286</b>	<b>18,420</b>	<b>36,706</b>	<b>-</b>	<b>1,606</b>	<b>105%</b>

<b>501</b>	<b>People Committee</b>	<b>Target</b>	<b>YTD</b>	<b>YTC</b>	<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
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4107	Community engagement	1,600	461	1,150	1,611	-	11	101%	Budget to be met
4129	Volunteer Development	1,600	356	1,250	1,606	-	6	100%	Budget to be met
4425	Social Inclusion	400	-	400	400	-	-	100%	Budget to be met
4430	Children & Young People	8,475	3,329	5,200	8,529	-	54	101%	Budget to be met
	<b>Total People Committee</b>	<b>12,075</b>	<b>4,146</b>	<b>8,000</b>	<b>12,146</b>	-	<b>71</b>	<b>101%</b>	

<b>601</b>	<b>Grants</b>	<b>Target</b>	<b>YTD</b>	<b>YTC</b>	<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
4134	Community Grants	32,000	7,000	25,000	32,000	-	100%	Budget to be met
4136	Pop Up Fund	2,000	200	1,800	2,000	-	100%	Budget to be met
4138	Special Grants	25,000	25,000	-	25,000	-	100%	Budget to be met
	<b>Total Grants</b>	<b>59,000</b>	<b>32,200</b>	<b>26,800</b>	<b>59,000</b>	-	<b>100%</b>	

			<b>YTD</b>	<b>YTC</b>	<b>F/C</b>	<b>Variance</b>	<b>%</b>
	<b>Grand Total Income</b>	199,269	177,710	22,000	198,595	674	100%
	<b>Grand Total Expenditure</b>	255,300	120,400	156,866	276,125	- 20,825	108%

\* Find this file in Citrix under Finance/BUDGET

10:41

## Detailed Receipts &amp; Payments by Budget Heading 30/09/2021

## 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	9,318	20,000	10,682			46.6%	
1076 Precept	166,277	166,269	(8)			100.0%	
<u>101 Staff costs</u>							
4100 Staff costs	(35,581)	(75,000)	39,419		39,419	47.4%	
4105 Training	(385)	(1,500)	1,115		1,115	25.7%	
<u>102 Administration</u>							
4101 Councillor allowances	(500)	(3,000)	2,500		2,500	16.7%	
4105 Training	0	(1,000)	1,000		1,000	0.0%	
4120 Insurance	(1,337)	(1,200)	(137)		(137)	111.5%	
4125 Office Rent	(10,000)	(10,000)	0		0	100.0%	
4126 Room Bookings	(190)	(1,000)	810		810	19.0%	
4127 Office maintenance/relocation	(43)	(500)	457		457	8.7%	
4128 Catering	0	(200)	200		200	0.0%	
4130 IT - hosting, computers, email	(1,766)	(7,500)	5,734		5,734	23.6%	
4132 Stationery & Materials	(219)	(500)	281		281	43.7%	
4133 Chair's Allowance	0	(75)	75		75	0.0%	
4135 Tel & post	(488)	(2,000)	1,512		1,512	24.4%	
4137 Subscriptions	(2,406)	(2,750)	344		344	87.5%	
4139 Travel expenses	0	(300)	300		300	0.0%	
4140 Professional fees	(164)	(1,000)	836		836	16.4%	
4142 Audit fees	(780)	(1,500)	720		720	52.0%	
4144 Bank charges	(39)	(100)	61		61	39.0%	
4150 Elections costs	0	(2,000)	2,000		2,000	0.0%	
<u>201 Communications</u>							
4110 Website	(940)	(2,500)	1,560		1,560	37.6%	
4200 Queens Park Voice	0	(4,000)	4,000		4,000	0.0%	
4236 Marketing	(529)	(500)	(29)		(29)	105.8%	
<u>301 Place</u>							
4300 Community Gardening	(8,188)	(17,500)	9,312		9,312	46.8%	
4301 Dog Strategy	(840)	(4,500)	3,660		3,660	18.7%	
4305 Park Development	0	(1,000)	1,000		1,000	0.0%	
4400 Neighbourhood Plan	0	(1,000)	1,000		1,000	0.0%	
4405 Retailers' Support	(95)	(1,500)	1,405		1,405	6.3%	
4410 Air Quality	(126)	(500)	374		374	25.2%	
4420 Public & Community Arts	0	(4,000)	4,000		4,000	0.0%	
4999 Climate Emergency	(11)	(1,000)	989		989	1.1%	
<u>401 Events</u>							
1410 Income Summer Festival	1,000	6,500	5,500			15.4%	

## Detailed Receipts &amp; Payments by Budget Heading 30/09/2021

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1411 Income Fireworks	0	5,000	5,000			0.0%	
1412 Income Winter Fair	0	1,500	1,500			0.0%	
4201 Events Administration	(5,430)	(9,300)	3,870		3,870	58.4%	
4205 Winter Fair	(50)	(3,200)	3,150		3,150	1.6%	
4206 Winter Social	0	(100)	100		100	0.0%	
4210 Summer Festival	(12,806)	(13,500)	694		694	94.9%	
4220 Fireworks	0	(9,000)	9,000		9,000	0.0%	
<u>501 People</u>							
4107 Community engagement	(461)	(1,600)	1,139		1,139	28.8%	
4129 Volunteer Development	(356)	(1,600)	1,244		1,244	22.2%	
4425 Social Inclusion	0	(400)	400		400	0.0%	
4430 Children & Young People	(3,329)	(8,000)	4,671		4,671	41.6%	475
<u>601 Grants</u>							
4134 Community Grants	(7,000)	(25,000)	18,000		18,000	28.0%	7,000
4136 Pop Up Fund	(200)	(2,000)	1,800		1,800	10.0%	
4138 Special Grants	(25,000)	(25,000)	0		0	100.0%	
<u>999 VAT data</u>							
115 VAT refund	1,115	0	(1,115)			0.0%	
515 VAT on Payment	(1,141)	0	(1,141)		(1,141)	0.0%	
Grand Totals:- Receipts	<b>177,710</b>	<b>199,269</b>	<b>21,559</b>			<b>89.2%</b>	
Payments	<b>120,400</b>	<b>247,825</b>	<b>127,425</b>	<b>0</b>	<b>127,425</b>	<b>48.6%</b>	
<b>Net Receipts over Payments</b>	<b>57,310</b>	<b>(48,556)</b>	<b>(105,866)</b>				
plus Transfer From EMR	<b>7,475</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>64,785</b>						



Report To:	Queen's Park Community Council		
Title:	Officers' Report		
Purpose:	For information and discussion		
Author:	Lucie Prior, Director, Shuwanna Aaron, Community Development Officer, Liz Thorpe-Tracey, Projects and Events' Coordinator, Millie Kent, Project Officer		
Date of Meeting	20 October 2021	Agenda Item	041 - 21/22

## 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 through the 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

### Strategic Governance

The audit for 2021 was passed and the AGAR published in accordance with the regulations. The mid year audit has been booked to take place in November. Work is underway to ensure our council work becomes as accessible as possible for documents produced to comply with regulations. All Officers and the Chair have recently undertaken accessibility training to produce accessible documents going forward. Software that produces higher quality accessibility is being priced for next year's budget.

### Events

The events contract continues to go from strength to strength with the successful delivery of the summer festival in collaboration with C4A and Darren Richards from the community running the main stage for the day. The free community lunch from Guava Nights lasted all day and had great feedback. Over 30 vaccinations were given on the Immunity Bus.

Due to the heavy rain earlier in the day the dog show had a smaller than usual turn out and the meerkat show could not go ahead. The over 50s street party also had to be moved indoors to St Jude's.

The street closures worked well and kept the two stages separate for better sound quality. None of the residents complained about the road closures with door knocking taking place in advance, along with a letter advising of the closures and a thank you letter being send out afterwards.

Next year the Council stand will be situated more centrally instead of at the entrance to ensure better footfall past it. We will also look to close the roads again and, if budget allows, to provide a free lunch again.

### **Climate Emergency**

The Neighbourhood Plan was updated to reflect the climate emergency and to include the commitment to making Queen's Park a net zero ward by 2040. The second quarterly community clean up in September took 35 bags of rubbish and recycling off of our streets and open spaces. The Harrow Road Open Space was particularly rubbish strewn and this has been highlighted to WCC to communicate to their contractors.

### **Staffing**

Shuwanna has been in position as Community Development Officer for three and a half months now and has settled in well. Shuwanna is working well both out in the community and has been producing high quality work in the office. Millie has been working for the Council for a year now. She continues to deliver brilliantly on her projects, the water fountain being an example of this, and goes from strength to strength working with residents with the climate emergency working group being evidence of this. There are currently funding bids in to fund the continuation of her work.

### **Neighbourhood Plan**

The referendum on the Neighbourhood Plan will be held on Thursday 21 October. The campaign of "Your Community. Your Decision" was launched at the Community Lunch in September. All amendments to the Neighbourhood Plan were made at no cost to the council as part of Publica's corporate social responsibility. This allowed the budget for the Neighbourhood Plan for 2021/22 to be used for the referendum campaign.

## **4 Main tasks / issues over the forthcoming period**

### **Elections**

The election campaign is being designed with plans to include a hustings and lessons from the referendum campaign included. Lessons learned from the referendum campaign are to mail shot residents in advance of the poll card being received, include information in ward councillor's mail shot as well as build the door knocking campaign to start earlier.

### **Events**

Black History Month – there was a photography workshop for young people to capture their experiences of being Black in Queen's Park. This will form part of the exhibition on Proud To Be Black in Queen's Park. This exhibition will take to the road, attending the C4A event on Saturday 23 October and at the Beethoven Black History Day on Friday 29 October.

Half Term Activities – there will be free activities in the October half term for young people aged 13-16 in St Jude's Hall. This is particularly targeted at those that are in receipt of free school meals and we expect the return of the cohort of young people

that attended the summer programme. The extension to the programme is funded by Lottery Fund that had underspend from the summer.

Fireworks – the plans have been passed to the Police with no further questions from them. The traffic order has been received to close both Ilbert Street and Fourth Avenue. All paperwork was sent in to WCC events 12 weeks in advance of the date. We await the letter of no objection from the events team.

The events working group have decided to hold the Winter Festival on the first Saturday on December, 4<sup>th</sup> December. To allow for a better show of the festive lights the event will start slightly later than in previous years. The event will be bigger and more festive than ever – from free donkey rides, a spectacular festive lights shows in the rose garden to free hot chocolate and s'mores making and of course Santa Clause. Santa On Your Street will also be making a return after the success of last year.

### **Climate Emergency**

We await Carbon Offset Fund results to fund the ward wide carbon audit and further fund work for our project officer. Officers and residents will continue to lobby WCC for action on the climate emergency, the latest opportunity for this was at the . We are working with WCC Officers on the upcoming climate emergency event on Saturday 13 November.

### **Neighbourhood Plan**

As per the referendum regulations all spending for the Neighbourhood Plan vote will be reported to WCC. If budget allows or funding can be found the Neighbourhood Plan will be turned into a more user friendly document rather than keeping it solely as a PDF. This could then be easily used by residents to refer to relevant sections and keep the document live.



You are hereby summoned to attend a  
**Meeting of the Community Council** to be held in the Beethoven Centre  
on **Wednesday 1 December 2021** commencing at **6.00pm**.

Lucie Prior, Director

26 November 2021

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### **AGENDA**

- 042-21/22 Apologies for absence** – to receive and approve any apologies for absence.
- 043-21/22 Declarations of interest** – to note any Declarations of Interest or Dispensations granted in respect of any item on the Agenda.
- 044-21/22 Minutes of the previous meeting** – to consider for approval the minutes of the Council Meeting held 20 October 2021 for confirmation and signing as a correct record.
- 045-21/22 Minutes of Committee Meetings** – to adopt the minutes of the following committee meetings:
- Place Committee 25 November 2020, 24 February, 2021, and 23 June 2021;
  - HR Committee 13 January 2021; and
  - People Committee 10 February, 9 June, and 6 October 2021
- 046-21/22 Public session** – to receive any questions, representations or petitions from members of the Public. (*Members of the Public may speak for up to 3 minutes at the discretion of the Chairman*).
- 047-21/22 Financial Report** - to receive a report on the current financial position and approve payments.
- 048-21/22 Grants Report** - to receive a report and approve recommendations on the award of Community Grants.
- 049-21/22 Officers' Report** - to receive a report from the Director.

**QUEEN'S PARK COMMUNITY COUNCIL**

Minutes of the Meeting of Council held in the Beethoven Centre

on **Wednesday 20 October 2021** commencing at 18:00.

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

Also present: Lucie Prior (Director), Shuwanna Aaron (Community Development Officer), Millie Kent (Project Officer), Fabien Sharp (Chief Executive, Avenues Youth Project) and one member of the public. Liz Thorpe-Tracey (Communications and Events Co-ordinator) and two members of the public joined the meeting by Zoom.

**029-21/22 Apologies for absence** – there were none. Councillor Dalton said he might be late due to other commitments.

**030-21/22 Declarations of interest** – No new declarations were made. Dispensations to participate in the discussion on item 033 – 21/22 Avenues Youth Project were granted for Councillors Dalton, Leon, and Pond. They would not be participating in the vote.

**031-21/22 Minutes of the meeting held 23 June 2021**

**RESOLVED** THAT, the minutes be APPROVED as a correct record and signed by the Chair.

**032-21/22 Public Session**

Simon Walton raised two matters on the Neighbourhood Plan and the fly tipping on Ilbert Street. Mr Walton said the Neighbourhood Plan will need to be included when he is assessing planning applications for the Planning Working Group and he prefers to read from paper than a screen. Since the bins had been removed from Ilbert Street there had been an increase in fly tipping. The Director informed the meeting that the bin removal was a trial by WCC and comments about it should be sent to: [reducereuserecycle@westminster.gov.uk](mailto:reducereuserecycle@westminster.gov.uk). Fly tipping should be reported via <https://report.westminster.gov.uk/>

**RESOLVED** THAT, the Director would provide a printed copy to Mr Walton once the Neighbourhood Plan has been made by Westminster City Council.

**033 – 21/22 Avenues Youth Project**

The Director had circulated a written report by the Avenues Youth Project on its work in Queen's Park. Fabian Sharp addressed the meeting, provided an update on The Avenues recent achievement of the Gold Youth Mark and took questions. The Chair thanked Fabian for his input, then revised the agenda to consider item 035 – 21/22 Special Grants next.

### **035 – 21/22 Special Grants**

Councillor McArdle, as coordinator of the Forward Planning Group had circulated a report recommending that the arrangement whereby the Council made an award of special grants each year be continued for a further three years. The report included proposals for closer working between the Lead Officers of the Council and Avenues Youth Project on the main grant and for a decision to be made annually on the allocation of the smaller grant.

**RESOLVED** THAT, the report be NOTED.

**RESOLVED** THAT, a proposal for an annual grant of £20,000 be made to The Avenues Youth Project in each of the three years from 2022/23, subject to confirmation of the award as part of the budget setting process for that year, be APPROVED.

**RESOLVED** THAT, a proposal for a further grant allowance of £5,000 be made available in each of the three years from 2022/23, subject to confirmation of the award as part of the budget setting process for that year, to be allocated by the People Committee, be APPROVED.

### **034 -21/22 Volunteer Development Policy**

The Director had circulated a report attaching a proposed Volunteer Development Policy, recommending that it be adopted by the Council. She explained that while there had been a policy in use for some time, it had not yet been formally adopted. The Community Development Officer had refreshed the current policy, and added the necessary parts from other policies to produce a comprehensive document for publication.

**RESOLVED** THAT, the Volunteer Development Policy, be APPROVED.

### **036 -21/22 People Committee Report**

Councillor Pond, as Chair of the Committee, delivered a verbal report. She highlighted the activities for Black History Month which included Councillor Nicholas' event at the Porchester Hall and the upcoming exhibition at the Beethoven Centre.

### **037 -21/22 Place Committee Report**

Councillor Rustin as Chair of the Committee delivered a verbal report. She spoke of the Harrow Road Open Space plans, Queen's Park in Bloom, the Community Clean Up in September, Councillor Lancashire's air quality monitoring, the new water fountain installed with CIL funding and that the first basement planning application had been granted approval for a property on The Avenues Estate.

### **038 -21/22 Financial Report**

Councillor McArdle, as Responsible Financial Officer, had circulated a detailed report on the current financial position seeking approval for payments made since the previous meeting and approval for an application to be made for a bank debit card to be used by the Director in making purchases.

**RESOLVED** THAT, the contents, be NOTED.

**RESOLVED** THAT, the payments, to the value of £ 47,435.94 set out in Appendix 2, be APPROVED.

**RESOLVED** THAT, a proposal that the application for a Debit Card on the Council's bank account be made be APPROVED.

### **039 -21/22 Working Groups**

The Director reported that the autumn/winter edition of Queen's Park Voice had been written and the front page would include the result of the Neighbourhood Plan referendum to be held the following day. The edition could go to print when the result was known..

### **040 -21/22 Chair's Report**

The Chair reported on the summer of Community Council activity since the end of lockdown. He then gave a call to action to Councillors. The referendum has seen a flurry of activity for door knocking and leafleting for the Neighbourhood Plan campaign and he asked Councillors to keep up their activities in the community and increase the visibility of the Community Council and the work it does.

**RESOLVED** THAT, the Chair's Report be NOTED.

### **041 -21/22 Officers' Report**

The Director gave the Officers' report that had been circulated with the papers. This included Governance activity, current staffing and The Queen's Park Voice along with Officers' work on the climate emergency, events and the Neighbourhood Plan.

**RESOLVED** THAT, the Officers' Report be NOTED.

*The meeting closed at 19:45*

Signed by..... Date.....

Councillor. John McArdle (Chair)

Minute Ref: 044 – 21/22

## **QUEEN'S PARK COMMUNITY COUNCIL**

Minutes of the Place Committee Meeting held remotely using Zoom

on **Wednesday 25 November 2020** commencing at 18:00.

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

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; Flora McFarlane (Westminster Healthy Streets) and two members of the public – Simon Walton and Luke Douglas.

**PL010-20/21 Apologies for absence** – Councillors Leslie Barson, Orrel Lawrence and Emma Sweeney; Ulla Johnson (HCGA) and two members of the public.

**PL011-20/21 Declarations of interest** – none made.

### **PL012-20/21 Minutes of the Previous Meeting**

**RESOLVED THAT**, the minutes be adopted.

### **PL03-20/21 Public session**

Simon Walton asked to join in the discussion about the water fountain later in the meeting.

### **PL14 20/21 Financial Report**

The Committee received a report from the Responsible Financial Officer and a draft budget for 2021-22. Current spending is going to plan and within tolerable allowances, the only overspend to note is on the Neighbourhood Plan and that is due to changes required in order for it to be sent to WCC. The Committee considered the draft budget.

**RESOLVED THAT**, the Financial Report be NOTED.

### **PL15 20/21 Reports from contractors**

Reports were received from HCGA and Canine Culture. Canine Culture will be starting another set of classes on 6 December once the current lockdown ends, these will be for puppies. To comply with restrictions there will be fewer participants in the classes. Canine Culture reported that the lockdown has meant there are more new dog owners and the puppies are likely to face separate anxiety having never been left alone, along with hyperactivity. The contractor also reported an increase in dog fouling and is working with WCC City Inspector to combat this.



Cathy Maund of HCGA gave a report that included their work in Queen's Park Gardens; on social prescribing; the Ashmore Road planters; their future training courses; tree pits and upcoming events. HCGA have taken on two new volunteers through the local social prescriber. It was raised that organisations that take volunteers through this channel receive no additional funding so therefore HCGA are limited in how many residents they can accept referrals for. Socially distanced weekly volunteer gardening sessions with Ulla had continued during the lockdown.

The Ashmore Road planters have been planted out and five local residents are volunteering to look after them. No further fly tipping has been reported dumped at this junction since the installation of these beautiful planters.

In partnership with Westminster Adult Education Service HCGA will run basic gardening courses next year. Cathy Maund spoke of the possibility of running a photography course and producing a calendar for 2022 with the images. It was noted some residents have undertaken guerrilla gardening activity by planting out their tree pits. Cathy spoke about the need to ensure no damage was done to the tree by installing soil above the ground line and that the London Plane Trees of most of the streets do take a lot of moisture and light from the tree pit. For Christmas time HCGA would be producing wreath making kits again. Instead of the usual event inside the hall for the community to come together to make wreaths packs would be made to give out for residents to make at home. A Youtube video would be produced to show how best to make the wreath, along with written instructions for those not digitally included. HCGA will also be running the "12 Plants of Christmas" talk on 12 December on Zoom.

**RESOLVED THAT**, the reports from contractors be NOTED.

#### **PL16 20/21 Planning Working Group**

The Committee received a report from the Planning Working Group this included the working group's recent meeting on energy efficiency measures and the latest planning application comments submitted. Of particular note was the application for a basement at 103 Oliphant Street which had significant concerns raised about it. Believed to be the first in the conservation area there was a fear that it may set a precedent enabling more expansive proposals in future and would be overdevelopment of the site.

**RESOLVED THAT**, the Planning Report be NOTED.

#### **PL17 20/21 Working Groups**

Cllr. Ray Lancashire provided a verbal report from the Air Quality Working Group. The next set of air quality monitoring would take place in December and the equipment was on order. As usual the monitoring would last for four weeks and he would report the results back to the next Committee meeting in February.

The Public and Community Art Working Group had nominated Cllr. Gill Fitzhugh as co-ordinator of the group. The group had met virtually and decided to start an art collective working space once restrictions were lifted, St John's Church had offered them space to meet weekly. The group was looking into displaying local artists' work in local cafes, shops and restaurants. They had also been in discussion with WCC Planning Officers regarding public art installations, from initial discussions this was looking particularly costly.

The Climate Change Working Group membership now stands at six participants. Cllrs. Susanna Rustin, Gill Fitzhugh and Ray Lancashire; with Lucie Prior, Millie Kent and Luke Douglas. The Project Officer was undertaking training to produce the audit and then the Climate Change Working Group would be meeting in the new year to discuss ways forward.

**RESOLVED THAT**, the reports from Working Groups be NOTED.

### **PL18 20/21 Chair's Report**

The Chair said how she believed in the power of partnerships for improving our neighbourhood infrastructure, noting the partners working together on the Greening of South Mozart project. She spoke about the new relationship building between HCGA and A2Dominion for the Selby Square Orchard Project. Cllr. Rustin said how she had raised her concern over the possible removal of play equipment in the square. Cllr Rustin had asked A2 Dominion whether there had been consultation undertaken with children as stakeholders of public space. She also raised with them that with rising obesity levels in children and children having been trapped indoors during the pandemic to remove play space may not be a good idea. A2Dominion had been receptive to this constructive feedback.

Cllr Rustin invited Flora McFarlane of Westminster Healthy Streets to speak about Low Traffic Neighbour trials in other wards and the Place Shaping consultation. Cllr Rustin would be attending the next Healthy Streets meeting as the Council's representative in December and would feedback to the Committee in the new year.

**RESOLVED THAT**, the report be NOTED.

### **PL19 20/21 Officers' Report**

The Acting Proper Officer presented a report which covered recent work by the officers. This included Play Streets; the Selby Square and South Mozart projects; work on the Harrow Road; bringing food waste collection to the ward; developments in Queen's Park Gardens of the hut project and viability of a water fountain; work on the Climate Emergency environmental audit for the Council and the recommendation to set up a Working Group to review the audit and work towards the Council's carbon neutral target.

The Chair invited Simon Walton, member of the public, to speak at this point about the water fountain. Simon said that he would like a tap with the fountain to enable the volunteer group to water the plants with.

The Proper Officer noted that they would be recommending to Full Council that both HCGA and Canine Culture have their contracts renewed for the next municipal year as both contractors have proved that they have been able to operate within the changing Covid 19 restrictions and provide services to residents throughout this challenging year, as well as developing the service and providing more opportunities to residents.

**RESOLVED THAT**, the report be NOTED.

*The meeting closed at 19:45.*

## QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Place Committee Meeting held remotely using Zoom  
on **Wednesday 24 February 2021** commencing at 18:00.

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**Present:** Councillors Susanna Rustin (Chair), Ray Lancashire (Vice Chair), Gill Fitzhugh, John McArdle, Emma Sweeney

**Also present:** Liz Thorpe-Tracey acting Clerk, Millie Kent, Project Officer, Cathy Maund HCGA

**Members of the public:** Simon Walton, Luke Douglas-Home

**PL21-20/21 Apologies for absence** – Councillors Leslie Barson, Ryan Dalton. Acting Proper Officer Lucie Prior.

**PL22-20/21 Declarations of interest** – None made.

**PL23-20/21 Minutes of the previous meeting** – The minutes of the Place Committee Meeting held 25 November 2020 were unavailable and will come to the next meeting.

**PL24-20/21 Public session** – Simon Walton informed the meeting that the Queen's Park Heart was in full bloom, and that Queen's Park Gardens was flourishing. He has sent a list of possible improvements to problem areas, to Cllr Rustin, he requested that this list was circulated for feedback. He also suggested a walking meeting with FPG, HCGA, QPCC and WCC (Continental) around Queen's Park Garden's when possible under government guidelines.

**RESOLVED THAT**, the list be circulated and the walking meeting arranged.

**PL25-20/21 Financial Report** – The RFO circulated a report on the current financial position. No significant change was reported.

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

**PL26-20/21 Reports from contractors** – Cathy Maund from HCGA reported that:

- Two gardeners have been working every Thursday in the park
- From Thursday 4 March volunteers will return to the Thursday sessions
- The contractor has been commissioned to paint the Ashmore Road planters
- Funding has been received to run a gardening course with WAES
- Emma Siriwardena from A2Dominion has sent a proposal for Selby Square
- Plans are being discussed for Queen's Park in Bloom 2021
- HCGA are considering offering pop up plant sales on surrounding streets
- The Wildlife area has been sown with wild flower seeds
- HCGA gave out bird feeders and RSPB information packs
- A drift of 2000 snowdrops has been planted

Cathy requested that HCGA be kept informed about events in the park, and future meetings.

**RESOLVED THAT** QPCC contacts Emma Siriwardena and reviews the plans for Selby Square.

**RESOLVED THAT** Officers inform HCGA of agreed events and meetings.

**PL27-20/21 Planning Working Group** – John McArdle reported that:

The neighbourhood Plan is with the Examiner. The Examiner has come back with questions which require a response by 8 March. Following consultation process Knightsbridge Neighbourhood Forum suggested QPCC set a target for lowering carbon emission. Thames Water encouraged all building developers to contact them before starting work.

Along with other local councils, QPCC and WCC continue to oppose government proposed changes in legislation to allow any commercial building to be converted into residential use without planning permission.

The application to build a basement under a cottage in Oliphant Street has been withdrawn. It is not known how any future applications will be viewed.

The Planning working group have reviewed a list of planning applications and submitted comments to WCC on behalf of QPCC.

Susanna Rustin commented on the relationship between the Neighbourhood Plan and the Environmental Audit.

**RESOLVED THAT** The Proper Officer, with Gill and Millie respond to the Examiners questions by 8 March

**RESOLVED THAT** The Place Committee proposes setting a target on the plan to Full Council on 17 March to align with Westminster Councils target of net zero carbon emissions by 2040.

**RESOLVED THAT** the findings of the Environmental Audit is fed into the Neighbourhood Plan. This can be achieved through the Proposed Projects section to be agreed at the next Full Council Meeting in March. Projects include, LED lightbulbs, double glazing, and solar tiles, which can be updated over time.

**RESOLVED THAT** we alter the wording of the policy objectives Neighbourhood Plan to say we support retro-fitting which will bring houses closer to Passive House Standard, which will make them net zero.

**RESOLVED THAT** Any future Planning Information Guides will be produced to include suitable detailed retro fitting specifications and help inform people on renewable energy, and share good practice.

**RESOLVED THAT** QPCC adopt a policy of encouraging developers to contact Thames Water in advance of starting construction.

**PL28-20/21 Working Groups** – Air Quality. Ray reported on the results of the Air Quality air pollution tubes. 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.

**RESOLVED THAT** we report on these Air Quality changes in the QP Voice newsletter.

**Climate Emergency Working Group.** Susanna Rustin reported that Millie Kent has done a great piece of work on the Environment Audit, which is nearly complete, apart from figures from the Beethoven Centre on energy usage.

Millie Kent completed the audit for QPCC using the year 2019 – 2020. The numbers will be amended when we receive the Beethoven Centre figures. The number currently shows 4.17 tonnes of Carbon Dioxide, which isn't huge.

John McArdle left the meeting 18.56

**RESOLVED THAT** the Terms of Reference are broadened with a remit to work on projects and proposals, and to work with the Planning Working Group to be approved by Full Council.

**RESOLVED THAT** at the next working group meeting we create a structured calendar of projects leading to the next Climate Emergency Summit.

**RESOLVED THAT** the Council thanks Millie for the Audit and that the Climate Audit is

**PL29-20/21 Chair's Report** – Susanna Rustin reported that some of the green spaces and play areas on the Queen's Park Estate have been locked, and that Queen's Park Gardens are very busy, which doesn't allow for social distancing.

Emma Sweeney reported that there would be a new family hub opening in Queen's Park.

Gill has asked for a response on the park hut. Nothing further to report.

Vice chair Ray Lancashire shared information from across 3 wards showing that antisocial behaviour has risen sharply in 2020/21.

**RESOLVED THAT** Emma Sweeney explores whether play space can be shared at weekends with Westminster Children's Centre.

**RESOLVED THAT** That committee continues to explore the creation and use of outdoor space.

**RESOLVED THAT** promotion of play streets continues, possibly expanding to Ilbert Street by the park

**RESOLVED THAT** QPCC actively seeks to co-opt a new councillor with interest in Climate Emergency

**RESOLVED THAT** Ray Lancashire submits a written report on ASB to Full Council in March as an item for the agenda.

**RESOLVED THAT QPCC** invites a senior Metropolitan Police Officer and an officer from Westminster City Council to attend that meeting.

**PL30-20/21 Officers' report** – The officers contributed throughout the meeting rather than in a separate session.

Meeting closed at 7.20pm

## QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Place Committee Meeting held in the Beethoven Centre  
at 6.30 pm  
on Wednesday 23 June 2021

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**Present:** Councillors Susanna Rustin (Chair), Ray Lancashire (Vice Chair), Gill Fitzhugh, Emma Sweeney

**Also present:** Lucie Prior, Proper Officer; Liz Thorpe-Tracey, Project Officer; Chrissie Chambers, Canine Culture

**Members of the public:** Simon Walton

**PL 01-21/22 Apologies for absence** – Councillors Leslie Barson, John McArdle, and Stella Wilson; Millie Kent, Project Officer, and Shuwanna Aaron, Community Development Officer; Cathy Maund, HCGA.

**PL 02-21/22 Minute's Silence** – A minute of silence was held to mark the fourth anniversary of the tragedy at Grenfell Tower.

**PL 03-21/22 Declarations of interest** – None made.

**PL 04-21/22 Minutes of the previous meeting** – The minutes of the Place Committee Meetings held on 25 November 2020 and 24 February 2021 were approved as a correct record and signed by the Chair.

**PL 05-21/22 Public session** – A member of the public had written in with a question as to why the hedges in Queen's Park gardens were not being trimmed. The Director responded that there was a need for caution as aggressive cutting could disturb nesting birds but she would raise it with the WCC Park Manager.

**PL 06-21/22 Financial Report** – The RFO circulated a report on the current financial position. No significant change was reported.

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

**PL 07-21/22 Reports from contractors** –

Cathy Maund from HCGA had submitted a written report updating the Committee on activities undertaken since the previous meeting. She highlighted the success of Queen's Park in Bloom and suggested that more awards be made in 2022.

Chrissie Chambers from Canine Culture gave a comprehensive report on dog related activities and took questions from those present.

**RESOLVED THAT** both reports be NOTED

**PL 08-21/22 Planning Working Group** – The coordinator of the Planning Working Group had circulated a report on the Council's response to planning applications within Queen's Park. Supported by Simon Walton, a member of the Working Group, they discussed these with a particular interest in the placement of a caravan in a garden at 41 Fifth Avenue which may set a precedent.

**RESOLVED THAT** The report be NOTED

**PL 09-21/22 Environmental Supplementary Planning Document Report** – The coordinator of the Planning Working Group had circulated a report recommending that the Council respond to the City Council consultation on the ESPD in the terms set out in the report which were drawn from existing policies and the neighbourhood Plan.

**RESOLVED THAT** a proposal that the Director prepare and submit a response be APPROVED

**PL 10-21/22 Working Groups** – Air Quality. The coordinator reported that the programme had been disrupted by the pandemic but that he intended to conduct a monitoring cycle during the summer.

Public and Community Arts. The film commissioned to tell the story of the development of QPCC as London's first and only community council was going well and Cllr Emma Sweeney was due to be interviewed next.

**RESOLVED THAT** the reports be NOTED

**PL 11-21/22 Celebrating Queen's Park** – The Director had circulated a report suggesting that a calendar would be a good way of promoting the Council and could provide useful information for residents. This was discussed by the meeting who suggested possible content and gave examples of similar initiatives.

**RESOLVED THAT** a proposal that the Director continue work on the project and bring a firm proposal to the Council was APPROVED

**PL 12-21/22 Officers' report** – The Director had circulated a report on activities undertaken by Officers since the last meeting and plans for the next period.

**RESOLVED THAT** the report be NOTED

*The meeting concluded at 7.55pm*

Signed by.....  
Cllr. Susanna Rustin (Chair of Place Committee)

Date.....  
Minute Ref: PL 15 – 21/22

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Minutes of the meeting of the **HR Committee** held by Zoom  
on Wednesday **13 January 2021** at 12 noon

**Present:**

Councillors Emma Sweeney (Chair), John McArdle, and Susanna Rustin.  
Also present: Lucie Prior, Acting Proper Officer

**HR10 - 20/21 Apologies for absence**

None.

**HR11-20/21 Declarations of interest**

Councillor McArdle declared an interest as Responsible Financial Officer.

**HR12-20/21 Minutes of the meeting held 2 October 2020**

**RESOLVED** THAT, the minutes of the meeting held on 2 October were  
**APPROVED** as a correct record.

**HR13-20/21 Public session**

There were no members of the public present.

**HR14-20/21 Staffing Matters**

The Acting Proper Officer had circulated a report setting out options for filling the vacant Community Development Officer position and recommending that resources be strengthened by increasing the staffing budget and recruiting to a full time position.

**RESOLVED** THAT, the contents of the report be **NOTED**

**RESOLVED** THAT, a proposal to increase the staffing budget to £73,000 per year from 2021/22 be **APPROVED**

**RESOLVED** THAT, a recruitment campaign for a new Community Development Officer as set out in the report be **APPROVED**

**RESOLVED** THAT, a panel to oversee the process comprising Councillors Sweeney, McArdle, and Rustin together with Proper Officer be **APPROVED**



**QUEEN'S PARK COMMUNITY COUNCIL**

Minutes of the People Committee Meeting held remotely using Zoom  
on **Wednesday 10 February 2021** commencing at 18:00.

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

Also present: Lucie Prior, Community Development Officer and Acting Proper Officer; Millie Kent, Project Officer; and two members of the public.

**PP027-20/21 Apologies for absence** – Liz Thorpe-Tracey, Communications and Events Co-ordinator

**PP028-20/21 Declarations of interest** – none made.

**PP029-20/21 Minutes of the previous meeting held on 18 November 2020**

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

**PP030-20/21 Public Session**

Emily Engel provided an update on the Welcome Home Project and the difficulties that had been faced trying to launch a new service during lockdown. The cards for self referrals and provisions for discharge are ready however but at this point no referrals had yet been received. Emily will be continuing contact with the discharge teams in order to ensure referrals can be made after the lockdown ends. Emily also raised points about the letter that had gone out to the households about community broadband from a private provider and the lights and noise at the Third and Caird construction (the old Jubilee site).

**PP031-20/21 Financial Report**

The Responsible Financial Officer circulated a report on the current financial position of the budget lines that are monitored by the Committee.

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

**PP032 20/21 Working Groups**

Cllr Pond provided a verbal update and spoke about the children and young people consultation and that detached surveying of young people would take place once things are safe and open. The survey would go out via schools and the community newsletter. She noted that lockdown was proving a particularly difficult time for young people with recent research showing that 68% of

those aged 16-25 reported mental health difficulties. This was however a time of future innovations being developed amongst young people.

**RESOLVED THAT**, the verbal report on the working group be NOTED.

### **PP033 20/21 Chair's Report**

Cllr. Nicholas gave a verbal report stressing that the Committee's work had to be as practical as it could be. He was pleased that plans for community engagement were made in order to get back out into the community once the lockdown ended. Cllr. Nicholas mentioned town twinning as a concept he was looking into as his current degree studies had shown the need for putting democracy into people's hands in other nations. The community council could look to twin with somewhere further afield than another European nation as is typical of town twinning. Cllr. Nicholas opened discussion to other members about an injunction being issued to a resident in a neighbouring ward that he considered to be targeting of an elderly gentleman who was not causing ASB. There was further discussion about the betting shop opposite Argos in the neighbouring ward.

### **PP034 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 Engagement survey has been finalised and is currently being translated into Bengali and Arabic for use in the community alongside the English version. The hotline was re-opened for lockdown v3 manned by core office staff in office hours. Calls have been fewer in number and frequency compared to previous lockdowns but residents are still facing serious problems. February half term will see two virtual events in the community: Love Where You Live on Valentine's Day to spread community love; and The Art of Surviving a Pandemic with Pancakes on Pancake Day. These will both be held on Zoom. After the success of Santa On Your Street the truck will be redesigned to spread spring joy to households in the community around Easter time if regulations permit. Finally Officers are working with WCC to ensure all residents understand where they can seek trusted sources of information for the vaccine.

**RESOLVED THAT**, the report be NOTED.

*The meeting closed at 19:10*

## **QUEEN'S PARK COMMUNITY COUNCIL**

Minutes of the People Committee Meeting held remotely using Zoom  
on **Wednesday 9 June 2021** commencing at 18:00.

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

Also present: Lucie Prior, Director; Liz Thorpe-Tracey, Events Officer; Shuwanna Aaron, Community Development Officer; Millie Kent, Project Officer; and two members of the public.

### **PP01-21/22 Apologies for absence – Councillor Marcus Leon**

**PP02-21/22 Minute's Silence** – Cllr. Pond led a minute's silence to mark the Fourth anniversary of the tragedy at Grenfell Tower. She directed members to [Grenfellunited.org.uk](http://Grenfellunited.org.uk) for further information.

**PP03-21/22 Declarations of interest and dispensations** – Cllr. Pond declared that she had requested dispensation to join the discussion on the special grant but would not be voting. Cllr. Dalton had requested a dispensation to join the discussion on the special grant but would not be voting.

### **PP04-21/22 Minutes of the previous meeting held on 18 November 2020**

**RESOLVED THAT**, the minutes were APPROVED as a correct record and signed by Cllr. Pond.

### **PP05-20/21 Public Session**

Simon Walton said he had noted that only a few councillors had turned up to the Community Clean Up on Saturday. He pointed out that at election time Councillors say they are willing to improve the area but need to put in the work to do so. Simon said how he thought Millie Kent had done a spectacular job organising the event though.

Emily Engel said how she was relaunching the Welcome Home Project now that the lockdown was easing and wanted to start recruitment of volunteers. There was discussion around the Council phone line being used as both the events' number and the Welcome Home Project number.

The Chair thanked the members of the public for their input to the meeting and their work in the community. The Chair asked Simon to be mindful that some councillors are being cautious about going out in these unprecedented times and that it was half term week, but that she was also looking forward to a greater councillor turn out at future Community Clean Ups.

## **PP06-20/21 Financial Report**

The Responsible Financial Officer circulated a report on the current financial position of the budget lines that are monitored by the Committee stating that at this time of the year there were no matters of concern and spending was expected to pick up over the summer.

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

*18:38 Cllr. Ryan Dalton entered the meeting*

## **PP07 21/22 Special Grant**

This agenda item is the discharged responsibility by Full Council for awarding £5,000 of special grants funds. Members discussed the value of hyper local organisations working to benefit Queen's Park residents and the need to ensure funding for a variety of organisations to tackle local need. Holiday hunger had been identified as an urgent need for this summer but they also they also recognised funding needs to make long term sustainable change.

Cllr. Pond and Cllr. Dalton refrained from voting.

**RESOLVED THAT**, £2,500 be awarded to The Avenues Youth Project for holiday hunger in Summer 2021.

**RESOLVED THAT**, £2,500 be awarded to QPG Community and Sports Hub for holiday hunger in Summer 2021.

## **PP08 20/21 Anti-social behaviour**

Cllr. Lancashire had produced graphs from ASB and violence and sexual offences statistics that were circulated with the meeting papers. ASB reports have gone down considerably since the same time last year but the general recent trend has been that the reports are not below the five year average.

Cllr. Lancashire has also been researching Safe Spaces, providing a private place for those experiencing domestic abuse to go and use a phone line. TSB and pharmacies have already signed up to this and locations are searchable online. Cllr. Lancashire has raised this with Beethoven Centre who are looking into providing this locally.

**RESOLVED THAT**, results from "What should we do about serious youth violence" survey would be shared and discussed with Children and Young People Working Group, along with ASB stats.

## **PP09 21/22 Working Groups**

Cllr. Barson gave a verbal report on behalf of the Community Engagement Working Group. The survey was now live and had been trialled amongst residents. Publicity for this would start in July after the serious youth violence survey had closed.

Liz Thorpe-Tracey provided an update from the Events Working Group, she has been working with Cllr. Nicholas and Darren Richards, another member of the public, to involve lots of members of

the community that have not previously taken part in the planning. This year the Summer Festival will have a dedicated stage to Carol Bent who has dedicated decades of his life to the community. To bring people together after a difficult 18 months the events working group have decided to offer a free community lunch provided by a local caterer. Officers have applied to have both Ilbert Street and Fourth Avenue closed to provide additional space with the second stage moving onto the street this year. Westminster City Council have put in place additional paperwork processes for events which Officers are handling to ensure a safe event for all the community. Partners have been booked to have stands and perform on the stage, these include, but are not limited to Paddington Development Trust, The Avenues Youth Project, Open Age, Paddington Arts, Westminster Wheels, Westminster Adult Education Service and the local Safer Neighbourhood Team Police. Additionally, the vaccine bus will be on site to offer first or second vaccination doses. The Wildlife Garden will be used as a Remembrance Zone to allow the community a place of peace and reflection to remember those they have lost over the past 18 months. There will be the usual free activities for all of the dog show, the wildlife show featuring meerkats, bouncy castles, the selfie taxi, the sports zone, bubble man, as well as a new nerf challenge.

**RESOLVED THAT**, the reports be NOTED.

19:12 Cllr. Dalton left the meeting.

### **PP10 21/22 Officers' Report**

Lucie Prior, the Director, introduced the new Community Development Officer, Shuwanna Aaron, who had started the previous week. Shuwanna brings with her a wealth of experience from working in student politics, with those in prison and from working in a pupil referral unit.

The Director gave an update on funding that a grant of £7,068 had been awarded from The National Lottery Community Fund to be used for the Summer Camp for young people. There would be a fortnight of activities for young people aged 13-17 that will be based St Jude's Hall in August. The camp will have a focus on young people's mental health and recruitment of young people to the camp would be starting before the school holidays.

The Director explained the difficulties the team had faced in securing the road closures for the festival due to additional costs for parking suspensions and road closures which could have made the festival financially unviable. The Director said she appreciate the support that Ward Councillors have been able to provide in order to mitigate these costs.

The Director thanked volunteers for their work at the Community Clean Up and said how another would be planned for the next quarter.

**RESOLVED THAT**, the report be NOTED.

*The meeting closed at 19:32*

**Minute Ref: PP 13 – 21/22**

**Signed by..... Date.....**

**Cllr. Eartha Pond (Chair, People Committee)**

## QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Extraordinary People Committee Meeting held remotely using Zoom  
on **Wednesday 6 October 2021** commencing at 18:00.

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**Present:** Councillors Eartha Pond (Chair), Gill Fitzhugh, Ray Lancashire, Orrel Lawrence, Marcus Leon, John McArdle, Brian Nicholas.

Also present: Lucie Prior, Director; Shuwanna Aaron, Community Development Officer.

**PP11-21/22 Apologies for absence** – Councillors Leslie Barson, Ryan Dalton, Stella Wilson; Liz Thorpe-Tracey, Events Officer; Millie Kent, Project Officer.

**PP12-21/22 Declarations of interest and dispensations** – none

**PP13-21/22 Minutes of the previous meeting held on 9 June 2021**

**RESOLVED THAT**, the minutes were APPROVED as a correct record and signed by Cllr. Pond.

**PP14-20/21 Public Session** - No questions had been received.

**PP15-20/21 Anti social behaviour**

**Cllr. Lancashire gave a report of the latest ASB statistics** The Met Police publish their reported incidents monthly on the Police.UK website. They are a retrospective snapshot of the number of incidents reported during a given month. The latest figures for Queen's Park are from August this year.

This graph shows this year's reported incidents, up to August, **in GREEN**, the whole of last year's figures **in RED** and finally a five-year average shown in **BOLD GREY**.

The number of ASB incidents reported in August 2021 was down 29% from July [65 to 46] and down 30% [66 to 46] compared to August 2020. 5% lower when compared to the five-year average.

Up to August 2021: comparing all crime categories reported to the same period last year to August [1,088 down 16% from 1,288 same period year].

The top three reported crime categories were:

Anti-social behaviour @ 39% [422 down 30% from 605 compared to the same period last year], violence and sexual offences @ 21% [224 up 3% from 217 compared to the same period last year] and vehicle crime @ 7% [78 down 24% from 102 compared to the same period last year].

For the whole of 2020 there were a total of 1,878 incidents. Reported incidents for anti-social behaviour accounted for 45% [846], violence and sexual offences accounted for 19% [348] and vehicle crime accounted for 7% [136].

The meeting heard from Katy, a guest speaker from the organisation ASB Help. ASB Help was set up not only to promote the victim's voice with signposting and advice but also to aid practitioners. Katy spoke about the Community Trigger process, which Westminster City Council and the Metropolitan Police are familiar with and are already in use (see appendix for statistics of the usage of the Community Trigger in Westminster). ASB Help want to ensure the victim is confident to have their voice heard as part of the process- the practitioners meeting begins with a statement from the victim. Katy was keen that information about the process is more widely available and Cllr. Lancashire suggested including this on the Community Council's website.

**RESOLVED THAT**, the Director would investigate who the Officer was at Westminster City Council that would deal with the Community Trigger.

#### **PP16 21/22 Financial Report**

The Responsible Financial Officer circulated a report on the current financial position of the budget lines that are monitored by the Committee stating that at this time of the year there were no matters of concern. It had been expected that with full time officers project spending would increase but instead Officers have been working with residents and working on projects themselves not drawing on additional resource.

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

#### **PP17 20/21 Working Groups**

Cllr. Pond gave a verbal report on behalf of the Children and Young People Working Group. The results on the Serious Youth Violence Survey were being reviewed. Cllr. Leon said that The Avenues Youth Project would be planning a series of projects to tie in with these results.

Cllr. Fitzhugh gave a verbal report for the Community Engagement Working Group and asked Councillors to commit to undertaking 20 surveys each once the referendum campaigning had finished.

The Social Inclusion/Caring Queen's Park working group had not met recently.

**RESOLVED THAT**, the reports be NOTED.

## PP18 21/22 Chair's Report

Cllr. Pond gave a verbal report about activities she has undertaken since the last meeting this included:

- Partaking in the celebration of life for local community worker, Miss Brown who had worked at The Avenues Youth Project. Miss Brown had worked with some families for over five generations and made a great difference to the community she served;
- Joining a community walkabout with the local Safer Neighbourhood Team Police in Police Inclusion Week. Identifying issues that residents required addressing of littering, the wish to see police on the beat, speeding traffic and the noise of the police helicopters.
- Exploring the assistance that can be given to local residents to enable them to safely organise street events, such as funerals;
- Running a back to school uniform drive. This saw 400 young people receiving uniform and stationary as well as free hair dressing services for their return to school at the start of term.

Cllr. Pond thanked Cllr. Fitzhugh for her work on the Neighbourhood Plan for the past 10 years; the ward councillors for their continued support, particularly on the old Jubilee site; Officers for organising the Community Clean Up and Community Lunch and Cllr. Nicholas for his work on the Summer Festival. She said how pleased she was to see the Summer Festival celebrating the area's community cohesion and the activities for Black History Month in October, including Cllr. Nicholas' event.

**RESOLVED THAT**, the report be NOTED.

19:15 Cllr. Nicholas left the meeting.

## PP19 21/22 Officers' Report

Lucie Prior, the Director and Shuwanna Aaron, Community Development Officer gave the Officer's report from the meeting papers that included activity on volunteer development, events, community engagement and work with children and young people. Funding of £2,250 had been received from the Young Westminster Foundation. Members discussed the upcoming referendum campaign plan with councillors volunteering for roles within the campaign.

**RESOLVED THAT**, the report be NOTED.

*The meeting closed at 19:28*

**Minute Ref: PP 22 – 21/22**

**Signed by..... Date.....**

**Cllr. Eartha Pond (Chair, People Committee)**



<b>Report To:</b>	Queen's Park Community Council		
<b>Title:</b>	Finance Report		
<b>Purpose:</b>	For Decision		
<b>Author:</b>	Cllr John McArdle, Responsible Financial Officer		
<b>Date of Meeting</b>	1 December 2021	<b>Agenda Item</b>	047 – 21/22

## 1 Summary

This report summarises the current financial position and recommends the approval of payments made during October 2021.

## 2 Recommendations

- (1) That the contents be noted.
- (2) That payments to the value of £6,925.50 out in Appendix 2 be approved.

## 3 Background

- 3.1 At a meeting on 20 January 2021 the Council set a budget for the financial year 2021/21 (050- 20/21) and has been working from that budget since 1 April 2021. This budget was presented to the Council by the 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 Under Section 5 of the Council's Financial Regulation the RFO is required to provide reports to the Council on a periodic basis. This report represents the monthly report for October 2021 representing activity that has taken place since the previous report on 20 October 2021 (038-21/22).

## 4 Payments made by the Council

- 4.1 Appendix 1 attached sets put all payments with a total value of £17,022.83, including redacted payments of £5,096.31 made by the Council during October 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 £6,925.50 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 second half of the year. Detailed commentaries have been provided to the People and Place Committees on their respective areas.

## **6 Internal Audit**

- 6.1 The audit Internal Auditor is scheduled to visit the Council's offices on Monday 29 November 2021, which is after the preparation and issue of this report. A verbal update will be provided at the meeting.

## Appendix 1: All Payments

<b>Date Paid</b>	<b>Payee Name</b>	<b>Goods / Services</b>	<b>Value</b>
04/10/2021	Barclays	Bank charges	8.50
04/10/2021	Happy Lizzy Event Planning	Summer Festival payments	2,466.23
06/10/2021	Breakthrough Communication	Website accesability Training	474.00
06/10/2021	EMMANUEL 7TH DAY ADVE	Hall Hire for HRBA	35.00
18/10/2021	HMRC Employer Contribution:	HMRC Employer Contributions	
18/10/2021	Lucie Prior	Printin expenses (local)	383.00
18/10/2021	Microshade Business Consult	OT Hosting	282.90
18/10/2021	Shuwanna Aaron	Expenses - cable ties	23.78
20/10/2021	Redacted	SA Pension Jul & Sept 21	
22/10/2021	Redacted	LP Pension Oct 21	
22/10/2021	Hannah Daisy	Photography Workshop	120.00
22/10/2021	Road Traffic Solutions	Stewarding for Summer festival	2,103.60
22/10/2021	Viking	Various items	420.24
22/10/2021	Viking	Pay on account	40.70
25/10/2021	Redacted	SA Pension Oct 21	
25/10/2021	Happy Lizzy Event Planning	Promoting referendum	439.98
28/10/2021	Vodafone	Mobile phone & data	50.40
29/10/2021	Redacted	MK Salary Oct 21	863.29
29/10/2021	Redacted	LP Salary Oct 21	2,367.21
29/10/2021	Redacted	SA Salary Oct 21	1,770.52
29/10/2021	Onecom	Broadband and voice	77.17
			#####
		Total after redactions	#####
		Total before redactions	#####
		Value redacted	5,096.31

## Appendix 2: Payments for Approval

<b>Date Paid</b>	<b>Payee Name</b>	<b>Goods / Services</b>	<b>Value</b>
04/10/2021	Barclays	Bank charges	8.50
04/10/2021	Happy Lizzy Event Planning	Summer Festival payments	2,466.23
06/10/2021	Breakthrough Communication	Website accesability Training	474.00
06/10/2021	EMMANUEL 7TH DAY ADVE	Hall Hire for HRBA	35.00
18/10/2021	Lucie Prior	Printin expenses (local)	383.00
18/10/2021	Microshade Business Consult	OT Hosting	282.90
18/10/2021	Shuwanna Aaron	Expenses - cable ties	23.78
22/10/2021	Hannah Daisy	Photography Workshop	120.00
22/10/2021	Road Traffic Solutions	Stewarding for Summer festival	2,103.60
22/10/2021	Viking	Various items	420.24
22/10/2021	Viking	Pay on account	40.70
25/10/2021	Happy Lizzy Event Planning	Promoting referendum	439.98
28/10/2021	Vodafone	Mobile phone & data	50.40
29/10/2021	Onecom	Broadband and voice	77.17
			6,925.50

### Appendix 3: Budget Monitoring 2021/22

									Oct-21
100	Income	Target	Year to Date	Year to Come	Fore cast	Variance	%	Notes	
1010	Project Income	20,000	9,318	12,941	22,259	-	2,259	111%	Budget to be met
1076	Precept	166,269	166,277	-	166,277	-	8	100%	Budget to be met
	<b>Total Income</b>	<b>186,269</b>	<b>175,595</b>	<b>12,941</b>	<b>188,536</b>	-	<b>2,267</b>	<b>101%</b>	
<b>101</b>	<b>Staff Costs</b>	<b>Target</b>	<b>YTD</b>	<b>YTC</b>	<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>	
4100	Staff costs	75,000	45,678	27,632	73,310	1,690	98%	Budget to be met	
4105	Training	1,500	385	1,000	1,385	115	92%	Budget to be met	
	<b>Total Staff costs</b>	<b>76,500</b>	<b>46,063</b>	<b>28,632</b>	<b>74,695</b>	<b>1,805</b>	<b>98%</b>		
<b>102</b>	<b>Adminisrtation</b>	<b>Target</b>	<b>YTD</b>	<b>YTC</b>	<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>	
4101	Councillor allowances	3,000	500	2,500	3,000	-	100%	Budget to be met	
4105	Training	1,000	-	1,000	1,000	-	100%	Budget to be met	
4120	Insurance	1,200	1,337	-	1,337	-	137	111%	Slight overspend
4125	Office Rent	10,000	10,000	-	10,000	-	100%	Budget to be met	
4126	Room Bookings	1,000	190	800	990	10	99%	Budget to be met	
4127	Office maintenance/relocation	500	43	450	493	7	99%	Budget to be met	
4128	Catering	200	-	120	120	80	60%	Budget to be met	
4130	IT - hosting, computers, email	7,500	2,002	5,200	7,202	298	96%	Budget to be met	
4132	Stationery & Materials	500	609	-	609	-	109	122%	Purchases made to support activities
4133	Chair's Allowance	75	-	75	75	-	100%	Budget to be met	
4135	Tel & post	2,000	595	1,445	2,040	-	40	102%	Budget to be met
4137	Subscriptions	2,750	2,406	200	2,606	144	95%	Budget to be met	
4139	Travel expenses	300	-	-	-	300	0%	Budget to be met	
4140	Professional fees	1,000	164	-	164	836	16%	Possible underspend	
4142	Audit fees	1,500	780	800	1,580	-	80	105%	Budget to be met
4144	Bank charges	100	48	43	91	10	91%	Budget to be met	
4150	Elections costs	2,000	-	2,000	2,000	-	100%	Budget to be met	
	<b>Total Administration</b>	<b>34,625</b>	<b>18,674</b>	<b>14,633</b>	<b>33,307</b>	<b>1,319</b>	<b>96%</b>		

<b>201</b>	<b>Communications</b>	<b>Target</b>	<b>YTD</b>	<b>YTC</b>	<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
4110	Website	2,500	1,335	900	2,235	265	89%	Budget to be met
4200	Queens Park Voice	4,000	-	2,910	2,910	1,090	73%	Budget to be met
4236	Marketing	500	529	-	529	- 29	106%	Budget to be met
	<b>Total Communications</b>	<b>7,000</b>	<b>1,864</b>	<b>3,810</b>	<b>5,674</b>	<b>1,326</b>	<b>81%</b>	
<b>301</b>	<b>Place Committee</b>	<b>Target</b>	<b>YTD</b>	<b>YTC</b>	<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
4300	Community Gardening	17,500	8,188	8,860	17,048	452	97%	Budget to be met
4301	Dog Strategy	4,500	840	3,520	4,360	140	97%	Budget to be met
4305	Park Development	1,000	-	1,000	1,000	-	100%	Budget to be met
4400	Neighbourhood Plan	1,000	659	490	1,149	- 149	115%	Slight overspend on referendum
4405	Retailers' Support	1,500	130	1,000	1,130	370	75%	Budget to be met
4410	Air Quality	500	126	-	126	374	25%	Budget to be met
4420	Public & Community Arts	4,000	120	3,000	3,120	880	78%	Budget to be met
4999	Climate Emergency	1,000	11	980	991	9	99%	Budget to be met
	<b>Total Place Committee</b>	<b>31,000</b>	<b>10,074</b>	<b>41,074</b>	<b>51,148</b>	<b>- 20,148</b>	<b>165%</b>	
<b>401</b>	<b>Events</b>	<b>Target</b>	<b>YTD</b>	<b>YTC</b>	<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
1410	Income Summer Festival	6,500	1,000	9,968	10,968	- 4,468	169%	Ward budget application
1411	Income Fireworks	5,000	-	9,370	9,370	- 4,370	187%	As above
1412	Income Winter Fair	1,500	-	1,500	1,500	-	100%	Possible shortfall
4201	Events Administration	9,300	5,430	3,870	9,300	-	100%	Budget to be met
4205	Winter Fair	3,200	50	3,150	3,200	-	100%	Budget to be met
4206	Winter Social	100	-	100	100	-	100%	Budget to be met
4210	Summer Festival	13,500	16,943	-	16,943	- 3,443	126%	Overspend, but also additional income
4220	Fireworks	9,000	-	9,000	9,000	-	100%	Budget to be met
	<b>Events Income</b>	<b>13,000</b>	<b>1,000</b>	<b>20,838</b>	<b>21,838</b>	<b>- 8,838</b>	<b>168%</b>	
	<b>Events Expenditure</b>	<b>35,100</b>	<b>22,423</b>	<b>16,120</b>	<b>38,543</b>	<b>- 3,443</b>	<b>110%</b>	

<b>501</b>	<b>People Committee</b>	<b>Target</b>	<b>YTD</b>	<b>YTC</b>	<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
4107	Community engagement	1,600	610	1,050	1,660 -	60	104%	Budget to be met
4129	Volunteer Development	1,600	356	1,150	1,506	94	94%	Budget to be met
4425	Social Inclusion	400	-	300	300	100	75%	Budget to be met
4430	Children & Young People	8,475	3,329	4,200	7,529	946	89%	Budget to be met
	<b>Total People Committee</b>	<b>12,075</b>	<b>4,295</b>	<b>6,700</b>	<b>10,995</b>	<b>1,080</b>	<b>91%</b>	

<b>601</b>	<b>Grants</b>	<b>Target</b>	<b>YTD</b>	<b>YTC</b>	<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
4134	Community Grants	32,000	7,000	12,500	19,500	12,500	61%	Budget to be met
4136	Pop Up Fund	2,000	200	1,000	1,200	800	60%	Budget to be met
4138	Special Grants	25,000	25,000	-	25,000	-	100%	Budget to be met
	<b>Total Grants</b>	<b>59,000</b>	<b>32,200</b>	<b>13,500</b>	<b>45,700</b>	<b>13,300</b>	<b>77%</b>	

		<b>YTD</b>	<b>YTC</b>	<b>F/C</b>	<b>Variance</b>	<b>%</b>
	<b>Grand Total Income</b>	199,269	178,410	33,779	210,374 -	11,105 106%
	<b>Grand Total Expenditure</b>	255,300	137,423	124,469	260,062 -	4,762 102%

\* Find this file in Citrix under Finance/BUDGET

## Detailed Receipts &amp; Payments by Budget Heading 02/11/2021

## 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	9,318	20,000	10,682			46.6%	
1076 Precept	166,277	166,269	(8)			100.0%	
<u>101 Staff costs</u>							
4100 Staff costs	(45,678)	(75,000)	29,322		29,322	60.9%	
4105 Training	(385)	(1,500)	1,115		1,115	25.7%	
<u>102 Administration</u>							
4101 Councillor allowances	(500)	(3,000)	2,500		2,500	16.7%	
4105 Training	0	(1,000)	1,000		1,000	0.0%	
4120 Insurance	(1,337)	(1,200)	(137)		(137)	111.5%	
4125 Office Rent	(10,000)	(10,000)	0		0	100.0%	
4126 Room Bookings	(190)	(1,000)	810		810	19.0%	
4127 Office maintenance/relocation	(43)	(500)	457		457	8.7%	
4128 Catering	0	(200)	200		200	0.0%	
4130 IT - hosting, computers, email	(2,002)	(7,500)	5,498		5,498	26.7%	
4132 Stationery & Materials	(609)	(500)	(109)		(109)	121.9%	
4133 Chair's Allowance	0	(75)	75		75	0.0%	
4135 Tel & post	(595)	(2,000)	1,405		1,405	29.7%	
4137 Subscriptions	(2,406)	(2,750)	344		344	87.5%	
4139 Travel expenses	0	(300)	300		300	0.0%	
4140 Professional fees	(164)	(1,000)	836		836	16.4%	
4142 Audit fees	(780)	(1,500)	720		720	52.0%	
4144 Bank charges	(48)	(100)	53		53	47.5%	
4150 Elections costs	0	(2,000)	2,000		2,000	0.0%	
<u>201 Communications</u>							
4110 Website	(1,335)	(2,500)	1,165		1,165	53.4%	
4200 Queens Park Voice	0	(4,000)	4,000		4,000	0.0%	
4236 Marketing	(529)	(500)	(29)		(29)	105.8%	
<u>301 Place</u>							
4300 Community Gardening	(8,188)	(17,500)	9,312		9,312	46.8%	
4301 Dog Strategy	(840)	(4,500)	3,660		3,660	18.7%	
4305 Park Development	0	(1,000)	1,000		1,000	0.0%	
4400 Neighbourhood Plan	(659)	(1,000)	341		341	65.9%	
4405 Retailers' Support	(130)	(1,500)	1,370		1,370	8.7%	
4410 Air Quality	(126)	(500)	374		374	25.2%	
4420 Public & Community Arts	(120)	(4,000)	3,880		3,880	3.0%	
4999 Climate Emergency	(11)	(1,000)	989		989	1.1%	
<u>401 Events</u>							
1410 Income Summer Festival	1,000	6,500	5,500			15.4%	



## Detailed Receipts &amp; Payments by Budget Heading 02/11/2021

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1411 Income Fireworks	0	5,000	5,000			0.0%	
1412 Income Winter Fair	0	1,500	1,500			0.0%	
4201 Events Administration	(5,430)	(9,300)	3,870		3,870	58.4%	
4205 Winter Fair	(50)	(3,200)	3,150		3,150	1.6%	
4206 Winter Social	0	(100)	100		100	0.0%	
4210 Summer Festival	(16,943)	(13,500)	(3,443)		(3,443)	125.5%	
4220 Fireworks	0	(9,000)	9,000		9,000	0.0%	
<u>501 People</u>							
4107 Community engagement	(610)	(1,600)	990		990	38.2%	
4129 Volunteer Development	(356)	(1,600)	1,244		1,244	22.2%	
4425 Social Inclusion	0	(400)	400		400	0.0%	
4430 Children & Young People	(3,329)	(8,000)	4,671		4,671	41.6%	475
<u>601 Grants</u>							
4134 Community Grants	(7,000)	(25,000)	18,000		18,000	28.0%	7,000
4136 Pop Up Fund	(200)	(2,000)	1,800		1,800	10.0%	
4138 Special Grants	(25,000)	(25,000)	0		0	100.0%	
<u>999 VAT data</u>							
115 VAT refund	1,815	0	(1,815)			0.0%	
515 VAT on Payment	(1,830)	0	(1,830)		(1,830)	0.0%	
<b>Grand Totals:- Receipts</b>	<b>178,410</b>	<b>199,269</b>	<b>20,859</b>			<b>89.5%</b>	
<b>Payments</b>	<b>137,423</b>	<b>247,825</b>	<b>110,402</b>	<b>0</b>	<b>110,402</b>	<b>55.5%</b>	
<b>Net Receipts over Payments</b>	<b>40,987</b>	<b>(48,556)</b>	<b>(89,543)</b>				
<b>plus Transfer From EMR</b>	<b>7,475</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>48,462</b>						

Report To:	Queen's Park Community Council		
Title:	Officers' Report		
Purpose:	For information		
Author:	Lucie Prior, Director		
Date of Meeting	1 December 2021	Agenda Item	049 - 21/22

## **1 Summary**

This report provides a brief summary of some dates to be noted.

## **2 Recommendations**

That the Council notes the Report.

## **3 Updates**

- 3.1 This is a brief report as the activities undertaken by officers have been fully reported to the People and Place Committees which took place within the current cycle. There are, however, two things to be noted.
- 3.2 The first is that the office will be closed over the Christmas and New Year holiday. It will close on Wednesday 22 December 2021 and reopen on Wednesday 5 January 2022. There are no planned activities or anything that will require an immediate response during that period.
- 3.3 The second is to set out the anticipated meeting dates for 2022 together with the main activities. These will be confirmed at the Annual Meeting of the new Council on 25 May 2022 but providing them now will allow councillors and the public to 'save the date'.

19 January Council meeting  
 9 February People Committee meeting  
 23 February Place Committee meeting  
 16 March Council meeting  
 20 April People Committee meeting  
 9 May Community meeting  
 25 May Annual Council meeting  
 8 June People Community meeting  
 22 June Place Community meeting  
 No meetings in July  
 1 August Summer Festival  
 7 September People Community meeting  
 21 September Place Community meeting  
 19 October Council meeting  
 5 November Fireworks  
 9 November people Community meeting  
 23 November Place Community meeting  
 3 December Winter Fair



You are hereby summoned to attend a  
**Meeting of the Community Council** to be held in the Beethoven Centre  
on **Wednesday 19 January 2022** commencing at **6.00pm**.

Lucie Prior, Director

14 January 2022

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### AGENDA

- 050-21/22 Apologies for absence** – to receive and approve any apologies for absence.
- 051-21/22 Declarations of interest** – to note any Declarations of Interest or Dispensations granted in respect of any item on the Agenda.
- 052-21/22 Minutes of the previous meeting** – to consider for approval the minutes of the Council Meeting held 1 December 2021 for confirmation and signing as a correct record.
- 053-21/22 Minutes of Committee Meeting** – to adopt the minutes of the Place Committee meeting held on 22 September 2021.:
- 054-21/22 Public session** – to receive any questions, representations or petitions from members of the Public. *(Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).*
- 055-21/22 People Committee Report** - to receive a verbal update on the work of the People Committee.
- 056-21/22 Place Committee Report** - to receive a verbal update on the work of the Place Committee.
- 057-21/22 HR Committee Report** - to receive a verbal update on the work of the HR Committee.
- 058-21/22 Financial Report** - to receive a report on the current financial position and approve payments.
- 059-21/22 Internal Audit Report** – to review the findings of the mid-year internal audit for 2021/22.
- 060-21/22 Budget and Precept** – to approve the budget and set the precept for 2022/23.
- 061-21/22 Service Contracts** – to approve the extension for one year of three existing Contracts for the provision of services



- 062-21/22 Working Group Reports** – to receive updates on Queen's Park Voice, Economic Development, the Grants Panel, together with verbal updates from any Working Group not covered elsewhere
- 063-21/22 Preparations for 2022 Election** - to receive an update on preparations for the election and confirm the programme.
- 064-21/22 Chair's Report** - to receive a report from the Chair.
- 065-21/22 Officers' Report** - to receive a report from the Director.

**QUEEN'S PARK COMMUNITY COUNCIL**

Minutes of the Meeting of Council held in the Beethoven Centre

on **Wednesday 1 December 2021** commencing at 18:00.

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**Present:** Councillors John McArdle (Chair), Gill Fitzhugh, Ray Lancashire, Orrel Lawrence and Susanna Rustin.

Online due to self isolation: Councillors Marcus Leon and Eartha Pond (Vice Chair).

Also present: Lucie Prior (Director), Shuwanna Aaron (Community Development Officer) and Millie Kent (Project Officer) and one member of the public.

**042-21/22 Apologies for absence –** Liz Thorpe Tracey (Events Officer) and Councillors Leslie Barson, Ryan Dalton, Emma Sweeney and Stella Wilson.

**043-21/22 Declarations of interest –** No new declarations were made.

**044-21/22 Minutes of the meeting held 20 October 2021**

**RESOLVED** THAT, the minutes be APPROVED as a correct record and signed by the Chair.

**045-21/22 Minutes of Committee Meetings.**

The minutes have been approved by the Committees and it was proposed they be adopted by Council. These were:

- Place Committee of 25 November 2020, 24 February 2021 and 23 June 2021 meeting held 20 October 2021
- HR Committee of 13 January 2021
- People Committee of 10 February, 9 June and 6 October 2021.

**RESOLVED** THAT, the minutes be ADOPTED as a correct record.

**046-21/22 Public Session**

The member of the public, Crissie Chambers, raised that there had been a bad accident on Nutbourne Street with emergency services having to attend. She said this is a road without speed bumps and asked if something could be done to slow the traffic. Members and Officers discussed this and it was noted that this is an emergency access road so bumps could not be placed on that road.

**047-21/22 Financial Report**

Councillor McArdle, as Responsible Financial Officer, had circulated a detailed report on the current financial position seeking approval for payments made since the previous meeting. Councillor Lancashire requested that the columns be extended on the appendix to show all numbers in full.

**RESOLVED** THAT, the contents, be NOTED.

**RESOLVED** THAT, the payments, to the value of £ 6,925.50 set out in Appendix 2, be APPROVED.

#### **048–21/22 Community Grants**

The Director took the meeting through a paper on the grants that had been circulated with the meeting pack.

**RESOLVED** THAT, a grant of £3,500 be awarded to the All Stars for the Community Café and Community Champs Camps.

**RESOLVED** THAT, a grant of £3,500 be awarded to Open Age for the Creatively Inclined Project.

**RESOLVED** THAT, a grant of £1,750 be awarded to Treasure Boxing Club for the after school club.

**RESOLVED** THAT, a grant of £3,500 be awarded to the Doorstep Library for the Mozart Project.

**RESOLVED** THAT, a grant of £1,000 be awarded to a resident to run Mini Movers with funds administered by the Community Council.

**RESOLVED** THAT, a grant of £1,000 be awarded to a resident to run Challenging Narratives art project, with funds administered by the Community Council.

#### **049-21/22 Officers' Report**

The Director gave the Officers' report that had been circulated with the papers. This included the dates for the office closure over the Christmas holidays and save the dates for meetings and events for 2022/23. These will be confirmed at the Annual Meeting of the new Council on 25 May 2022.

**RESOLVED** THAT, the Officers' Report be NOTED.

*The meeting closed at 18:30*

Signed by..... Date.....

Councillor. John McArdle (Chair)

Minute Ref: 052 – 21/22

## QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Place Committee Meeting held in the Beethoven Centre  
at 6 pm  
on Wednesday 22 September 2021

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**Present:** Councillors Susanna Rustin (Chair), Ray Lancashire (Vice Chair), Ryan Dalton.

**Also present:** Lucie Prior, Director; Shuwanna Aaron, Community Development Officer; Chrissie Chambers, Canine Culture; Cathy Maund, Hammersmith Community Gardens Association (HCGA).

**PL 13-21/22 Apologies for absence** – Councillors Leslie Barson, Gill Fitzhugh and John McArdle, and Emma Sweeney; Millie Kent, Project Officer, and Liz Thorpe-Tracey, Events Officer; Simon Walton, volunteer.

**PL 14-21/22 Declarations of interest** – None made.

**PL 15-21/22 Minutes of the previous meeting** – The minutes of the Place Committee Meetings held on 23 June 2021 were approved as a correct record and signed by the Chair.

**PL 16-21/22 Public session** – Crissie Chambers brought up that the bins on Ilbert Street were due to be moved. The Director read out a copy of the notice that had been put up on them that day.

**RESOLVED THAT** the Director would make enquiries with Westminster City Council (WCC) as to what the plans were for the bins.

**RESOLVED THAT** Officers and Councillors would canvas local residents at the Community Clean Up on Saturday 25<sup>th</sup> September to represent their views in a letter to WCC.

**PL 17-21/22 Harrow Road Place Plan** – The Director gave a verbal report on the update on the Plan. Around 15 members of the community had joined a Working Group that would meet regularly through the programme to give comment on the Plans.

**RESOLVED THAT** the report be NOTED

**PL 18-21/22 Financial Report** – The Director gave a report on behalf of the RFO. No significant changes were reported.

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

**PL 19-21/22 Reports from contractors** –

Cathy Maund from HCGA gave a report that covered work over the Summer including the 90 plant prizes collected from Queen's Park in Bloom awards, the new pomegranate in the community orchard and volunteering. HCGA work with local volunteers continues to go from strength to strength with more residents volunteering and the tying in with NHS social prescribers. There are plans for a corporate day of volunteering due to be held on 7<sup>th</sup> October to improve Queen's Park Gardens and family activities in the park for October half term. Cathy raised the issue that dogs are being allowed off leash in the rose garden.

Chrissie Chambers from Canine Culture gave a comprehensive report on dog related activities. There is a course starting in October for dog socialisation after lockdown and dealing with dogs that are now being left at home as workers return to workplaces. She is concerned about reports of professional dog walkers operating in the neighbourhood and will check with licensing to see if there are any locally issued licenses. Canine Culture had also contact from a resident that said they felt they could no longer take their dog onto



the street as it had become dangerous and so they were only keeping it in their garden. Crissie has booked to undertake a home visit to them to offer one to one support.

**RESOLVED THAT** both reports be NOTED.

**RESOLVED THAT** Canine Culture would work with WCC to combat dogs off leash in the rose garden.

**PL 20-21/22 Climate Emergency Working Group**

A report had been circulated about the work to address the climate emergency. The Chair gave the report on behalf of the coordinator. The report covered climate emergency events, the funding bid that was being worked on and future projects.

**RESOLVED THAT** the report be NOTED

**PL 21-21/22 Planning Working Group** – The coordinator of the Planning Working Group had circulated a report on the Council's response to planning applications within Queen's Park. The Director gave the report on behalf of the coordinator and highlighted some issues of note.

**RESOLVED THAT** The report be NOTED

**PL 22-21/22 Working Groups** – Air Quality. Councillor Lancashire gave a report on the Citizen Science air quality monitoring. 20 tubes had been set up to collect samples with 19 in place on collections day. Of these two are placed indoors and indoor air pollution has recently come to light as an issue.

Public and Community Arts. The working group had not met over the summer therefore there was no further update.

**RESOLVED THAT** the reports be NOTED

**PL 23-21/22 Chair's Report** – The Chair gave a report about the work of the coming together of open spaces projects and congratulated the new Community Development Officer, Shuwanna Aaron for her work on the summer festival.

**RESOLVED THAT** the report be NOTED

**PL 24-21/22 Officers' report** – The Director had circulated a report on activities undertaken by Officers since the last meeting and plans for the next period.

**RESOLVED THAT** the report be NOTED

*The meeting concluded at 7.25pm*

Signed by.....	Date.....
Cllr. Susanna Rustin (Chair of Place Committee)	Minute Ref: PL 27 – 21/22

<b>Report To:</b>	Queen's Park Community Council		
<b>Title:</b>	Finance Report		
<b>Purpose:</b>	For Decision		
<b>Author:</b>	Cllr John McArdle, Responsible Financial Officer		
<b>Date of Meeting</b>	19 January 2022	<b>Agenda Item</b>	058 – 21/22

## 1 Summary

This report summarises the current financial position and recommends the approval of payments made during November and December 2021.

## 2 Recommendations

- (1) That the contents be noted.
- (2) That payments to the value of £19,250.03 set out in Appendix 2 be approved.

## 3 Background

- 3.1 At a meeting on 20 January 2021 the Council set a budget for the financial year 2021/21 (050- 20/21) and has been working from that budget since 1 April 2021. This budget was presented to the Council by the 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 Under Section 5 of the Council's Financial Regulation the RFO is required to provide reports to the Council on a periodic basis. This report represents the monthly report for January 2022 covering activity that has taken place since the previous report on 1 December 2021 (047-21/22). It also serves as a summary of the first three quarters of the year and I used as the basis for the budget and precept report elsewhere on the agenda.

## 4 Payments made by the Council

- 4.1 Appendix 1 attached sets out all payments with a total value of £30,124.46 including redacted payments of £10,868.43 made by the Council during the period. 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 £19,250.03 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 second half of the year.

## Appendix 1: All Payments

Date Paid	Payee Name	Goods / Services	Value
04/11/2021	Barclays	Bank charges	8.50
08/11/2021	Emma Sweeney	Cllr allowance 21-22	250.00
08/11/2021	Microshade Business Consult.	IT hosting	282.90
08/11/2021	Shuwanna Aaron	SA Expenses - printing etc	177.44
08/11/2021	Hannah Daisy	BHM Event	80.00
08/11/2021	Cllr Ryan Dalton	Councillor allowance 21/22	250.00
10/11/2021	S D Paterson	Fireworks DJ	150.00
10/11/2021	Walton Lane Audio Services	Fireworks PA & stalls	837.50
10/11/2021	Rosamund Saunders Book De	Design for QPV 31	430.00
10/11/2021	QPG Hub	catering for NP event	58.53
22/11/2021	Redacted	Redacted	-
22/11/2021	Redacted	Redacted	-
22/11/2021	Road Traffic Solutions	Fireworks stewarding	3,850.20
23/11/2021	Redacted	Redacted	-
24/11/2021	Rialtas Business Solutions Ltd	Finance software	206.40
26/11/2021	Cllr John McArdle	Expenses - food for BHM eve	328.00
26/11/2021	Hannah Daisy	Photography for BHM	100.00
30/11/2021	Redacted	Redacted	-
30/11/2021	Redacted	Redacted	-
30/11/2021	Vodafone	Monile phone & data	50.40
30/11/2021	Onecom	Broadband	77.17
06/12/2021	Viking	Stationery	26.66
06/12/2021	Viking	Stationery	40.76
06/12/2021	Barclays	bank charges dec 21	8.50
06/12/2021	MULBERRY & CO	Mid year audit 21/22	314.28
06/12/2021	2nd Chance (Kelly's Donkeys)	Donkeys for Winter Fair	350.00
06/12/2021	Happy Lizzy Event Planning	Event Admin Winter Fair	1,170.00
07/12/2021	John Gooding	QPV printing	982.00
07/12/2021	Happy Lizzy Event Planning	Events Admin	1,950.00
07/12/2021	Happy Lizzy Event Planning	Fireworks expenses	268.42
09/12/2021	Angie Durrance	Fireworks refreshments	50.00
09/12/2021	Microshade Business Consult.	IT Hosting	282.90
09/12/2021	Gradko International	Air monitoring tubes	156.30
09/12/2021	Dunford Wood	Meals for community lunch	750.00
09/12/2021	Millie Kent	Expenses for community lun	255.29
22/12/2021	Redacted	Redacted	-
22/12/2021	Crissie Chambers (Canine Cul	Dog classes and patrols	840.00
22/12/2021	HAMMERSMITH COMMUNIT	Gardening Q3 21/22	4,567.32
22/12/2021	Viking	Balance on statement	3.66
22/12/2021	Millie Kent	Sainsbury's Vouchers	52.50
23/12/2021	Redacted	Redacted	-
24/12/2021	Redacted	Redacted	-
24/12/2021	Redacted	Redacted	-
24/12/2021	Redacted	Redacted	-
29/12/2021	Vodafone	mobile phone and data	50.40
		After redactions	19,256.03
		Full Total	30,124.46
		Redacted	10,868.43

## Appendix2: Payments to be approved

Date Paid	Payee Name	Goods / Services	Value
04/11/2021	Barclays	Bank charges	£ 8.50
08/11/2021	Emma Sweeney	Cllr allowance 21-22	£ 250.00
08/11/2021	Microshade Business Cor	IT hosting	£ 282.90
08/11/2021	Shuwanna Aaron	SA Expenses - printing etc	£ 177.44
08/11/2021	Hannah Daisy	BHM Event	£ 80.00
08/11/2021	Cllr Ryan Dalton	Councillor allowance 21/22	£ 250.00
10/11/2021	S D Paterson	Fireworks DJ	£ 150.00
10/11/2021	Walton Lane Audio Servic	Fireworks PA & stalls	£ 837.50
10/11/2021	Rosamund Saunders Boc	Design for QPV 31	£ 430.00
10/11/2021	QPG Hub	catering for NP event	£ 58.53
22/11/2021	Road Traffic Solutions	Fireworks stewarding	£ 3,850.20
24/11/2021	Rialtas Business Solution	Finance software	£ 206.40
26/11/2021	Cllr John McArdle	Expenses - food for BHM event	£ 328.00
26/11/2021	Hannah Daisy	Photography for BHM	£ 100.00
30/11/2021	Vodafone	Monile phone & data	£ 50.40
30/11/2021	Onecom	Broadband	£ 77.17
06/12/2021	Viking	Stationery	£ 26.66
06/12/2021	Viking	Stationery	£ 40.76
06/12/2021	Barclays	bank charges dec 21	£ 8.50
06/12/2021	MULBERRY & CO	Mid year audit 21/22	£ 314.28
06/12/2021	2nd Chance (Kelly's Don	Donkeys for Winter Fair	£ 350.00
06/12/2021	Happy Lizzy Event Planni	Event Admin Winter Fair	£ 1,170.00
07/12/2021	John Gooding	QPV printing	£ 982.00
07/12/2021	Happy Lizzy Event Planni	Events Admin	£ 1,950.00
07/12/2021	Happy Lizzy Event Planni	Fireworks expenses	£ 268.42
09/12/2021	Angie Durrance	Fireworks refreshments	£ 50.00
09/12/2021	Microshade Business Cor	IT Hosting	£ 282.90
09/12/2021	Gradko International	Air monitoring tubes	£ 156.30
09/12/2021	Dunford Wood	Meals for community lunch	£ 750.00
09/12/2021	Millie Kent	Expenses for community lunch	£ 255.29
22/12/2021	Crissie Chambers (Canin	Dog classes and patrols	£ 840.00
22/12/2021	HAMMERSMITH COMM	Gardening Q3 21/22	£ 4,567.32
22/12/2021	Viking	Balance on statement	£ 3.66
22/12/2021	Millie Kent	Sainsbury's Vouchers	£ 52.50
29/12/2021	Vodafone	mobile phone and data	£ 50.40
Total			19,256.03

## Appendix: Budget Monitoring 2021/22

								Dec-21
100	Income	Target	Year to Date	Year to Come	Fore cast	Variance	%	Notes
1010	Project Income	20,000	9,318	10,000	19,318	682	97%	External funding bids are being processed so it is expected that the budget will be met
1076	Precept	166,269	166,277	-	166,277	- 8	100%	Budget to be met
	<b>Total Income</b>	<b>186,269</b>	<b>175,595</b>	<b>10,000</b>	<b>185,595</b>	<b>674</b>	<b>100%</b>	
101	Staff Costs	Target	YTD	YTC	F/C	Variance	%	Notes
4100	Staff costs	75,000	56,547	13,706	70,253	4,747	94%	Slight underspend
4105	Training	1,500	385	750	1,135	365	76%	Slight underspend
	<b>Total Staff costs</b>	<b>76,500</b>	<b>56,932</b>	<b>14,456</b>	<b>71,388</b>	<b>5,112</b>	<b>93%</b>	
102	Adminisrtation	Target	YTD	YTC	F/C	Variance	%	Notes
4101	Councillor allowances	3,000	1,000	2,000	3,000	-	100%	Slight underspend
4105	Training	1,000	-	-	-	1,000	0%	Underspend through lack of activity
4120	Insurance	1,200	1,337	-	1,337	- 137	111%	Slight overspend
4125	Office Rent	10,000	10,000	-	10,000	-	100%	Budget to be met
4126	Room Bookings	1,000	190	950	1,140	- 140	114%	The need to use larger rooms has led to a slight overspend
4127	Office maintenance/relocation	500	43	450	493	7	99%	Budget to be met
4128	Catering	200	59	100	159	41	80%	Slight overspend
4130	IT - hosting, computers, email	7,500	2,646	3,300	5,946	1,554	79%	Slight overspend
4132	Stationery & Materials	500	669	75	744	- 244	149%	Purchases made to support activities

4133	Chair's Allowance	75	-	-	-	75	0%	Budget to be met
4135	Tel & post	2,000	743	345	1,088	912	54%	Budget to be met
4137	Subscriptions	2,750	2,406	520	2,926	- 176	106%	Slight overspend
4139	Travel expenses	300	-	300	300	-	100%	Budget to be met
4140	Professional fees	1,000	164	-	164	836	16%	Possible underspend
4142	Audit fees	1,500	1,042	-	1,042	458	69%	Budget to be met
4144	Bank charges	100	65	26	91	10	91%	Budget to be met
4150	Elections costs	2,000	-	2,000	2,000	-	100%	Budget to be met
	<b>Total Administration</b>	<b>34,625</b>	<b>20,364</b>	<b>10,066</b>	<b>30,430</b>	<b>4,196</b>	<b>88%</b>	

<b>201</b>	<b>Communications</b>	<b>Target</b>	<b>YTD</b>	<b>YTC</b>	<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
4110	Website	2,500	1,335	1,150	2,485	15	99%	Budget to be met
4200	Queens Park Voice	4,000	1,412	3,113	4,525	- 525	113%	Slight overspend with larger print runs plus calendar
4236	Marketing	500	529	-	529	- 29	106%	Budget to be met
	<b>Total Communications</b>	<b>7,000</b>	<b>3,276</b>	<b>4,263</b>	<b>7,539</b>	<b>- 539</b>	<b>108%</b>	

<b>301</b>	<b>Place Committee</b>	<b>Target</b>	<b>YTD</b>	<b>YTC</b>	<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
4300	Community Gardening	17,500	12,755	4,430	17,185	315	98%	Budget to be met
4301	Dog Strategy	4,500	1,680	1,680	3,360	1,140	75%	Slight underspend -
4305	Park Development	1,000	-	-	-	1,000	0%	Unlikely to be spent this year
4400	Neighbourhood Plan	1,000	659	-	659	341	66%	Slight overspend on referendum
4405	Retailers' Support	1,500	130	-	130	1,370	9%	Underspend as internal staffing used
4410	Air Quality	500	256	-	256	244	51%	Slight underspend
4420	Public & Community Arts	4,000	805	780	1,585	2,415	40%	Underspend as internal staffing used



4999	Climate Emergency	1,000	11	500	511	489	51%	Underspend as internal staffing used
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<b>Total Place Committee</b>	<b>31,000</b>	<b>16,296</b>	<b>47,296</b>	<b>63,592</b>	<b>-</b>	<b>32,592</b>	<b>205%</b>	
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<b>401</b>	<b>Events</b>	<b>Target</b>	<b>YTD</b>	<b>YTC</b>	<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
1410	Income Summer Festival	6,500	1,000	9,968	10,968	-	4,468	169% External funding expected to create a positive variance
1411	Income Fireworks	5,000	512	9,370	9,882	-	4,882	198% External funding expected to create a positive variance
1412	Income Winter Fair	1,500	-	-	-		1,500	0% Losses offset by other events income
4201	Events Administration	9,300	8,550	750	9,300	-	100%	Budget to be met
4205	Winter Fair	3,200	400	2,800	3,200	-	100%	Budget to be met
4206	Winter Social	100	-	100	100	-	100%	Budget to be met
4210	Summer Festival	13,500	16,943	-	16,943	-	3,443	126% Overspend, but also additional income
4220	Fireworks	9,000	4,484	4,886	9,370	-	370	104% Budget to be met
	<b>Events Income</b>	<b>13,000</b>	<b>1,512</b>	<b>19,338</b>	<b>20,850</b>	<b>-</b>	<b>7,850</b>	<b>160%</b>
	<b>Events Expenditure</b>	<b>35,100</b>	<b>30,377</b>	<b>8,536</b>	<b>38,913</b>	<b>-</b>	<b>3,813</b>	<b>111%</b>

<b>501</b>	<b>People Committee</b>	<b>Target</b>	<b>YTD</b>	<b>YTC</b>	<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
4107	Community engagement	1,600	1,626	-	1,626	- 26	102%	Budget to be met
4129	Volunteer Development	1,600	356	800	1,156	444	72%	Underspend as internal staffing used
4425	Social Inclusion	400	-	300	300	100	75%	Underspend as internal staffing used
4430	Children & Young People	8,475	3,329	3,000	6,329	2,146	75%	Underspend as internal staffing used
<b>Total People Committee</b>		<b>12,075</b>	<b>5,311</b>	<b>4,100</b>	<b>9,411</b>	<b>2,664</b>	<b>78%</b>	
<b>601</b>	<b>Grants</b>	<b>Target</b>	<b>YTD</b>	<b>YTC</b>	<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
4134	Community Grants	32,000	7,000	25,000	32,000	-	100%	Budget to be met
4136	Pop Up Fund	2,000	200	800	1,000	1,000	50%	Slight underspend
4138	Special Grants	25,000	25,000	-	25,000	-	100%	Budget to be met
<b>Total Grants</b>		<b>59,000</b>	<b>32,200</b>	<b>25,800</b>	<b>58,000</b>	<b>1,000</b>	<b>98%</b>	
			<b>YTD</b>	<b>YTC</b>	<b>F/C</b>	<b>Variance</b>	<b>%</b>	
<b>Grand Total Income</b>		199,269	178,922	29,338	206,445	- 7,176	104%	
<b>Grand Total Expenditure</b>		255,300	167,549	114,517	279,273	- 23,973	109%	

*\* Find this file in Citrix under Finance/BUDGET*

13:10

## Detailed Receipts &amp; Payments by Budget Heading 05/01/2022

## 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	9,318	20,000	10,682			46.6%	
1076 Precept	166,277	166,269	(8)			100.0%	
<u>101 Staff costs</u>							
4100 Staff costs	(56,547)	(75,000)	18,453		18,453	75.4%	
4105 Training	(385)	(1,500)	1,115		1,115	25.7%	
<u>102 Administration</u>							
4101 Councillor allowances	(1,000)	(3,000)	2,000		2,000	33.3%	
4105 Training	0	(1,000)	1,000		1,000	0.0%	
4120 Insurance	(1,337)	(1,200)	(137)		(137)	111.5%	
4125 Office Rent	(10,000)	(10,000)	0		0	100.0%	
4126 Room Bookings	(190)	(1,000)	810		810	19.0%	
4127 Office maintenance/relocation	(43)	(500)	457		457	8.7%	
4128 Catering	(59)	(200)	141		141	29.3%	
4130 IT - hosting, computers, email	(2,646)	(7,500)	4,854		4,854	35.3%	
4132 Stationery & Materials	(669)	(500)	(169)		(169)	133.9%	
4133 Chair's Allowance	0	(75)	75		75	0.0%	
4135 Tel & post	(743)	(2,000)	1,257		1,257	37.1%	
4137 Subscriptions	(2,406)	(2,750)	344		344	87.5%	
4139 Travel expenses	0	(300)	300		300	0.0%	
4140 Professional fees	(164)	(1,000)	836		836	16.4%	
4142 Audit fees	(1,042)	(1,500)	458		458	69.5%	
4144 Bank charges	(65)	(100)	36		36	64.5%	
4150 Elections costs	0	(2,000)	2,000		2,000	0.0%	
<u>201 Communications</u>							
4110 Website	(1,335)	(2,500)	1,165		1,165	53.4%	
4200 Queens Park Voice	(1,412)	(4,000)	2,588		2,588	35.3%	
4236 Marketing	(529)	(500)	(29)		(29)	105.8%	
<u>301 Place</u>							
4300 Community Gardening	(12,755)	(17,500)	4,745		4,745	72.9%	
4301 Dog Strategy	(1,680)	(4,500)	2,820		2,820	37.3%	
4305 Park Development	0	(1,000)	1,000		1,000	0.0%	
4400 Neighbourhood Plan	(659)	(1,000)	341		341	65.9%	
4405 Retailers' Support	(130)	(1,500)	1,370		1,370	8.7%	
4410 Air Quality	(256)	(500)	244		244	51.2%	
4420 Public & Community Arts	(805)	(4,000)	3,195		3,195	20.1%	
4999 Climate Emergency	(11)	(1,000)	989		989	1.1%	
<u>401 Events</u>							
1410 Income Summer Festival	1,000	6,500	5,500			15.4%	

## Detailed Receipts &amp; Payments by Budget Heading 05/01/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1411 Income Fireworks	512	5,000	4,488			10.2%	
1412 Income Winter Fair	0	1,500	1,500			0.0%	
4201 Events Administration	(8,550)	(9,300)	750		750	91.9%	
4205 Winter Fair	(400)	(3,200)	2,800		2,800	12.5%	
4206 Winter Social	0	(100)	100		100	0.0%	
4210 Summer Festival	(16,943)	(13,500)	(3,443)		(3,443)	125.5%	
4220 Fireworks	(4,484)	(9,000)	4,516		4,516	49.8%	
<u>501 People</u>							
4107 Community engagement	(610)	(1,600)	990		990	38.2%	
4129 Volunteer Development	(356)	(1,600)	1,244		1,244	22.2%	
4425 Social Inclusion	0	(400)	400		400	0.0%	
4430 Children & Young People	(3,329)	(8,000)	4,671		4,671	41.6%	475
<u>601 Grants</u>							
4134 Community Grants	(7,000)	(25,000)	18,000		18,000	28.0%	7,000
4136 Pop Up Fund	(200)	(2,000)	1,800		1,800	10.0%	
4138 Special Grants	(25,000)	(25,000)	0		0	100.0%	
<u>999 VAT data</u>							
115 VAT refund	1,815	0	(1,815)			0.0%	
515 VAT on Payment	(2,750)	0	(2,750)		(2,750)	0.0%	
Grand Totals:- Receipts	<b>178,923</b>	<b>199,269</b>	<b>20,346</b>			<b>89.8%</b>	
Payments	<b>166,490</b>	<b>247,825</b>	<b>81,335</b>	<b>0</b>	<b>81,335</b>	<b>67.2%</b>	
<b>Net Receipts over Payments</b>	<b>12,433</b>	<b>(48,556)</b>	<b>(60,989)</b>				
plus Transfer From EMR	<b>7,475</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>19,908</b>						

<b>Report To:</b>	Queen's Park Community Council		
<b>Title:</b>	Internal Audit Report		
<b>Purpose:</b>	For discussion		
<b>Author:</b>	Lucie Prior, Director, and Cllr John McArdle, Responsible Financial Officer		
<b>Date of Meeting</b>	19 January 2022	<b>Agenda Item</b>	059 – 21/22

## 1 Summary

This report sets out the findings of the mid-year audit for 2021/22 and offers a response to the points raised.

## 2 Recommendations

- (1) That the Council notes the contents of this report, and comments on the proposed response.
- (2) That the recommendations and observations by the auditor be incorporated in a revision of the Financial regulations and brought to the Annual Meeting in May 2022.
- (3) That a proposed scheme for Councillor Allowances be developed by the Forward Planning Group and brought to the Council Meeting in March 2022.revised

## 3 Background

- 3.1 As part of the Council's Audit Plan for 2021/22 Mulberry & Co undertook a mid-year review on 29 November 202, visiting the offices to examine documents and ask questions of the Director and the Responsible Financial Officer. A full copy of the report (Queen's Park CC Interim internal audit report 2021-22[800439]) has been circulated separately to all councillors and copies are available on request.

## 4 Recommendations

- 4.1 Whilst the Auditor was satisfied that process was in place and were being followed he made three recommendations for future action. These are set out in Table 1 below and Councillors are invited to discuss the proposed response.

**Table 1: Response to Internal Audit Recommendations**

<b>Audit Point</b>	<b>Audit Findings</b>	<b>Council Comments</b>
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	I recommend ensuring the current Register of Members' Interests Forms for all councillors are all loaded onto the website as soon as possible	<p>The Director is working with Westminster City Council, the Principal Authority to include the QPCC Register of Members' Interests in an online portal that it is establishing for that purpose. This will provide real time reporting.</p> <p>Until it is in place she has loaded these onto the website and will ensure that a Declaration of Interest submitted by each councillor is published not less than annually.</p>
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	I recommend council considers rewording these regulations to define explicit levels of authorisation at each level of the organisation.	<p>Changes to the Financial Regulations at different points in time have led to a lack of structure with complementary provisions often contained in different articles.</p> <p>A complete rewrite will be undertaken and submitted for approval to the 2022 Annual Meeting of the Council.</p>
PAYROLL	I remind council that councillor allowances must be paid through payroll	<p>A process for doing this will be put in place for the start of the 2022/23 financial year.</p> <p>This will be developed by the Forward Planning Group and presented to the Council for approval at the March 2022 meeting.</p>

## 5 Observations

- 4.1 In addition to the recommendations the Auditor made observations on three further aspects and asked that these be considered. These are set out in Table 2 below and Councillors are again invited to discuss the proposed response.

**Table 2: Response to Internal Audit Observations**

Audit Observations	Council Comments
<p>The council's income and expenditure are between £25,000 and £200,000 per annum, and it is therefore not required by law to follow the Local Government Transparency Code, although it is recommended to do so. A review of the council website shows that the council is publishing some of the information contained within the code. If the council wishes to provide full transparency for its residents, I recommend reviewing the website of West Chilton Parish Council as an example of how to set out the information</p> <p><a href="http://www.wcpc.org.uk/transparency/">www.wcpc.org.uk/transparency/</a></p>	<p>The Council is committed to transparency and will incorporate publishing such information into the review of Financial Regulations outlined above.</p>
<p>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.</p> <p>The council has a Privacy Notice on the home page of its website. There is also an Accessibility Statement contained within the other documents section of the website, although this may be better linked to the homepage alongside the Privacy Notice. It is clear the council takes its responsibilities seriously and has made every effort to comply with the legislation.</p>	<p>Councillors will be reminded of the need to use their @queensparkcommunitycouncil email address for all Council business and Officers shall ensure that all correspondence is sent to this address.</p> <p>Officers have undertaken accessibility training and a programme of improvements to increase the usability and clarity of the website is under way.</p>
<p>I note that the council holds all funds with Barclays Bank and would benefit from the protection offered by the Financial Services Compensation Scheme (FSCS). More details of the scheme are available via the link <a href="http://www.fscs.org.uk">www.fscs.org.uk</a></p>	<p>Whilst the FSC offers protection against the loss of up to £85,000 in the event of bank failure, the possibility of Barclays going out of business is considered relatively remote and the establishment of additional bank accounts would bring both cost and complexity.</p>

<b>Report To:</b>	Queen's Park Community Council		
<b>Title:</b>	Budget and Precept for 2022/23		
<b>Purpose:</b>	For decision		
<b>Author:</b>	Lucie Prior, Director, and Cllr John McArdle, Responsible Financial Officer		
<b>Date of Meeting</b>	19 January 2022	<b>Agenda Item</b>	060 – 21/22

## 1 Summary

This report sets out proposals for both the budget and precept for 2022/23 and seeks the approval of the Council for these.

## 2 Recommendations

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

- (1) the detailed budgets for income of £214,595 and expenditure of £263,736 for 2022/23 set out in the Appendix and summaries in Table 1;
- (2) that the precept be held at £47.31 for 2022/23 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 2021/22 has been compiled, and used together with any planned service changes to project both income and expenditure for 2022/23. The high-level figures are shown in the table below and full line by line calculations are in the Appendix.

	<b>Budget 2021/22</b>	<b>Forecast 2020/21</b>	<b>Budget 2022/32</b>
Total Income	£199,269	£206,445	£214,595
Total Expenditure	£247,825	£239,367	263,736
Income less Expenditure	<b>£48,556</b>	<b>£32,922</b>	<b>£49,141</b>
Precept	£166,259	£166,277	£168,183



## 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 2022/23 this number has been set at 3,519.72 Band D equivalents.
- 4.2 There are currently a range of pressures on household income so it is not proposed to increase the precept in 2022/23 holding it instead at the current level of £47.31 for a Band D property. Using the multiplier above means this is expected to return an income of £168,183 for the year.
- 4.3 Overall income for 2021/22, including events income, is forecast to be higher than budget and Officers believe there is scope to generate even more revenue in 2022/23 by bidding for matched funds in respect of both existing and new projects. A sum of £35,000 has been entered for Project Income together with a further £19,000 in events related income. Securing such funds will be a priority for all staff.

## 5. Expenditure

- 5.1 In most cases the budget against a specific line will closely match that of previous years. There are, however, a few proposed changes and these are outlined in 5.2 to 5.8 below.
- 5.2 **Staffing** For 2021/22 it was decided to increase staffing and the core level is now 2.4 Full Time Equivalent being the Director, the Community Development Officer, and a part-time Project Officer. This has proved effective in delivering services during the year and provision is made in the budget for this together with the additional costs of annual increases, performance increments, and the new National Insurance surcharge.
- 5.3 **Administration** A number of budgets which are routinely underspent have been reduced while other have been lifted to reflect anticipated increases in charges by suppliers. The overall impact is a slight reduction in budget.
- 5.4 **Communications** There is a slight increase in the cost of producing Queen's Park Voice to reflect higher charges from suppliers.
- 5.5 **Place Committee** A number of budgets which are routinely underspent have been reduced to reflect the actual level of expenditure. In some cases, this is because staff have been undertaking the project work and the costs are being met from within the staffing budget. Others have been increased due to expected rises in external costs.
- 5.6 **Events** All of the events have been getting bigger and better so additional budget has been allocated, together with additional income being generated.

- 5.7 **People Committee.** As with the Place Committee, some budgets are being underspent because staff have been undertaking the project work and the costs are being met from within the staffing budget. The four lines here have been adjusted to reflect anticipated activity and the overall impact is a cost saving with no loss of effectiveness.
- 5.8 **Grants.** No changes are proposed here. Although the Council does not yet have the General Power of Competence under Section 137 of the Local Government Act 1972, due to having a newly appointed Director, it is permitted to spend £8.41 per elector on Grants. The electorate at the time of the Referendum in 2021 was 8,509 making an allowance of over £70,000 so the proposal is comfortably within that.

## Detailed Budget 2022/23

<b>100</b>	<b>General Income</b>	<b>Budget 21/22</b>	<b>Forecast 21/22</b>	<b>Proposed Budget</b>	<b>Change from 21/22 £</b>	<b>%</b>
1010	Project Income	20,000	19,318	35,000	15,682	81%
1076	Precept	166,269	166,277	168,183	1,906	1%
	<b>Total General Income</b>	<b>186,269</b>	<b>185,595</b>	<b>195,595</b>	<b>381,190</b>	

<b>101</b>	<b>Staff Costs</b>	<b>Original</b>	<b>Forecast</b>	<b>Proposed</b>	<b>Change</b>	<b>%</b>
4100	Staff costs	75,000	70,253	93,559	18,559	25%
4105	Training	1,500	1,135	1,500	0	0%
	<b>Total Staff costs</b>	<b>76,500</b>	<b>71,388</b>	<b>95,059</b>	<b>18,559</b>	

<b>102</b>	<b>Administration</b>	<b>Original</b>	<b>Forecast</b>	<b>Proposed</b>	<b>Change</b>	<b>%</b>
4101	Councillor allowances	3,000	3,000	3,000	0	0%
4105	Training	1,000	0	1,000	0	0%
4120	Insurance	1,200	1,337	1,500	300	25%
4125	Office Rent	10,000	10,000	10,000	0	0%
4126	Room Bookings	1,000	1,140	1,200	200	20%
4127	Office maintenance/relocation	500	493	500	0	0%
4128	Catering	200	159	200	0	0%
4130	IT - hosting, computers, etc	7,500	5,946	6,000	-1,500	-20%
4132	Stationery & Materials	500	744	700	200	40%
4133	Chair's Allowance	75	0	75	0	0%
4135	Tel & post	2,000	1,088	1,500	-500	-25%
4137	Subscriptions	2,750	2,926	3,000	250	9%
4139	Travel expenses	300	300	300	0	0%
4140	Professional fees	1,000	164	500	-500	-50%
4142	Audit fees	1,500	1,042	1,500	0	0%
4144	Bank charges	100	91	102	2	2%
4150	Elections costs	2,000	2,000	2,000	0	0%
	<b>Total Administration</b>	<b>34,625</b>	<b>30,430</b>	<b>33,077</b>	<b>-1,548</b>	<b>-4%</b>

<b>201</b>	<b>Communications</b>	<b>Original</b>	<b>Forecast</b>	<b>Proposed</b>	<b>Change</b>	<b>%</b>
4110	Website	2,500	2,485	2,500	0	0%
4200	Queens Park Voice	4,000	4,525	4,500	500	13%
4236	Marketing	500	529	500	0	0%
	<b>Total Communications</b>	<b>7,000</b>	<b>7,539</b>	<b>7,500</b>	<b>500</b>	<b>7%</b>

<b>301</b>	<b>Place Committee</b>	<b>Original</b>	<b>Forecast</b>	<b>Proposed</b>	<b>Change</b>	<b>%</b>
4300	Community Gardening	17,500	17,185	17,500	0	0%
4301	Dog Strategy	4,500	3,360	4,500	0	0%
4305	Park Development	1,000	0	500	-500	-50%
4400	Neighbourhood Plan	1,000	659		-1,000	-100%
4405	Retailers' Support	1,500	130	500	-1,000	-67%
4410	Air Quality	500	256	500	0	0%
4420	Public & Community Arts	4,000	1,585	2,000	-2,000	-50%
4999	Climate Emergency	1,000	511	1,000	0	0%
	<b>Total Place Committee</b>	<b>31,000</b>	<b>23,686</b>	<b>26,500</b>	<b>-4,500</b>	<b>-15%</b>

<b>401</b>	<b>Events</b>	<b>Original</b>	<b>Forecast</b>	<b>Proposed</b>	<b>Change</b>	<b>%</b>
1410	Income Summer Festival	6,500	10,968	10,000	3,500	54%
1411	Income Fireworks	5,000	9,882	7,500	2,500	50%
1412	Income Winter Fair	1,500	0	1,500	0	0%
4201	Events Administration	9,300	9,300	9,300	0	0%
4205	Winter Fair	3,200	3,200	3,200	0	0%
4206	Winter Social	100	100	100	0	0%
4210	Summer Festival	13,500	16,943	17,000	3,500	26%
4220	Fireworks	9,000	9,370	10,000	1,000	11%
	<b>Events Income</b>	<b>13,000</b>	<b>20,850</b>	<b>19,000</b>	<b>6,000</b>	<b>46%</b>
	<b>Events Expenditure</b>	<b>35,100</b>	<b>38,913</b>	<b>39,600</b>	<b>4,500</b>	<b>13%</b>

<b>501</b>	<b>People Committee</b>	<b>Original</b>	<b>Forecast</b>	<b>Proposed</b>	<b>Change</b>	<b>%</b>
4107	Community engagement	1,600	1,626	2,000	400	25%
4129	Volunteer Development	1,600	1,156	1,600	0	0%
4425	Social Inclusion	400	300	400	0	0%
4430	Children & Young People	8,000	6,329	6,000	-2,000	-25%
	<b>Total People Committee</b>	<b>11,600</b>	<b>9,411</b>	<b>10,000</b>	<b>-1,600</b>	<b>-14%</b>

<b>601</b>	<b>Grants</b>	<b>Original</b>	<b>Forecast</b>	<b>Proposed</b>	<b>Change</b>	<b>%</b>
4134	Community Grants	25,000	32,000	25,000	0	0%
4136	Pop Up Fund	2,000	1,000	2,000	0	0%
4138	Special Grants	25,000	25,000	25,000	0	0%
	<b>Total Grants</b>	<b>52,000</b>	<b>58,000</b>	<b>52,000</b>	<b>0</b>	<b>0%</b>

	<b>Original</b>	<b>Forecast</b>	<b>Proposed</b>	<b>Change</b>	<b>%</b>
<b>Grand Total Income</b>	<b>199,269</b>	<b>206,445</b>	<b>214,595</b>	<b>15,326</b>	<b>8%</b>
<b>Grand Total Expenditure</b>	<b>247,825</b>	<b>239,367</b>	<b>263,736</b>	<b>15,911</b>	<b>6%</b>

<b>Report To:</b>	Queen's Park Community Council		
<b>Title:</b>	Extension of existing service contracts		
<b>Purpose:</b>	For decision		
<b>Author:</b>	Lucie Prior, Acting Proper Officer		
<b>Date of Meeting</b>	19 January 2022	<b>Agenda Item</b>	061 – 21/22

## 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, and approves the following actions:

- (1) That in consultation with the Chair of the Place Committee the Director agrees 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 2023. 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 Director agrees a contract with Canine Culture, on such terms and conditions as she may determine, for the provision of dog related services until 31 March 2023. 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 Director agrees 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 2022/23. The costs of this contract are to be met from budget code 4225 Events Administration.
- (4) That during 2022/23 the Director undertakes a market testing exercise in all three service areas and brings forward proposals for any tendering to be undertaken.

### 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 2022	31 March 2023	£16,000
Canine Culture	Undertaking dog related activities and the provision of specialised advice in Queen's Park Gardens and throughout the Council area	31 March 2022	31 March 2023	£3,700
Happy Lizzie Event Planning	Organisation and management of events staged by the Council	31 March 2022	31 March 2023	£9,300

- 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 two years of lockdown and restrictions and that this experience together with local knowledge will be invaluable through the year to come.
- 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 continues to work well, and it is proposed to continue it.
- 3.5 Canine Culture adjusted the services provided in respect of dog related activities, in conjunction with the Director, 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 scope of the contract was extended from April 2021 to include events support throughout the year with a particular focus on regulatory compliance. This arrangement has worked very well and not only have the major events been signed off by the City Council but a series of smaller events have been added. It is proposed that the extended scope continue through 2022/23.

#### **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 have now been extended twice for one year each time (118-19/20) (051-20/21). It is good practice to test the market from time to time so as to ensure best value from outsourced services so soft market testing will be undertaken during 2022/23 to explore the options.

#### **5 Finance Issues and Budget Provision**

Provision is being made within the budgets for 2022/23 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:	Preparation for 2022 Election		
Purpose:	For information and decision		
Author:	Lucie Prior, Director		
Date of Meeting	19 January 2022	Agenda Item	063 – 21/22

## 1 Summary

This report provides a summary of the activities proposed in connection with the 2022 election.

## 2 Recommendations

That the Council

- (1) notes and comments on the dates and activities on the timetable
- (2) decides whether to hold a hustings
- (3) if hustings is to be held selects a date.

## 3 Background

- 3.1 Elections to the Community Council take place every four years, and are managed by Westminster City Council in tandem with its own elections. The next election will take place on 5 May 2022 and QPCC has an objective of promoting participation in the local part of these elections. The Council has set aside funds both in the current year and in an Earmarked reserve for this purpose.

## 4 Proposed Activity

- 4.1 A draft timetable for our activity has been drawn up based on dates already published by Westminster City Council, advice from the Electoral Commission, and previous timelines used in the 2021 referendum and 2018 election. This is set out in Table 1 below.
- 4.2 The timetable includes a series of candidates' clinics for residents to learn more about the responsibilities and opportunities from becoming a community councillor and how to apply, along with the legalities of campaigning.
- 4.3 With the ongoing pandemic the Electoral Commission is advising promotion of postal and proxy votes to ensure as many voters as possible take part on election day.

## 5 Hustings for All Candidates

- 5.1 To increase interest and maximise participation it is proposed to organise a 'hustings', something we have not done before.
- 5.3 A hustings is a meeting where election candidates debate policies and answer questions from the audience. Hustings provide voters with an opportunity to hear the views of candidates or parties. All candidates standing for the community council will be invited alongside all candidates standing for Queen's Park Ward in Westminster City Council elections. The hustings would be held on a Wednesday to tie in with usual council routine.



- 5.2 It cannot be held too close to the election as postal voters may already have cast their vote, and cannot be held before nominations are announced on 6 April which leaves only 13 or 20 April available.
- 5.3 The first falls within the school holidays while 20 April is the date booked for a People Committee meeting. The People Committee meeting date can be moved by decision of the Council so councillors are invited to select an option.

**Table 1: Programme of Activates**

<b>Dates</b>	<b>Activity</b>
Monday 14 <sup>th</sup> February – Friday 4 March	Queen's Park Voice "Your Community Needs You" delivered to every household
Wednesday 9 March (4-6pm)	Interested in standing as a candidate? Find out more and apply
Wednesday 16 March (4-5.30pm)	Interested in standing as a candidate? Find out more and apply
Monday 21 March	Purdah (also known as the Pre-election Period) begins
Wednesday 23 March (4-6pm)	Interested in standing as a candidate? Find out more and apply
Monday 28 March	Publication of Notice of Election
Monday 28 March – Tuesday 5 April (4pm)	Delivery of Nomination Papers
Wednesday 30 March (4-6pm)	Interested in standing as a candidate? Find out more and apply
Wednesday 6 April	Publication of Statement of Persons Nominated
Thursday 7 April (4pm)	Deadline for Community Councillor text in QP Voice Election Special
Friday 8 April	Postal votes sent out
Tuesday 12 April	Polling cards sent out
Wednesday 13 or Wednesday 20 April	Hustings date TBC
Thursday 14 April	Deadline to register to vote
Tuesday 19 April (5pm)	Deadline to register for a postal vote
Tuesday 19 April – Tuesday 3 May	Delivery of QP Voice Election Special
Tuesday 26 April (5pm)	Deadline to register for a proxy vote
Thursday 5 May	Election day
Wednesday 11 May	Community Meeting
Wednesday 25 May	Annual Community Council Meeting
Monday 6 June	Deadline for Community Councillors to return election expenses

Report To:	Queen's Park Community Council		
Title:	Officers' Report		
Purpose:	For information		
Author:	Lucie Prior, Director		
Date of Meeting	19 January 2022	Agenda Item	065 - 21/22

## **1 Summary**

This report provides a brief summary of officer work undertaken that falls outside of the scope to the People and Place Committees.

## **2 Recommendations**

That the Council notes the Report.

## **3 Updates**

- 3.1 The Director has obtained Level 2 Introduction to Local Council Administration as part of the Society of Local Council Clerks. She will now move onto the Level 3 and once obtained this will give the Community Council the General Power of Competence.
- 3.2 Funding was awarded for the Festive Community Lunch and towards the Winter Festival from Eco World London and ESP Foundation. Eco World London were also able to provide volunteers to support in the festival preparation. Further reports on the festive activities will be provided to the People Committee.
- 3.3 An application has been made to Together for Our Planet programme as part of The National Lottery Community Fund. The application to the Westminster City Council Carbon Offset Fund will be resubmitted with further information as clarity has now been provided by Officers.
- 3.4 Although usually reported to the Place Committee the next Community Clean Up date is set for Saturday 12 February. This date falls before the next Place Committee meeting hence reporting it to the Council.



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You are hereby summoned to attend a  
**Meeting of the Community Council** to be held in the **Beethoven Centre**  
on **Wednesday 16 March 2022** commencing at **6.00pm**

Lucie Prior, Director and Proper Officer

11 March 2021

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#### **AGENDA**

- 066-21/22 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 067-21/22 Declarations of interest** – to note any Declarations of Interest or Dispensations granted in respect of any item on the Agenda.
- 068-21/22 Minutes of the previous meeting** – to consider for approval the minutes of the Council Meeting held 19 January 2022 for confirmation and signing as a correct record.
- 069-21/22 Minutes of the Committee meetings** – to adopt the minutes of the People Committee of 10 November 2021 and the Place Committee of 1 December 2021.
- 070-21/22 Public session** – to receive any questions, representations or petitions from members of the Public. *(Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).*
- 071-21/22 People Committee Report** - to receive a verbal update on the work of the People Committee.
- 072-21/22 Place Committee Report** - to receive a verbal update on the work of the Place Committee.
- 073-21/22 HR Committee Report** - to receive a verbal update on the work of the HR Committee.
- 074-21/22 Financial Report** - to receive a report on the current financial position at the end of February, approve payments and

expenditure, and approve the appointment of the Director as RFO.

- 075-21/22 Councillor Allowances** - to receive a report from the Forward Planning Group on Councillor Allowances and approve a policy and process for them.
- 076-21/22 Risk Management Policy** - to approve an update to the Council's Risk Management Policy.
- 077-21/22 Grants** - to approve the award of Community Grants from the February 2022 round.
- 078-21/22 Working Group reports** - to receive reports on Queen's Park Voice, and Economic Development Working Groups.
- 079-21/22 Preparations for 2022 Election** - to receive an update on preparations for the election.
- 080-21/22 Chair's Report** - to receive a report from the Chair.
- 081-21/22 Officers' Report** - to receive a report from the Director.

**QUEEN'S PARK COMMUNITY COUNCIL**

Minutes of the Meeting of Council held in the Beethoven Centre

on **Wednesday 19 January 2022** commencing at 18:00.

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

**Also present:** Lucie Prior (Director), Shuwanna Aaron (Community Development Officer), Millie Kent (Project Officer), Liz Thorpe-Tracey (Communications and Events Co-ordinator), and one member of the public. Councillors Marcus Leon and Brian Nicholas and Cathy Maund from HCGA joined the meeting by Zoom.

**050-21/22 Apologies for absence** – Councillor Emma Sweeney. Online via Zoom  
Councillors Marcus Leon and Brian Nicholas.

**051-21/22 Declarations of interest** – No new Declarations were made or Dispensations requested. Councillor McArdle declared an interest as RFO.

**052-21/22 Minutes of the meeting held 1 December 2021**

**RESOLVED** THAT, the minutes be APPROVED as a correct record and signed by the Chair.

**053-21/22 Minutes of a committee meeting**

**RESOLVED** THAT, the minutes of the Place Committee meeting on 22 September be ADOPTED.

**054-21/22 Public Session**

No questions were asked or matters raised.

**055 -21/22 People Committee Report**

Councillor Pond as Chair of the Committee delivered a verbal report. She highlighted that the Children and Young People Survey would be extended until the end of the month; the recent work between police and the community through the ward panel and coffee with a cop sessions resuming at the library; finally she thanked Councillors Fitzhugh and Wilson for their continued work on the Community Engagement Survey that was also closing this month.

**056 -21/22 Place Committee Report**

Councillor Rustin as Chair of the Committee delivered a verbal report. She highlighted the work with Westminster Housing on plans for retrofitting for council housing stock; the climate emergency work towards the council's net zero target in May, and her attendance at the HCGA AGM.

### **057 -21/22 HR Committee Report**

The Director reported in the absence of Councillor Sweeney, that the Committee had not met since the council meeting last month.

### **058 -21/22 Financial Report**

Councillor McArdle, as Responsible Financial Officer, had circulated a detailed report on the current financial position seeking approval for payments made since the previous meeting.

**RESOLVED** THAT, the contents, be NOTED.

**RESOLVED** THAT, the payments, to the value of £19,250.03 set out in Appendix 2, be APPROVED.

### **059-21/22 Internal Audit Report**

The Director 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

**RESOLVED** THAT, the recommendations and observations by the auditor be incorporated in a revision of the Financial regulations and brought to the Annual Meeting in May 2022.

**RESOLVED** THAT, a proposed scheme for Councillor Allowances be developed by the Forward Planning Group and brought to the Council Meeting in March 2022.

### **060 – 21/22 Budget and Precept for 2022/23**

The Director had circulated a report containing detailed proposals for 2022/23 which are broadly similar to 2020/21 with the proposed increased fundraising target of £35,000 be set. These matters were then discussed by the Council.

**RESOLVED** THAT, the proposal to set the precept at £47.31 for 2022/23, being no change from 2021/22, and to advise the City of Westminster of this be APPROVED

**RESOLVED** THAT, the detailed budgets for income and expenditure for 2022/23 set out in the Appendix to the report and summarised in Table 1 be APPROVED

**Table 1: Budget 2022/23**

	<b>Budget 2022/23</b>
Total Income	£214,595
Total Expenditure	263,736
Income less Expenditure	<b>£49,141</b>
Precept	£168,183

## **061-21/22 Extension of Service Contracts**

The Director had 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. The report also recommended that a market review for each service be carried out during 2022/23 and the results reported to Council.

**RESOLVED** THAT, a proposal that, in consultation with the Chair of the Place Committee the Director 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 2023 be APPROVED.

**RESOLVED** THAT, a proposal that, in consultation with the Chair of the Place Committee the Director agree a contract with Canine Culture for the provision of dog related services until 31 March 2023 be APPROVED.

**RESOLVED** THAT, a proposal that, in consultation with the Chair of the People Committee, the Director agree a contract with Happy Lizzy Event Planning for the delivery of a programme of events throughout 2022/23 be APPROVED.

**RESOLVED** THAT, a proposal that the Director undertake a market review for each service during 2022/23 and report her findings to Council be APPROVED.

## **062 -21/22 Working Groups**

The Voice Working Group reported that the last issue had been well received by residents and the Director thanked Councillors for the assistance with the delivery. The Working Group had met in early January and the issue was currently being written. The focus throughout the next issue was to encourage residents to get involved in the community, from standing in the election to volunteering. There would also be an election special produced in April with information on candidates standing.

The Grants were currently open until 11:59pm on Monday 21 February. Promotion had been through partners, the council's e-bulletin and on social media. Councillors were asked to spread the word to residents.

**RESOLVED** THAT, the reports be NOTED.

## **064 -21/22 Chair's Report**

This item was taken out of turn as it related to the election preparations.

The Chair thanked those councillors who had participated in the activities which had taken place during the autumn of 2021 and issued a 'call to arms' for the election preparations to be presented by the Director.

**RESOLVED** THAT, the Chair's Report be NOTED.

## **063 -21/22 Preparation for the 2022 Election**

The Director gave a report with a summary of the activities proposed in connection with the May elections.

**RESOLVED** THAT, the report be NOTED.

**RESOLVED** THAT, the Director would organise a “meet the candidates” evening with food on Wednesday 20 April.

**065 -21/22 Officers’ Report**

The Director gave a report that was included in the meeting pack, highlighting funding that had been applied for and obtained.

**RESOLVED** THAT, the Officers’ Report be NOTED.

*The meeting closed at 19:55*

Signed by..... Councillor. John McArdle (Chair)

Date.....

Minute Ref: 068 – 21/22



## **QUEEN'S PARK COMMUNITY COUNCIL**

Minutes of the People Committee Meeting held in the Beethoven Centre  
on **Wednesday 10 November 2021** commencing at 18:00.

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

Also present: Lucie Prior, Director; Shuwanna Aaron, Community Development Officer, Liz Thorpe-Tracey, Events Officer.

**PP20-21/22 Apologies for absence** – Councillors Stella Wilson and Millie Kent, Project Officer.

**PP21-21/22 Declarations of interest and dispensations** – none

**PP22-21/22 Minutes of the previous meeting held on 6 October 2021**

**RESOLVED THAT**, the minutes were APPROVED as a correct record and signed by Cllr. Pond.

**PP23-20/21 Public Session** - No questions had been received.

**PP24-20/21 Financial Report**

The Responsible Financial Officer circulated a report on the current financial position of the budget lines that are monitored by the Committee. He stated that this time of the year there were no matters of concern. It had been expected that with full time officers project spending would increase but instead Officers have been working with residents and working on projects themselves and not drawing on additional resource.

**RESOLVED THAT**, the report be NOTED.

**PP25 21/22 Working Groups**

Cllr. Fitzhugh gave a verbal report for the Community Engagement Working Group. The survey is planned to be finished by Christmas. The Winter Festival is a key time to survey residents that have not undertaken the survey through the posters, QP Voice or through partners. Cllr Fitzhugh requested assistance from other councillors for the winter festival

on Saturday 4<sup>th</sup> December in order to complete the surveys.

In the Care In Queen's Park Working Group The Welcome Home Project had recently provided much needed assistance to a resident in dire need. The local resident who organises the project, Emily Engel, was volunteering further support to assist and the resident has also been linked with the Maternity Champions.

**RESOLVED THAT**, the verbal reports be NOTED.

#### **PP26 20/21 Chair's Report**

Cllr. Pond spoke of the past month's work including the Neighbourhood Plan referendum and partnership working. The Chair had recently met with Police and WCC Officers to look at a way forward for the community to hold a large gathering at short notice in a safe and controlled manner, like the celebration of community work Miss Brown's life. Cllr Pond thank Cllr Nicholas and Officers for the events to celebrate Black History Month and spoke of her ambition to ensure of more for next year.

**RESOLVED THAT**, the report be NOTED.

#### **PP27 21/22 Officers' Report**

Lucie Prior, the Director, Shuwanna Aaron, Community Development Officer and Liz Thorpe Tracey, Events Officer gave the Officer's report. Activities over the past month included: the Black History Month Proud to Be Black workshop with young people and evening exhibition at the Beethoven Centre, (funded by WCC ward budget and A2Dominion and Catalyst Housing) and half term activities for young people (funded by the National Lottery). Planning was underway for the upcoming events of: the fireworks, the Winter Festival, The Festive Community Lunch, the winter Community Clean Up, Santa on Your Street and the Winter Social to thank volunteers for their work this year.

**RESOLVED THAT**, the report be NOTED.

*The meeting closed at 19:28*

**Minute Ref: PP30 - 21/22**

**Signed by..... Date.....**

**Cllr. Eartha Pond (Chair, People Committee)**

## QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Place Committee Meeting held in the Beethoven Centre  
at 6 pm  
on Wednesday 1 December 2021

**Present:** Councillors Susanna Rustin (Chair), Ray Lancashire (Vice Chair), Ryan Dalton and John McArdle

**Also present:** Lucie Prior, Director; Shuwanna Aaron, Community Development Officer; Millie Kent, Project Officer; Chrissie Chambers, Canine Culture; Cathy Maund, Hammersmith Community Gardens Association (HCGA).

**PL 25-21/22 Apologies for absence** – Councillors Leslie Barson, Gill Fitzhugh and Emma Sweeney; and Liz Thorpe-Tracey, Events Officer; Simon Walton, volunteer.

**PL 26-21/22 Declarations of interest** – None made.

**PL 27-21/22 Minutes of the previous meeting** –

**RESOLVED THAT**, the minutes were APPROVED as a correct record and signed by Cllr. Rustin.

**PL 28-21/22 Public session** – A resident had written in to ask whether QPCC could pay for rat traps to be installed over the drains as rats were proving a nuisance in the gardens of properties on The Avenues Estate.

**RESOLVED THAT** QPCC would not pay for households to have rat covers installed on homes as this should be the responsibility of the homeowner or landlord of the property to cover the cost.

Crissie Chambers raised that there had been a car travelling at high speed on Sunday night along Nutbourne Street that had consequently collided with another car. She was concerned that Nutbourne Street has no bumps and therefore speedy can occur.

**RESOLVED THAT** due to Nutbourne Street being an emergency access road for the estate it would not be appropriate to request traffic calming measures on this street.

**PL 29-21/22 Queen's Park Dog Run** – The Director gave a verbal update on the dog run, stating that WCC are due to move the bench from the trial location in the middle of the run back to the original position.

**RESOLVED THAT** the report be NOTED

**PL 30-21/22 Financial Report** – The Director gave a report on behalf of the RFO. No significant changes were reported.

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

**PL 31-21/22 Reports from contractors** –

Cathy Maund from HCGA gave a report that covered community gardening in the park, family activities, the planters on Ashmore Road, corporate volunteering and other programmes in the area such as the health walks.

Chrissie Chambers from Canine Culture gave a report on dog related activities. There is a dog social and advice session for owners to be held in the dog run on Sunday 12 December. Posters are up around the neighbourhood. Volunteer Bonnie has now achieved all certificates for her dog handling qualification.

**RESOLVED THAT** both reports be NOTED.

### **PL 32-21/22 Planning Working Group**

The coordinator of the Planning Working Group had circulated a report on the Council's response to planning applications within Queen's Park.

**RESOLVED THAT** the report be NOTED

### **PL 33-21/22 Harrow Road Open Space**

The Director gave a report on the space stating that the plans released by WCC now included six permanent mooring. There will be consultation with residents at the Winter Fair in December and a change of name is being canvassed.

**RESOLVED THAT** the Director would respond to the project team with the committee's concerns about permanent moorings, the names for the rejuvenated space put forward within the meeting and corrections on the illustration to show the canal boats moored up.

**PL 34-21/22 Working Groups – Air Quality.** Councillor Lancashire gave a report on the Citizen Science air quality monitoring. It was particularly concerning that indoor pollution was showing the same levels of NOx as on the roadside of quiet residential streets. The lowest levels of NOx were found in the park. Comparing this year and the same time last year NOx levels are 30% down.

A report had been circulated about the work to address the climate emergency. The report covered climate emergency events and activities. With the Neighbourhood Plan adopted the commitment to becoming a net zero ward is now part of Westminster's statutory development plan.

Public and Community Arts. Cllr Fitzhugh stated she wished to step down as the co-ordinator of the group.

**RESOLVED THAT** the reports be NOTED

**RESOLVED THAT** Shuwanna Aaron, Community Development Officer would be the appointed the coordinator of the Public and Community Arts Working Group.

**PL 35-21/22 Chair's Report** – The Chair gave a saying how she was pleased with the amount of work being done to improve the area's open spaces, on the climate emergency and the Neighbourhood Plan.

**RESOLVED THAT** the report be NOTED

**PL 36-21/22 Officers' report** – The Director had circulated a report on activities undertaken by Officers since the last meeting and plans for the winter period.

**RESOLVED THAT** the report be NOTED

*The meeting concluded at 7.50pm*

Signed by.....  
Date.....

Cllr. Susanna Rustin (Chair of Place Committee)

Minute Ref: PL 39 – 21/22

<b>Report To:</b>	Queen's Park Community Council		
<b>Title:</b>	Finance Report		
<b>Purpose:</b>	For Decision		
<b>Author:</b>	Cllr John McArdle, Responsible Financial Officer and Lucie Prior, Proper Officer		
<b>Date of Meeting</b>	16 March 2022	<b>Agenda Item</b>	074 – 21/22

## 1 Summary

This report summarises the current financial position and recommends the approval of payments made during January and February 2022.

## 2 Recommendations

- (1) That the contents be noted.
- (2) That payments to the value of £14,954.35 set out in Appendix 2 be approved.
- (3) That the Director Lucie Prior be appointed Responsible Financial Officer from May 2022

## 3 Background

- 3.1 At a meeting on 20 January 2021 the Council set a budget for the financial year 2021/21 (050- 20/21) and has been working from that budget since 1 April 2021. This budget was presented to the Council by the 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 Under Section 5 of the Council's Financial Regulation the RFO is required to provide reports to the Council on a periodic basis. This report represents the monthly report for March 2022 covering activity that has taken place since the previous report on 19 January 2022 (058-21/22). The next report will be to the Annual Meeting on 25 May 2025 which will complete the accounts for the year.

## 4 Payments made by the Council

- 4.1 Appendix 1 attached sets put all payments with a total value of £46,597.61 including redacted payments of £16,453.26 made by the Council during the period. 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 £14,954.35 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 and an explanation is provided for any significant variances.

## **6 Responsible Financial Officer**

- 6.1 In January 2021 when the Council confirmed the appointment of the Acting Proper Officer as Proper Officer it resolved that Cllr John McArdle would continue as Responsible Financial Officer (RFO) during 2021/22 and that the position would be reviewed towards the end of that year. (046 – 20/21) This has now been done and it is proposed that the Director take on the role of RFO with effect from the Annual Council Meeting in May 2022.

## Appendix 1: All Payments

Date Paid	Payee Name	Goods / Services	Value
05/01/2022	Onecom	BROADBAND & VOICE	77.17
06/01/2022	Barclays	BANK CHARGES JAN 22	8.50
11/01/2022	Open Age	COMMUNITY GRANT AUTUMN 21	3,500.00
11/01/2022	Doorstep Library Network	COMMUNITY GRANT AUTUMN 21	3,500.00
11/01/2022	All Stars Boxing	COMMUNITY GRANT AUTUMN 21	3,500.00
11/01/2022	Rosamund Saunders Book Design	DESIGN QPCC CAL	375.00
11/01/2022	Microshade Business Consult.Lt	IT HOSTING	282.90
17/01/2022	Redacted	Redacted	
18/01/2022	Redacted	Redacted	
18/01/2022	Shellscape Pyrotechnics Ltd	FIREWORKS SHOW & SUPPLIES	5,888.07
18/01/2022	First Aid Cover	FIRST AID FIREWORKS	365.00
18/01/2022	A2 Dominion	MEETING ROOMS OCT / NOV 21	380.00
20/01/2022	Redacted	Redacted	
28/01/2022	Lucie Prior	LP EXPENSES PRINT / EQUIP	499.18
28/01/2022	Crissie Chambers (Canine Cul	BALANCE Q3 DOG ACTIVITY	390.00
28/01/2022	Cllr Orell Lawrence	CLLR ALLOWANCE 21-22	250.00
28/01/2022	A2 Dominion	MEETING ROOMS SEPT 21	190.00
28/01/2022	Vodafone	MOBILE PHONE & DATA	50.40
28/01/2022	ESP Foundation	C&YP SURVEY COSTS (PRIZES)	259.95
31/01/2022	Redacted	Redacted	
31/01/2022	Redacted	Redacted	
31/01/2022	Redacted	Redacted	
31/01/2022	Onecom	BROADBAND & VOICE JAN 22	54.23
04/02/2022	Barclays	Bank charges Feb 22	8.50
04/02/2022	Happy Lizzy Event Planning	Events Admin Jan 22	250.00
04/02/2022	Millie Kent	Expenses white card	7.99
04/02/2022	Walton Lane Audio Services	Winter fair stalls etc	1,236.50
04/02/2022	Happy Lizzy Event Planning	Survey Monkey subscription	384.00
04/02/2022	Happy Lizzy Event Planning	Santa Truck	400.00
15/02/2022	Joha;s Bakery & Kitchen	Pop up grant Feb 22	200.00
15/02/2022	Microshade Business Consult.Lt	IT hosting Feb 22	282.90
15/02/2022	Complex Creative	Web services Feb 22	1,080.00
15/02/2022	Cllr John McArdle	Laptop and other expenses	809.97
15/02/2022	Lucie Prior	Expenses Feb 22	497.81
21/02/2022	SLCC Enterprises Ltd.	LP Membership 22	294.00
21/02/2022	SLCC Enterprises Ltd.	JMC Membership 22	55.00
21/02/2022	J K Cartoon Studio	Music at BHM Art Event	100.00
23/02/2022	Shuwanna Aaron	SA Expenses community lunch	166.88
24/02/2022	Redacted	Redacted	
24/02/2022	Redacted	Redacted	
25/02/2022	Vodafone	Mobile & data Feb 22	50.40
28/02/2022	Redacted	Redacted	
28/02/2022	Redacted	Redacted	
28/02/2022	Redacted	Redacted	
28/02/2022	RingGo	Top up Feb 22	200.00
28/02/2022	HAMMERSMITH COMMUNITY	HCGA Q4 21/22	4,050.00
28/02/2022	Happy Lizzy Event Planning	Teddy Bear Picnic	500.00
		After Redactions	30,144.35
		Full Total	46,597.61
		Redacted	16,453.26

**Appendix 2: Payments to be approved**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Goods / Services</b>	<b>Value</b>
05/01/2022	Onecom	BROADBAND & VOICE	77.17
06/01/2022	Barclays	BANK CHARGES JAN 22	8.50
11/01/2022	Rosamund Saunders Book Design	DESIGN QPCC CAL	375.00
11/01/2022	Microshade Business Consult.Lt	IT HOSTING	282.90
18/01/2022	Shellscape Pyrotechnics Ltd	FIREWORKS SHOW & SUPPLIES	5,888.07
18/01/2022	First Aid Cover	FIRST AID FIREWORKS	365.00
18/01/2022	A2 Dominion	MEETING ROOMS OCT / NOV 21	380.00
28/01/2022	Lucie Prior	LP EXPENSES PRINT / EQUIP	499.18
28/01/2022	Cllr Orell Lawrence	CLLR ALLOWANCE 21-22	250.00
28/01/2022	A2 Dominion	MEETING ROOMS SEPT 21	190.00
28/01/2022	Vodafone	MOBILE PHONE & DATA	50.40
28/01/2022	ESP Foundation	C&YP SURVEY COSTS (PRIZES)	259.95
31/01/2022	Onecom	BROADBAND & VOICE JAN 22	54.23
04/02/2022	Barclays	Bank charges Feb 22	8.50
04/02/2022	Millie Kent	Expenses white card	7.99
04/02/2022	Walton Lane Audio Services	Winter fair stalls etc	1,236.50
04/02/2022	Happy Lizzy Event Planning	Survey Monkey subscription	384.00
04/02/2022	Happy Lizzy Event Planning	Santa Truck	400.00
15/02/2022	Joha;s Bakery & Kitchen	Pop up grant Feb 22	200.00
15/02/2022	Microshade Business Consult.Lt	IT hosting Feb 22	282.90
15/02/2022	Complex Creative	Web services Feb 22	1,080.00
15/02/2022	Cllr John McArdle	Laptop and other expenses	809.97
15/02/2022	Lucie Prior	Expenses Feb 22	497.81
21/02/2022	SLCC Enterprises Ltd.	LP Membership 22	294.00
21/02/2022	SLCC Enterprises Ltd.	JMC Membership 22	55.00
21/02/2022	J K Cartoon Studio	Music at BHM Art Event	100.00
23/02/2022	Shuwanna Aaron	SA Expenses community lunch	166.88
25/02/2022	Vodafone	Mobile & data Feb 22	50.40
28/02/2022	RingGo	Top up Feb 22	200.00
28/02/2022	Happy Lizzy Event Planning	Teddy Bear Picnic	500.00
		<b>Total</b>	<b>14,954.35</b>

## Detailed Receipts &amp; Payments by Budget Heading 01/03/2022

## 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	10,228	20,000	9,772			51.1%	
1076 Precept	166,277	166,269	(8)			100.0%	
<u>101 Staff costs</u>							
4100 Staff costs	(73,000)	(75,000)	2,000		2,000	97.3%	
4105 Training	(385)	(1,500)	1,115		1,115	25.7%	
<u>102 Administration</u>							
4101 Councillor allowances	(1,250)	(3,000)	1,750		1,750	41.7%	
4105 Training	(74)	(1,000)	926		926	7.4%	
4120 Insurance	(1,337)	(1,200)	(137)		(137)	111.5%	
4125 Office Rent	(10,034)	(10,000)	(34)		(34)	100.3%	
4126 Room Bookings	(760)	(1,000)	240		240	76.0%	
4127 Office maintenance/relocation	(43)	(500)	457		457	8.7%	
4128 Catering	(59)	(200)	141		141	29.3%	
4130 IT - hosting, computers, email	(4,161)	(7,500)	3,339		3,339	55.5%	
4132 Stationery & Materials	(675)	(500)	(175)		(175)	135.0%	
4133 Chair's Allowance	0	(75)	75		75	0.0%	
4135 Tel & post	(936)	(2,000)	1,064		1,064	46.8%	
4137 Subscriptions	(2,755)	(2,750)	(5)		(5)	100.2%	
4139 Travel expenses	(200)	(300)	100		100	66.7%	
4140 Professional fees	(164)	(1,000)	836		836	16.4%	
4142 Audit fees	(1,042)	(1,500)	458		458	69.5%	
4144 Bank charges	(82)	(100)	19		19	81.5%	
4150 Elections costs	0	(2,000)	2,000		2,000	0.0%	
<u>201 Communications</u>							
4110 Website	(2,235)	(2,500)	265		265	89.4%	
4200 Queens Park Voice	(1,787)	(4,000)	2,213		2,213	44.7%	
4236 Marketing	(529)	(500)	(29)		(29)	105.8%	
<u>301 Place</u>							
4300 Community Gardening	(16,805)	(17,500)	695		695	96.0%	
4301 Dog Strategy	(2,070)	(4,500)	2,430		2,430	46.0%	
4305 Park Development	0	(1,000)	1,000		1,000	0.0%	
4400 Neighbourhood Plan	(1,044)	(1,000)	(44)		(44)	104.4%	
4405 Retailers' Support	(130)	(1,500)	1,370		1,370	8.7%	
4410 Air Quality	(256)	(500)	244		244	51.2%	
4420 Public & Community Arts	(1,154)	(4,000)	2,846		2,846	28.9%	
4999 Climate Emergency	(112)	(1,000)	889		889	11.2%	
<u>401 Events</u>							
1410 Income Summer Festival	1,000	6,500	5,500			15.4%	

## Detailed Receipts &amp; Payments by Budget Heading 01/03/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1411 Income Fireworks	512	5,000	4,488			10.2%	
1412 Income Winter Fair	0	1,500	1,500			0.0%	
4201 Events Administration	(8,800)	(9,300)	500		500	94.6%	
4205 Winter Fair	(1,637)	(3,200)	1,564		1,564	51.1%	
4206 Winter Social	0	(100)	100		100	0.0%	
4210 Summer Festival	(16,959)	(13,500)	(3,459)		(3,459)	125.6%	
4220 Fireworks	(9,756)	(9,000)	(756)		(756)	108.4%	
<u>501 People</u>							
4107 Community engagement	(1,626)	(1,600)	(26)		(26)	101.6%	
4129 Volunteer Development	(356)	(1,600)	1,244		1,244	22.2%	
4425 Social Inclusion	(189)	(400)	211		211	47.1%	
4430 Children & Young People	(4,470)	(8,000)	3,530		3,530	55.9%	692
<u>601 Grants</u>							
4134 Community Grants	(17,500)	(25,000)	7,500		7,500	70.0%	7,000
4136 Pop Up Fund	(400)	(2,000)	1,600		1,600	20.0%	
4138 Special Grants	(25,000)	(25,000)	0		0	100.0%	
<u>999 VAT data</u>							
115 VAT refund	3,467	0	(3,467)			0.0%	
515 VAT on Payment	(4,376)	0	(4,376)		(4,376)	0.0%	
Grand Totals:- Receipts	<b>181,484</b>	<b>199,269</b>	<b>17,785</b>			<b>91.1%</b>	
Payments	<b>214,145</b>	<b>247,825</b>	<b>33,680</b>	<b>0</b>	<b>33,680</b>	<b>86.4%</b>	
<b>Net Receipts over Payments</b>	<b>(32,661)</b>	<b>(48,556)</b>	<b>(15,895)</b>				
plus Transfer From EMR	<b>7,692</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>(24,969)</b>						



**Appendix: Budget Monitoring 2021/22**
**Feb-22**

<b>100</b>	<b>Income</b>	<b>Target</b>	<b>Year to Date</b>	<b>Year to Come</b>	<b>Fore cast</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
1010	Project Income	20,000	10,228	9,717	19,945	55	100%	Budget to be met
1076	Precept	166,269	166,277	-	166,277	- 8	100%	Budget to be met
<b>Total Income</b>		<b>186,269</b>	<b>176,505</b>	<b>9,717</b>	<b>186,222</b>	<b>47</b>	<b>100%</b>	

<b>101</b>	<b>Staff Costs</b>	<b>Target</b>	<b>YTD</b>	<b>YTC</b>	<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
4100	Staff costs	75,000	73,000	2,463	75,463	- 463	101%	Slight overspend
4105	Training	1,500	385	-	385	1,115	26%	Slight underspend
<b>Total Staff costs</b>		<b>76,500</b>	<b>73,385</b>	<b>2,463</b>	<b>75,848</b>	<b>652</b>	<b>99%</b>	

<b>102</b>	<b>Adminisrtation</b>	<b>Target</b>	<b>YTD</b>	<b>YTC</b>	<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
4101	Councillor allowances	3,000	1,250	1,250	2,500	500	83%	Slight underspend
4105	Training	1,000	74	-	74	926	7%	Underspend through lack of activity
4120	Insurance	1,200	1,337	-	1,337	- 137	111%	Slight overspend
4125	Office Rent	10,000	10,034	-	10,034	- 34	100%	Budget to be met
4126	Room Bookings	1,000	760	275	1,035	- 35	104%	The need to use larger rooms has led to a slight overspend
4127	Office maintenance/relocation	500	43	-	43	457	9%	Budget to be met
4128	Catering	200	59	50	109	91	55%	Slight underspend
4130	IT - hosting, computers, email	7,500	4,161	1,000	5,161	2,339	69%	Some underspend
4132	Stationery & Materials	500	675	-	675	- 175	135%	Purchases made to support activities
4133	Chair's Allowance	75	-	-	-	75	0%	Budget to be met
4135	Tel & post	2,000	936	115	1,051	949	53%	Some underspend

4137	Subscriptions	2,750	2,755	-	2,755	-	5	100%	Budget to be met
4139	Travel expenses	300	200	-	200	100	67%	Budget to be met	
4140	Professional fees	1,000	164	-	164	836	16%	Some underspend	
4142	Audit fees	1,500	1,042	-	1,042	458	69%	Some underspend	
4144	Bank charges	100	82	9	91	10	91%	Budget to be met	
4150	Elections costs	2,000	-	2,000	2,000	-	100%	Budget to be met	
Total Administration		34,625	23,572	4,699	28,271	6,355	82%		

201	Communications	Target	YTD	YTC	F/C	Variance	%	Notes
4110	Website	2,500	2,235	250	2,485	15	99%	Budget to be met
4200	Queens Park Voice	4,000	1,787	1,683	3,470	530	87%	Some underspend
4236	Marketing	500	529	-	529	- 29	106%	Slight overspend
Total Communications		7,000	4,551	-	6,484	516	93%	

301	Place Committee	Target		YTD	YTC	F/C	Variance	%	Notes
4300	Community Gardening	17,500		16,805	-	16,805	695	96%	Budget to be met
4301	Dog Strategy	4,500		2,070	1,100	3,170	1,330	70%	Slight underspnd -
4305	Park Development	1,000		-	-	-	1,000	0%	Unlikely to be spent this year
4400	Neighbourhood Plan	1,000		1,044	-	1,044	- 44	104%	Slight overspend on referendum
4405	Retailers' Support	1,500		130	500	630	870	42%	Support to CLT and meeting room hire
4410	Air Quality	500		256	-	256	244	51%	Slight underspend
4420	Public & Community Arts	4,000		1,154	-	1,154	2,846	29%	Underspend as internal staffing used
4999	Climate Emergency	1,000		112	-	112	888	11%	Underspend as internal staffing used
Total Place Committee		31,000		21,571	1,600	23,171	7,829	75%	

<b>401</b>	<b>Events</b>	<b>Target</b>	<b>YTD</b>	<b>YTC</b>	<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
1410	Income Summer Festival	6,500	1,000	9,968	10,968	- 4,468	169%	External funding expected to create a positive variance
1411	Income Fireworks	5,000	512	9,370	9,882	- 4,882	198%	External funding expected to create a positive variance
1412	Income Winter Fair	1,500	-	-	-	1,500	0%	Losses offset by other events income
4201	Events Administration	9,300	8,800	250	9,050	250	97%	Budget to be met
4205	Winter Fair	3,200	1,637	-	1,637	1,563	51%	Budget to be met
4206	Winter Social	100	-	-	-	100	0%	Budget to be met
4210	Summer Festival	13,500	16,959	-	16,959	- 3,459	126%	Overspend, but also additional income
4220	Fireworks	9,000	9,756	-	9,756	- 756	108%	Slight overspend
<b>Events Income</b>		<b>13,000</b>	<b>1,512</b>	<b>19,338</b>	<b>20,850</b>	<b>- 7,850</b>	<b>160%</b>	
<b>Events Expenditure</b>		<b>35,100</b>	<b>37,152</b>	<b>250</b>	<b>37,402</b>	<b>- 2,302</b>	<b>107%</b>	

<b>501</b>	<b>People Committee</b>	<b>Target</b>	<b>YTD</b>	<b>YTC</b>	<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
4107	Community engagement	1,600	1,626	-	1,626	- 26	102%	Budget to be met
4129	Volunteer Development	1,600	356	400	756	844	47%	Underspend as internal staffing used
4425	Social Inclusion	400	189	200	389	11	97%	Budget to be met
4430	Children & Young People	8,475	4,470	2,000	6,470	2,005	76%	Underspend as internal staffing used
<b>Total People Committee</b>		<b>12,075</b>	<b>6,641</b>	<b>2,600</b>	<b>9,241</b>	<b>2,834</b>	<b>77%</b>	

<b>601</b>	<b>Grants</b>	<b>Target</b>	<b>YTD</b>	<b>YTC</b>	<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
4134	Community Grants	32,000	17,500	12,500	30,000	2,000	94%	Budget to be met
4136	Pop Up Fund	2,000	400	-	400	1,600	20%	Slight underspend
4138	Special Grants	25,000	25,000	-	25,000	-	100%	Budget to be met
<b>Total Grants</b>		<b>59,000</b>	<b>42,900</b>	<b>12,500</b>	<b>55,400</b>	<b>3,600</b>	<b>94%</b>	

		<b>YTD</b>	<b>YTC</b>	<b>F/C</b>	<b>Variance</b>	<b>%</b>
<b>Grand Total Income</b>	199,269	181,484	9,717	207,072	- 7,803	104%
<b>Grand Total Expenditure</b>	255,300	214,148	24,112	235,817	19,483	92%

\* Find this file in Citrix under Finance/BUDGET



Report To:	Queen's Park Community Council		
Title:	Councillor Allowances Policy		
Purpose:	For Approval		
Author:	Lucie Prior, Director		
Date of Meeting	16 March 2022	Agenda Item	075 – 21/22

## 1 Summary

This report recommends that the revised Councillor Allowances Policy be adopted by the Council.

## 2 Recommendation

It is recommended that the Council approves the Councillor Allowances Policy contained in this report.

## 3 Background

- 3.1 In his report on the mid-year audit for 2021/22 the Internal Auditor reminded the Council that allowances should be paid through payroll and reported to HMRC. In January 2022 the Council agreed to do so with a process to be agreed at the March 2022 meeting and implemented for Municipal Year 2022/23 and the new intake.
- 3.2 This has been previously discussed and there are eight references in the minutes. A list of these is given at the end of the report and they are all available on the website.
- 3.3 The principle of an allowance has been accepted, it is permitted by the regulations, and is separate from any legitimate expense incurred which can be paid provided it has been approved in advance by the Proper Officer. Currently, any councillor who asks for their allowance is paid £250 by BACS in respect of the year requested.
- 3.4 Concerns had previously been expressed that the payment of an allowance could compromise the position of anyone receiving benefits, and that this could act as a disincentive to some people standing for Council. Due to the complexity of the benefits system this has never satisfactorily been resolved.

## 4 Proposals

- 4.1 It is proposed in consultation with the Forward Planning Working Group that allowances continue to be paid, at the levels previously set by the Council. These

are £250 for each elected councillor and an additional £75 for the Chair in respect of each municipal year.

- 4.2 The allowances will be voluntary, with each councillor declaring whether or not they wish to make a claim in each year. It can be claimed either as a lump sum or spread across 12 months as a matter of choice and will be made by bank transfer.
- 4.3 In making a claim a councillor will have to provide the Proper Officer with bank details to make the transfer together with the information required by HMRC to register the payment. These are: Name, Address, National Insurance number, Date of Birth, and Male / Female.
- 4.4 A councillor may decide to claim the allowance, but ask that it be paid instead to a registered charity or similarly constituted organisation operating in, or serving the residents of, Queen's Park. The Proper Officer shall determine the eligibility of any organisation.

## **5 Previous Minute References**

16 April 2014 (Temporary Community Council) – C017 MEMBERS' ALLOWANCES

14 May 2014 (Temporary Community Council) - C.016 re. Members' Allowances

8 November 2015 - Chair's Report

20 January 2016 – C.325 MEMBERS' ALLOWANCE SCHEME

15 November 2017 – Chair's Report

17 January 2018 - 085-17/18 Councillors' allowances

21 February 2018 - 95-17/18 Allowances –

18 April 2018 - 123-17/18 Councillor allowances





Report To:	Queen's Park Community Council		
Title:	Review of Risk Management Policy		
Purpose:	For Approval		
Author:	Lucie Prior, Director		
Date of Meeting	16 March 2022	Agenda Item	076 – 21/22

## 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 approved by the Council in March 2021 (066 – 20/21).
- 3.3 No new risks have been identified, and the impact of some existing risks has been reduced. This is because the Council's operating procedures have become more established and rigorous and because although Covid-19 is still with us the effects and mitigations are better known.
- 3.4 A copy of the amended document in full is attached as an appendix.

<b>Queen's Park Community Council</b> <b>Risk Management Policy</b>	<b>Revised</b> <b>March</b> <b>20221</b>
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## **Definition of Risk Management**

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives or to execute its strategies successfully. Risk Management is the process by which risks are identified and evaluated then avoided, mitigated or controlled.

## **Purpose of Document**

This document has been produced to enable the Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has a strategy that provides a structured, systematic and focused approach to managing risk, which:

- Identifies the key risks facing the council
- Evaluates the level of risk
- Assigns the management and control of the risk and records findings
- Reviews, assesses and revises procedures where required.

The details of these are contained in the Schedule to this document which categorises them into Management; Finance; Information and Data; Liability; Council Reputation, Propriety; and Assets.

The Council does not operate a separate Business Continuity / Disaster Recovery Plan but addresses these issues in this document.

## **Responsibility**

Queen's Park Community Council is committed to identifying and managing risks. The Council will carry out any appropriate action necessary to reduce or eliminate risks.

The Director as Proper Officer and 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.

<b>1 Management</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>High/ Medium/ Low</b>	<b>Management/Control of Risk</b>	<b>Review/ Assess/ Revise</b>
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. Remote working is now fully embedded with all staff capable of working from home. 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 other staff have sufficient knowledge to secure continued operation. Senior councillors can assist, and staff can also 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 use of the main hall at the Beethoven Centre has enabled social distancing but the acoustics have proved challenging for blended meetings. During 2022/23 the availability of alternative meeting locations will continue to be investigated. Greater use of online services for Working Groups will continue as 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

<b>Subject</b>	<b>Risk(s) Identified</b>	<b>High/ Medium/ Low</b>	<b>Management/Control of Risk</b>	<b>Review/ Assess/ Revise</b>
1.5 Staff	Loss of key staff	M	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.	Review annually
	Fraud	L	Fidelity guarantee in place via insurance. Councillors carry out regular review of bank reconciliation.	Review Procedures regularly review with auditor.
	Actions carried out	L	An Action Log is in place with reporting of actions completed and outstanding via meetings with Chairs and reports to Council. And Committees	
	Emergency response	L	Officers' personal contact details held by Officers and Chair with 'next of kin' contact details in the personnel files.	
1.6 Volunteers	Safeguarding	M	The Council adopted a Volunteer Policy in October 2021 and the Safeguarding Policy has been updated.	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	M	All business processes were 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	M	Although the regulations have been paused and the guidance eased, the Events Coordinator is an expert on Covid-19 precautions and will undertake specific Risk Assessments and provide continuous advice.	To be reviewed continuously

<b>2 Finance</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>High/ Medium/ Low</b>	<b>Management/Control of Risk</b>	<b>Review/ Assess/ Revise</b>
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 independently audited. All transactions and summary reports are reported to each meeting of the Council.	Reviewed annually
2.6 Salaries	Incorrect payment or process	L	Payroll software now in use, system being now in place for Chair of HR to have closer involvement in staffing matters.	Review as part of Financial Regulations.
2.7 VAT	Reclaim not processed	L	The Council is enrolled in 'Making Tax Digital' whereby returns are submitted automatically by the RBS system.	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 11 May 2022. Annual return to be completed and signed by the Council at the meeting on 25 May 2022. .	Existing procedures adequate

<b>3 Information and Data</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>High/ Medium/ Low</b>	<b>Management/Control of Risk</b>	<b>Review/ Assess/ Revise</b>
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	Registration made April 2018  GDPR documented procedures May 2018	Review annually.

<b>4 Liability</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>High/ Medium/ Low</b>	<b>Management/Control of Risk</b>	<b>Review/ Assess/ Revise</b>
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
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	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



<b>5 Council Reputation</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>High/ Medium/ Low</b>	<b>Management/Control of Risk</b>	<b>Review/ Assess/ Revise</b>
5.1 Code of conduct	Non-compliance	L	The current Code was adopted 2016 and the Director provides advice. Support is available for the Monitoring Officer at WCC who will also assist in implementing the new national code when it is adopted.	Review annually
5.2 Members' interests	Conflict of interest. Failure to register interests.	L  L	Agenda item on every meeting and a mechanism introduced for dispensations for specific agenda items.  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.	L	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.

<b>6 Assets</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>High/ Medium/ Low</b>	<b>Management/Control of Risk</b>	<b>Review/ Assess/ Revise</b>
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: 16 March 2022 (proposed) Next Review: March 2023				

Report To:	Queen's Park Community Council		
Title:	Preparation for 2022 Election		
Purpose:	For information and decision		
Author:	Lucie Prior, Director		
Date of Meeting	16 March 2022	Agenda Item	079 – 21/22

## 1 Summary

This report provides an update on the activities proposed in connection with the 2022 election and details for members to note.

## 2 Recommendations

That the Council

- notes the report
- agrees upon a date for a collective visit to deliver nomination papers to the Electoral Services

## 3 Background

- 3.1 Elections to the Community Council take place every four years, and are managed by Westminster City Council in tandem with its own elections. The next election will take place on 5 May 2022 and QPCC has an objective of promoting participation in the local part of these elections. The Council has set aside funds both in the current year and in an Earmarked Reserve for this purpose.
- 3.2 At the January meeting the Council approved the timetable for the election and voted to hold a “meet the QPCC candidates” buffet dinner for the community on Wednesday 20<sup>th</sup> April rather than a hustings.

## 4 Update on Activity

- 4.1 With the community engagement results showing that 24% of respondents say they do not know what the community council does and 25% are unsure a new campaign has been launched. This campaign aims to raise awareness of the community council and it's work. The campaign incorporates posters, leaflets, door knocking, an online presence and social media. The awareness raising then leads into the call to action to stand as a community councillor.
- 4.2 Individual residents that have expressed an interest in attending meetings and council activities have been contacted to ascertain their interest in standing as a community councillor and invite them to one of the weekly drop ins to learn more about being a councillor.
- 4.3 An email will be sent out to all partners to share with their members about standing in the elections and the option for an officer to speak at the partners' meeting.

## 5 Nomination procedures

- 5.1 The usual criteria apply for qualifying to be nominated. A candidate has to be a local government elector in the area; or hold their main or only place of work in the last 12 months in the area; or have lived in, or within 3 miles of, the area during the last 12 months.

- 5.2 In order to stand for nomination a candidate has to submit a nomination paper in the required form (appendix A).
- 5.3 The nomination must be signed by a proposer and a seconder. *The proposer and seconder must be local government electors in the ward in which the candidate is standing ie A, B, C or D and their electoral numbers must be given on the nomination paper.*
- 5.4 The Director has the list of registered electors and can assist the proposer and seconder to obtain their electoral numbers. Electoral numbers will only be provided to the named elector and not to candidates on behalf of an elector.
- 5.5 Nomination papers need to be perfectly filled in with no errors or corrections. The Director is available to check nomination papers before delivery to the Returning Officer.
- 5.6 The nomination paper must be delivered in person by the candidate, proposer or seconder to the Returning Officer at the City of Westminster, Electoral Services, 14<sup>th</sup> floor, 64 Victoria Street, London SW1E 6QP between 9am and 5pm on any week day between Monday 28<sup>th</sup> March until 4pm on Tuesday 5<sup>th</sup> April. Emailed or posted nomination papers are not accepted.
- 5.7 Alongside the nomination a statement of candidate consent must be included, an example of the information this must contain is included in Appendix B.
- 5.8 The proposed collective visit for candidates to deliver their nominations papers is Monday 4<sup>th</sup> April. Meeting at 10am at Queen's Park tube station.

## **6 Election procedures**

- 6.1 Candidates are allowed to start campaigning at any time and do not have to wait until the nominations open.
- 6.2 The Returning Officer will publish the Statement of Persons nominated on Wednesday 6<sup>th</sup> April.
- 6.3 Candidates have a spending limit they must abide by for campaigning expenses. No funds can be reclaimed from the Community Council for a candidate's campaign. The limit depends on the number of electors in the ward, these are:

Ward	QPA	QPB	QPC	QPD
Limit	£997.38	£968.96	£919.19	£918.70

These are reduced if candidates choose to run as joint candidates and the maximum amount is reduced as follows:

2 candidates 25% reduction for each candidate

3 candidates 33% reduction for each candidate.

- 6.4 Every candidate must report their election spending in the form (Appendix C) along with a signed declaration. This is required even if no amount has been spent. These are sent to the Returning Officer before<sup>31</sup> Monday 6<sup>th</sup> June.

## **You must print off the forms in this pack before submitting them**

### **The following papers must be delivered by hand:**

1a: Nomination paper

1b: Home address form (part 1 and part 2)

1c: Candidate's consent to nomination (including the pages of legislation)

### **The following papers can be delivered by hand or by post:**

2: Certificate of authorisation

3: Request for a party emblem

The notice of election published by the Returning Officer will specify the times and exact location to which nomination papers must be delivered.

Ensure that where signatures are required, you submit the **original signed version** of each completed paper. Documents without original signatures cannot be accepted.

## **General Data Protection Regulation (GDPR)**

Data protection legislation applies to the processing of all personal data. Please contact the [Information Commissioner's Office](#), for further information about how the legislation affects you.

When collecting subscriber information, you should point out what the information will be used for, and how personal data will be processed and kept secure. The lawful basis to collect the information in these forms is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as set out in the Representation of the People Act 1983 and associated regulations.

You should also explain that the information will be shared with the Returning Officer. For further information on data protection and data processing you should refer to the Returning Officer's privacy notice on their website.

CL	Parish election in England	Candidate checklist
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This checklist is designed to assist candidates standing in a parish council election<sup>1</sup> in England in preparing to submit their nomination, and should be read alongside the Electoral Commission's [Guidance for candidates and agents](#).

Task	Tick
<b>Nomination paper (all candidates)</b>	
Add your full name – surname in the first box and all other names in the second	
Optional - Use the commonly used name(s) box(es) if you are commonly known by a name other than your full name and want it to be used instead of your full name	
Description – Party candidates can use a party name or party description registered with the Electoral Commission and this must match the details shown on the required certificate of authorisation from that party. Any candidate may use a description that is not likely to lead electors to associate the candidate with a registered political party or can use 'Independent' or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper	
Subscribers – both subscribers must sign and have their name printed. Use your copy of the electoral register to make sure the elector number of both subscribers is accurate. When collecting subscriber information ensure that you explain what the information will be used for and that the information will be shared with the Returning Officer.	
Method of submitting the form to the RO: in person (but not limited to yourself), by hand, to be accompanied by the home address form. It cannot be submitted by post, fax, e-mail or other electronic means.	
<b>Candidate's home address form (all candidates)</b>	
Add your full name	
Add your home address in full	
Add your qualifying address, or qualifying addresses, to each of the relevant qualifications, and tick those which apply	
Add the full name and home address in full of the person who will witness your consent to nomination form. The home address form will not be accepted without this information.	
Please also complete part 2 of the form if you do not want to have your home address printed on the ballot papers, giving the name of the relevant area - this is the county/district/London borough which your home address is in - or, where outside the UK, the country in which your home address is situated and sign the form. Please submit part 2 of the home address form with your nomination papers, even if you do not want to withhold your home address from the ballot papers.	
Method of submitting the form to the RO: in person (but not limited to you), by hand, to be accompanied by the nomination form. It cannot be submitted by post, fax, e-mail or other electronic means.	
<b>Candidate's consent (all candidates)</b>	
You must be a British, Commonwealth or other European Union Citizen and not require leave to enter or remain in the United Kingdom or have indefinite leave to remain. You must also be 18 years old or older on the date you sign this form.	

<sup>1</sup> This is not to be used for mayoral or principal area elections. Separate [forms and guidance are available](#).

You must declare that you meet at least one of the listed qualification(s) and <b>should cross through any that do not apply</b> . Those left should match the qualification(s) as given on your home address form.	
You must not sign the form if you are disqualified to stand. Make sure that you read the Electoral Commission guidance on standing for election as well as the legislation listed. If you are not sure if you are able to stand you should contact your employer (where relevant), consult the legislation or, if necessary, take your own independent legal advice.	
Add your full date of birth	
Sign and date the document in the presence of another person. You must not sign the consent form earlier than one calendar month before the deadline for submitting your nomination papers	
Get the other person to complete and sign the witness section. This should be the same person whose details you provided as your witness on the home address form.	
Method of submitting the form (which must include all pages of legislation) to the RO: in person (but not limited to yourself), by hand. It cannot be submitted by post, fax, e-mail or other electronic means.	
<b>Certificate of authorisation (party candidates only)</b>	
Ensure the certificate contains the candidate's full name.	
Check the certificate allows the registered party name or description given on the nomination paper to be used (or allows the candidate to choose to use the party name or any registered description).	
Ensure it is issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf) and that it is the original copy signed by that person.	
Method of submitting the form to the RO: in person (but not limited to yourself) or by post.	
<b>Request for party emblem (party candidates only)</b>	
Write the name or description of an emblem registered by the party and published on the Electoral Commission's website.	
Ensure the request is made by the candidate.	
Method of submitting the form to the RO: in person (but not limited to yourself) or by post.	



- This page has been intentionally left blank to support double-sided printing -

<b>1a – Nomination paper</b>		Office use only			
<b>Parish election in England</b>		Date received	Time received	Initials	No
*ELECTION OF PARISH COUNCILLORS for the					
	*[ward of the] <i>if applicable</i>				
*parish of *Delete whichever is inappropriate					
Date of election:					

We, the undersigned, being local government electors for the said \*ward/parish do hereby nominate the under-mentioned person as a candidate at the said election.

Candidate's Details		
Candidate's surname		Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames in full		
Commonly used surname (if any)		
Commonly used forenames (if any)		
Description (if any) Use no more than six words		

	Signature	Print name	Electoral number	
			Polling District	Elector Number
Proposer				
Seconder				

## Notes

1. The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nomination papers contained in the election rules in the Local Elections (Parishes and Communities) Rules 2006 (as amended).
2. Where a candidate is commonly known by some title they may be described by their title as if it were their surname.
3. Where a candidate commonly uses a name that is different from any other name they have, the commonly used name may also appear on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the ballot paper.
4. But the ballot paper will show the other name if the returning officer thinks that the use of the commonly used name may
  - (a) be likely to mislead or confuse electors, or
  - (b) that the commonly used name is obscene or offensive.
5. An elector may not –
  - (a) subscribe more nomination papers than there are vacancies to be filled in the electoral area in which the election is held; or
  - (b) subscribe a nomination paper for more than one ward in a parish divided into wards.
6. In this form 'elector' –
  - (a) means a person whose name is registered in the register of local government electors for the electoral area in question on the last day for the publication of notice of election; and
  - (b) includes a person then shown in the register as below voting age if (but only if) it appears from the register that he will be of voting age on the day fixed for the poll.
7. However, a person who has an anonymous entry in the register of local government electors cannot nominate a candidate for election.

<b>1b – Home address form</b>		Office use only			
<b>Parish elections in England</b>		Date received	Time received	Initials	No
*ELECTION OF PARISH COUNCILLORS for the					
		*[ward of the] <i>if applicable</i>			
parish of *Delete whichever is inappropriate					
Date of election:					

You must complete Part 1

Only complete Part 2 if you do not wish your home address to be made public

<b>Part 1: To be completed by all candidates in England</b>		
Full name of candidate		
Home address (in full)		
Qualifying address: Add your qualifying address, or qualifying addresses (in full) to each of the relevant qualifications below (you can complete more than one qualification).		
Qualifications that apply (tick those which apply)		Address
(a) I am registered as a local government elector for the area of the parish named above		
(b) I have, during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the parish named above		
(c) my principal or only place of work during the preceding 12 months has been in the parish named above		
(d) I have during the whole of the preceding 12 months resided in the parish named above or within 4.8 kilometres of it.		
Witness details		
Full name of the person who will witness the candidate's consent to nomination form		
Full home address of the person who will witness the candidate's consent to nomination form		

**Part 2: To be completed only if you do not wish your home address to be made public.**

**Note: Please submit this part (part 2) of the home address form with your nomination papers, even if your home address is to be made public.**

If you request that your home address is not made public then your address will not appear on the statement of persons nominated, notice of poll or the ballot paper. Instead the name of the relevant area in which your home address is situated (or country, if outside the UK), as explained below, will appear on the statement of persons nominated, notice of poll and the ballot papers.

Statement: I require my home address not to be made public

The relevant area my home address is situated in:

(insert name of relevant area)<sup>2</sup>

OR

My home address is situated outside the UK. My home address is situated in:

(insert name of country)

Signature of candidate (only required where Part 2 above has been completed)

Candidate's signature:

Date:

Deliver both Parts 1 and 2 with the nomination form to the Returning Officer by no later than **4pm** on the last day to deliver nominations

<sup>2</sup> the name of the "relevant area" in which your home address is situated (if your home address is in the UK)

- **For home addresses in England:**
  - if the address is within a district for which there is a district council, that district;
  - if the address is within a county in which there are no districts with councils, that county;
  - if the address is within a London borough, that London borough;
  - if the address is within the City of London (including the Inner and Middle Temples), the City of London; and
  - if the address is within the Isles of Scilly, the Isles of Scilly
- **For home addresses in Wales:**
  - if the address is within a county, that county;
  - if the address is within a county borough, that county borough
- **For home addresses in Scotland:**
  - the local government area in which the address is situated
- **For home addresses in Northern Ireland:**
  - the local government district in which the address is situated

Note: The relevant area should be given in the format described above and is not the ward or parish, nor should the local authority name be given in full

<b>1c – Candidate's consent to nomination</b>			Office use only	
<b>Parish elections in England</b>			Date received	Time received
			Initials	No
<p>*You must declare that you meet at least one of the listed qualification(s) below. <b>To do this, strike through any that do not apply.</b> Any qualification(s) that apply must match the information given on your home address form.</p>				
Date of election:				
I (name in full):				
hereby consent to my nomination as a candidate for election as councillor for the:			* ward [if applicable]	
of the *parish of:				
<p>I declare that on the day of my nomination, I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of a Member State of the European Union, who has attained the age of 18 years and that:</p>				
*a. I am registered as a local government elector for the area of the parish named above; or				
*b. I have, during the whole of the 12 months preceding that day or those days occupied as owner or tenant land or other premises in the parish named above; or				
*c. my principal or only place of work during those 12 months has been in the parish named above; or				
*d. I have during the whole of those 12 months resided in that parish named above or within 4.8 kilometres of it.				
<p>I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, section 80 of the Local Government Act 1972 or section 34 of the Localism Act 2011 (copies of which are printed overleaf).</p>				
Date of birth:		Signature:		Date of consent:
Witness: I confirm the above-mentioned candidate signed the declaration in my presence.				
Witness (name in full):				
Witness's signature:				



## Local Government Act 1972

### 80. Disqualifications for election and holding office as member of local authority.

(1) Subject to the provisions of section 81 below, a person shall be disqualified for being elected or being a member of a local authority if he –

- (a) holds any paid office or employment (other than the office of chairman, vice-chairman, deputy chairman, presiding member or deputy presiding member or, in the case of a local authority which are operating executive arrangements which involve a leader and cabinet executive, the office of executive leader or member of the executive) appointments or elections to which are or may be made or confirmed by the local authority or any committee or sub-committee of the authority or by a joint committee or National Park authority on which the authority are represented or by any person holding any such office or employment; or
- (b) is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief restrictions order under Schedule 4ZB of the Insolvency Act 1986; or
- (c) [This has been removed and no longer applies]
- (d) has within five years before the day of election or since his election been convicted in the United Kingdom, the Channel Islands or the Isle of Man of any offence and has had passed on him a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine; or
- (e) is disqualified for being elected or for being a member of that authority under Part III of the Representation of the People Act 1983.

(2) Subject to the provisions of section 81 below, a paid officer of a local authority who is employed under the direction of –

- (a) a committee or sub-committee of the authority any member of which is appointed on the nomination of some other local authority; or
- (b) a joint board, joint authority, economic prosperity board, combined authority, joint waste authority or joint committee on which the authority are represented and any member of which is so appointed;

shall be disqualified for being elected or being a member of that other local authority.

(2AA) A paid member of staff of the Greater London Authority who is employed under the direction of a joint committee the membership of which includes –

- (a) one or more persons appointed on the nomination of the Authority acting by the Mayor, and
- (b) one or more members of one or more London borough councils appointed to the committee on the nomination of those councils,

shall be disqualified for being elected or being a member of any of those London borough councils.

(2A) Subsection (2) above shall have effect as if the reference to a joint board included a reference to a National Park authority.

(2B) For the purposes of this section a local authority shall be treated as represented on a National Park authority if it is entitled to make any appointment of a local authority member of the National Park authority.

(3) Subsection (1)(a) shall have effect in relation to a teacher in a school maintained by the local authority who does not hold an employment falling within that provision as it has effect in relation to a teacher in such a school who holds such an employment.

(5) For the purposes of subsection (1)(d) above, the ordinary date on which the period allowed for making an appeal or application with respect to the conviction expires or, if such an appeal or application is made, the date on which the appeal or application is finally disposed of or abandoned or fails by reason of the non-prosecution thereof shall be deemed to be the date of the conviction.

### **81. Exception to provisions of section 80**

(4) Section 80(2) and (3) above shall not operate so to disqualify –

- (a) any person by reason of his being a teacher, or otherwise employed, in a school or other educational institution maintained or assisted by a county council for being a member of a district council by reason that the district council nominates members of the education committee of the county council

### **Localism Act 2011**

*Section 34(4) describes how a person may be disqualified from standing in local government elections under this section. The remaining provisions of section 34 do not directly affect a person's entitlement to stand for election*

### **34 Offences**

(1) A person commits an offence if, without reasonable excuse, the person—

- (a) fails to comply with an obligation imposed on the person by section 30(1) or 31(2), (3) or (7),
- (b) participates in any discussion or vote in contravention of section 31(4), or
- (c) takes any steps in contravention of section 31(8).

(2) A person commits an offence if under section 30(1) or 31(2), (3) or (7) the person provides information that is false or misleading and the person—

- (a) knows that the information is false or misleading, or
- (b) is reckless as to whether the information is true and not misleading.

(3) A person who is guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 5 on the standard scale.

(4) A court dealing with a person for an offence under this section may (in addition to any other power exercisable in the person's case) by order disqualify the person, for a period not exceeding five years, for being or becoming (by election or otherwise) a member or co-opted member of the relevant authority in question or any other relevant authority.

(5) A prosecution for an offence under this section is not to be instituted except by or on behalf of the Director of Public Prosecutions.

(6) Proceedings for an offence under this section may be brought within a period of 12 months beginning with the date on which evidence sufficient in the opinion of the prosecutor to warrant the proceedings came to the prosecutor's knowledge.

(7) But no such proceedings may be brought more than three years—  
(a) after the commission of the offence, or  
(b) in the case of a continuous contravention, after the last date on which the offence was committed.

(8) A certificate signed by the prosecutor and stating the date on which such evidence came to the prosecutor's knowledge is conclusive evidence of that fact; and a certificate to that effect and purporting to be so signed is to be treated as being so signed unless the contrary is proved.

(9) The Local Government Act 1972 is amended as follows.

(10) In section 86(1)(b) (authority to declare vacancy where member becomes disqualified otherwise than in certain cases) after “ 2000 ” insert “ or section 34 of the Localism Act 2011 ”.

(11) In section 87(1)(ee) (date of casual vacancies)—  
(a) after “2000” insert “ or section 34 of the Localism Act 2011 or ”, and  
(b) after “decision” insert “ or order ”.

(12) The Greater London Authority Act 1999 is amended as follows.

(13) In each of sections 7(b) and 14(b) (Authority to declare vacancy where Assembly member or Mayor becomes disqualified otherwise than in certain cases) after sub-paragraph (i) insert—

“(ia) under section 34 of the Localism Act 2011,”.

(14) In section 9(1)(f) (date of casual vacancies)—  
(a) before “or by virtue of” insert “ or section 34 of the Localism Act 2011 ”, and  
(b) after “that Act” insert “ of 1998 or that section ”.

<b>2 – Certificate of authorisation</b>	Office use only			
<b>Parish elections in England</b>	Date received	Time received	Initials	No

To accompany the nomination of a candidate standing on behalf of a registered political party. (Note: candidates standing on behalf of two or more parties require a certificate from each party and each must allow the same registered joint description to be used).

This certificate must be issued by the registered Nominating Officer of the party or by a person authorised to sign on their behalf.

This certificate authorises the candidate to use a specific registered description or the name of the party as registered with the Electoral Commission, or to use 'any registered description or the party name as registered with the Electoral Commission'.

This authorised party name or description can then be included by the candidate on the nomination form. It is this which will appear as their description on the ballot paper. Party names and registered descriptions are listed on the Electoral Commission's website (<http://search.electoralcommission.org.uk>).

<b>Details of candidate to be authorised and the allowed description/party name</b>			
[Ward]/parish name:		Date of election:	
The candidate (name in full):			
Name of political party:	Political party registered with the Electoral Commission		
I hereby certify that the candidate may include the following registered description or party name in their nomination form:			
Note: it is an offence to sign this form if you are not the party's registered nominating officer or authorised to do so by the party's registered nominating officer			
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):			
Name of person signing this form:			
Date:			

This form must be delivered to the Returning Officer by no later than **4pm** on the last day to deliver nominations.

<b>3 – Request for a party emblem</b>	Office use only			
<b>Parish elections in England</b>	Date received	Time received	Initials	No

This form is for a candidate of a political party who is subject to a certificate of authorisation and who wishes to have a party emblem printed on the ballot paper next to their name.

Party emblems are listed on the Electoral Commission's website (<http://search.electoralcommission.org.uk>).

**This form must be signed by the candidate.**

<b>Candidate's request for use of an emblem</b>			
[Ward]/parish name:		Date of election:	
Candidate name in full:			
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one):			
Emblem to be used (Please use name or description as on the <a href="http://search.electoralcommission.org.uk">Electoral Commission's website</a> ):			
Candidate's signature:			
Date:			

This form is only effective if delivered for a candidate standing on behalf of a political party to the Returning Officer by no later than 4pm on the last day to deliver nominations.

Candidates standing on behalf of more than one political party and using a joint description may choose one emblem from one of the parties that you are standing for. Please indicate the name of the party and the emblem name in the 'Emblem to be used' box above.

# Return of Election Expenses

To be completed by the candidate and returned within 28 days after the day of the election

<p>In the [.....ward of the] Parish/Community of .....</p> <p>Date of Election.....</p> <p>Name of Candidate.....</p> <p>1. I am the person named above as Candidate in this election. 2. I hereby make the following return of my election expenses.</p> <p><b>Signature of Candidate .....</b> <b>Date.....</b></p>
---

## Part one: Summary of expenses

Category	Amount	
	£	pp
A. Candidate's personal expenses (i.e. travel and subsistence)		
B. Paid to individuals for services rendered (sub-agents, clerks, messengers, etc)		
C. Paid for election offices:		
C1. Hire of rooms		
C2. Office costs (use of computers etc)		
D. Paid for public meetings:		
D1. Hire of rooms		
D2. Paid to public speakers		
E. Paid for materials to electors:		
E1. Design and printing costs		
E2. Distribution costs (e.g. postage)		
F. Paid for advertising:		
F1. Posters/banners/billboards		
F2. Publicity materials (e.g. loudspeakers, rosettes)		
G. Paid for stationery costs		
H. Paid for communication costs (phone, fax, internet, etc)		
I. Miscellaneous Items		
Total notional expenditure		
Total unpaid claims		
<b>Total election expenses</b>		



## Part two: Payments

### A. Breakdown of expenditure

Payments made by the candidate or any of his agents (A to I)

Please note: For each item of expenditure reported (except those items under £10) an invoice or receipt detailing each item of expenditure must be provided in support.

Item and Supplier Details <small>(including the category the item falls under (A to I))</small>	Date		Amount	Invoice no. <small>(if attached)</small>
	Invoice Paid	Invoice Received		
Total				

## B. Unpaid claims

In addition to payments listed above, I am aware of the following unpaid claims:

Item/Service	Date invoice received	Action taken or to be taken	Amount	
			£	pp
<b>Total unpaid claims</b>				

## C. Declaration of value of notional expenditure over £50

Please note: You may have few, if any, payments to report under this section. If you are unsure as to the type of expenditure that should be recorded in this section please refer to the accompanying guidance notes

I hereby declare that the following individual amount(s) of expenditure incurred under s.90C of the RPA'83 and listed below at Part 2C of this return represents the full and true value as calculated in accordance with that section.

Signed ..... Date.....

Item	Date(s) or Period Expenditure Incurred	Commercial Cost of Item	Actual Cost Paid	Value of Notional Expenditure
<b>Total notional expenditure</b>				

Declaration by candidate as to election expenses

Local government: Parish and community elections  
Election of a Councillor

To be completed by the candidate to accompany the return of election expenses

Please note: there is no longer any requirement for this declaration to be signed by a Justice of the Peace

**Election for the** \_\_\_\_\_ **ward of the**

**Parish/community of** \_\_\_\_\_

**Date of publication of notice of the election** \_\_\_\_\_

**Full name of candidate** \_\_\_\_\_

I solemnly and sincerely declare as follows:

1. The amount incurred by me at the above election was £  
\_\_\_\_\_.
2. To the best of my knowledge and belief no other election expenses have been paid or incurred by me or by any other person or organisation in connection with my candidature.
3. To the best of my knowledge and belief the accompanying return of election expenses is complete and correct as required by law.
4. I understand that the law does not allow any election expenses not mentioned in the return to be defrayed except in pursuance of a court order.

**Signature of declarant** \_\_\_\_\_

**Date** \_\_\_\_\_



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You are hereby summoned to attend an  
**Extraordinary Meeting** of the **Community Council** to be held in the  
**Beethoven Centre** on **Wednesday 30 March 2022** commencing at **6.00pm**

Councillor John McArdle, Chair

25 March 2021

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#### **AGENDA**

- 082-21/22 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 083-21/22 Declarations of interest** – to note any Declarations of Interest or Dispensations granted in respect of any item on the Agenda.
- 084-21/22 Public session** – to receive any questions, representations or petitions from members of the Public. *(Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).*
- 085-21/22 Grants** - to approve the award of Community Grants from the February 2022 round.
- 086-21/22 Exclusion of press and public** - Owing to the nature of the business to be discussed, it will be proposed that under the terms of the Public Bodies [Admission to Meetings] Act 1960, the press and public will be asked to leave the meeting.
- 087-21/22 Administrative Arrangements** - to discuss arrangements for providing cover for the absence of the Director.  
*(paper to be tabled at the meeting)*

<b>Report To:</b>	Extraordinary Council Meeting		
<b>Title:</b>	Grants Paper		
<b>Purpose:</b>	For decision		
<b>Author:</b>	Cllr John McArdle, Responsible Financial Officer		
<b>Date of Meeting</b>	30 March 2022	<b>Agenda Item</b>	085- 20/21

## 1 Summary

This report recommends that grants are approved by Council and the Pop-up grants process revised.

## 2 Recommendations

- (1) That grants to the value of £10,700 set out in the table below be approved.
- (2) That the Pop-up grants process be amended as set out in Part 5 of this report.

<b>Applicant</b>	<b>Project/Activity</b>	<b>Amount requested</b>	<b>Amount recommended</b>
ESP	Girls Allowed	£3,500	£3,500
Westminster Children's University	Community Art and Architecture club for Young People Community Project	£3,500	£3,500
SerenYT Academy	SerenYT Academy In School Delivery Digital Media Skills & Safety for Beginners	£1,000	£1,000
The JK Cartoon Studios	The JKCS Art-o-fun – arty in the park	£700	£700
The St Marylebone Church of England Bridge School	Residential Trip for students in Year 10 and Year 11 with special needs.	£2,500	£400
Affirm Arts	Affirmation art classes	£1,000	£1,000
	<b>Total</b>	<b>£17,000</b>	<b>£10,100</b>

## 2 Background and Context

- 3.1 At the meeting on 20 January 2021 the Council allocated a budget of £25,000 for Community Grants in 2021/22 (050 –20/21). In December 2021 awards of £14,250 were approved leaving a balance of £10,750 available (048 – 21/22).
- 3.2 A call for applications was issued in February 2022 and a total of nine applications with a total value of £17,450 were received which are the subject of this report. A full list is provided in the table at Part 6 and councillors can view the full applications by contacting the Community Development Officer in the office.

- 3.3 While the normal process is that these applications are considered in detail by a Grants Panel comprising councillors, officers, and residents which studies them in detail before making recommendations to the Council it has again not proved possible to convene one. This happened also in 2020 and 2021 so it is clear that the process will have to be revised and this will be a matter for the Council at a subsequent meeting. Instead, the applications were reviewed by the Responsible Financial Officer and the Community Development Officer.

#### **4 Evaluation of Applications**

- 4.1 As the total value of the applications as higher than the funds available, it was necessary to reduce the total allocation by some means.
- 4.2 The first stage was to examine whether any of the applications were so aligned with the Council's core activities that they could be supported by partnership working using existing funds. It was considered that this applied to the following two applications so these were removed from the process and will be subject to separate arrangements.

<b>Applicant</b>	<b>Project/Activity</b>	<b>Amount requested</b>	<b>Proposal</b>
Pit tree group	Ashmore Road Play and Pit Tree Group	£750	Support from Community Gardening / Play Streets
Sandy Parrianen	JoJays Lunch Club	£1,000	Incorporate into our own 2022/23 programme

- 4.3 The next stage was to examine the monitoring record of those who have previously applied to the Council for grants. It was noted that Treasure Sports Club was awarded a grant in December 2021, but the project was not yet mature enough to have a monitoring record with the Council. It is recommended; therefore, an application is not approved until full monitoring has been received. A fresh application will be welcome at this point.
- 4.4 In examining local impact, it was noted that that the application from Marylebone Bridge School was in respect of the whole trip, but that only 4 of the 25 would be from Queen's Park. It is recommended that we fund the trip pro-rata, and award £400 to cover the local children.
- 4.5 The remaining five applications were of high quality and in the main had defined aims, actions to reach those aims, timescales to deliver the project within the ward, and benefits to Queen's Park residents.
- 4.6 It is proposed that each be approved in principle, subject in each case to the provision of further information in areas such as monitoring, value for money and sustainability. The funds will be transferred into an Earmarked Reserve and issued when the Acting Proper Officer is satisfied on all counts.

#### **5 Pop-up Grants**

- 5.1 The current Pop-up Grants process dates from the time when the Council met in most months to approve applications, with applications received in the months of August and December being approved by the Responsible Financial Officer (RFO). In practice, since the Council meeting frequency has been reduced all applications for Pop-up Grants have been approved by the RFO.



5.2 It is proposed, therefore, that the process be amended to have all applications for a Pop-up Grant considered and determined by the RFO s who will report decisions to the next meeting as part of the periodic finance report. This arrangement will secure both agility and transparency.

5.3 In 2021/22 so far, the following 3 Pop-up Grant applications have been approved.

<b>Date</b>	<b>Applicant</b>	<b>Purpose</b>	<b>Amount</b>
7 July 2021	C4A CIC	Domino tables and chairs	£200
5 February 2022	Sandy Parrianen	JoJays Lunch Club	£200
24 March 2022	Elaine Kehoe	Diamond Jubilee Street Party	£200

## 6 Summary of Applications

<b>Organisation</b>	<b>Project</b>	<b>Amount</b>
Treasure sports Club	Women's Self Defence	£3,500
ESP	Girls Allowed	£3,500
Pit tree group	Ashmore Road Play and Pit Tree Group	£750
Westminster Children's University	Community Art and Architecture club for Young People Community Project	£3,500
SerenYT Academy	Seren YT Academy In School Delivery Digital Media Skills & Safety for Beginners	£1,000
The JK Cartoon Studios	The JKCS Art-o-fun – arty in the park	£700
The St Marylebone Church of England Bridge School	Residential Trip for students in Year 10 and Year 11 with special needs.	£2,500
Affirm Arts	Affirmation art classes	£1,000
Sandy Parrianen	JoJays Lunch Club	£1,000