



You are hereby summoned to attend the **Annual Meeting** of the **Community Council** to be held in the **Beethoven Centre** on **Wednesday 18 May 2021** commencing at **6.00pm**.

Shuwanna Aaron, Acting Proper Officer

13 May 2022

AGENDA

- 001-22/23 Election of Chair** – to elect a Chair of the Community Council for the 2022/23 municipal year.
- 002-22/23 Chair's declaration of acceptance of office** – to receive the Chair's declaration of acceptance of office.
- 003-22/23 Election of Vice-Chair** – to elect a Vice-Chair of the Community Council for the 2022/23 municipal year.
- 004-22/23 Declarations of acceptance of Officer** – to receive the councillors' signed declaration of acceptance of office.
- 005-22/23 Apologies for absence** – to receive and approve any apologies for absence.
- 006-22/23 Declarations of interest** – to note any Declarations of Interest or Dispensations granted in respect of any item on the Agenda.
- 007-22/23 Minutes of the previous meeting** – to consider for approval the minutes of the Council Meetings held 16 and 30 March 2022 for confirmation and signing as a correct record.
- 008-22/23 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).
- 009-22/23 Diary of Meetings and other Committee Matters** - to decide various aspects of committees for 2022/23.
- 010-22/23 Working Groups** - to decide various aspects of Working Groups for 2022/23.
- 011-22/23 Representation on external bodies** - to decide on representation for 2022/23.

- 012-22/23 Standing orders** – to review the council's Standing Orders for re-adoption.
- 013-22/23 Financial regulations** - to review the council's Financial Regulations for re-adoption.
- 014-22/23 Adoption of policies** - to review various policy documents and confirm re-adoption.
Environmental Policy
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
- 015-22/23 Matters to be considered at an Annual Meeting** - to review various matters that should be considered.
- 016-22/23 Internal Audit Report** - to receive and note the report of the Internal Auditor for 2021/22.
- 017-22/23 Approval of Annual Governance Statement** - to approve the Annual Governance Statement for 2021/22.
- 018-22/23 Approval of Accounting Statement** - to approve the Accounting Statement for 2021/22.
- 019-22/23 Financial Report** - to receive a report on the current financial position and approve payments for April 2022.
- 020-22/23 Officers' Report**

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held in the Beethoven Centre

on **Wednesday 16 March 2022** commencing at 18:00.

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

Also present: Shuwanna Aaron (Community Development Officer and Clerk to the meeting), Millie Kent (Project Officer), and two members of the public.

066-21/22 Apologies for absence – Councillor Ray Lancashire#

067-21/22 Declarations of interest – No new Declarations were made or Dispensations requested. Councillor McArdle declared an interest as RFO.

068-21/22 Minutes of the meeting held 19 January 2022

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

069-21/22 Minutes of committee meetings

RESOLVED THAT, the minutes of the People Committee of 10 November 2021 and the Place Committee of 1 December 2021 be ADOPTED.

070-21/22 Public Session

Simon Walton reported vandalism in the Wildlife Area of Queen's Park Gardens where logs had been moved to build a den and Emily Engels gave an update on the Welcome Home project and asked for volunteers. Both matters were discussed.

071 -21/22 People Committee Report

Councillor Pond as Chair of the Committee delivered a verbal report. She highlighted that analysis of the Children and Young People Survey was almost complete and would be used to inform the future work of the Committee. Shuwanna Aaron reported that the City council had modified its arrangements for supporting jubilee Street parties to make it easier for residents to organise them.

072 -21/22 Place Committee Report

Councillor Rustin as Chair of the Committee delivered a verbal report. Most items were covered in the minutes which had just been adopted and councillors discussed the work of the Committee generally.

073 -21/22 HR Committee Report

Councillor Sweeney, Chair of the Committee, reported that it had not met since the Previous Council meeting.

074 -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 £ 14,954.35 set out in Appendix 2, be APPROVED.

075-21/22 Councillor Allowances

The Director had circulated a report recommending a Councillor Allowances Policy for 2022/23 and beyond.

RESOLVED THAT, the Councillor Allowances Policy be APPROVED.

076 – 21/22 Risk Management Policy

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

RESOLVED THAT, the Risk Management Policy be APPROVED

067-20/21 Grants

077-21/22 Grants

As no paper had been circulated this matter was deferred to a future meeting and no decision made.

RESOLVED THAT, the this matter be DEFERRED

078 -21/22 Working Groups

On behalf of The Voice Working Group Shuwanna Aaron reported that the work on last issue had been suspended due to the proximity of the election and that the focus was now on preparing and delivering an Election Special.

RESOLVED THAT, the report be NOTED.

079 -21/22 Preparation for the 2022 Election

Shuwanna Aaron reported that officers were working closely with counterparts at the City Council and that preparations were going well. It was anticipated that there would be no vacancies, and an election in at least one ward.

RESOLVED THAT, the report be NOTED.

RESOLVED THAT, a proposal for those candidates who were available to travel to City Hall together to hand in their nomination papers be APPROVED.

080 -21/22 Chair's Report

As this would be his last meeting as chair Councillor McArdle reviewed his term of office and thanked his fellow councillors for their support.

RESOLVED THAT, the Chair's Report be NOTED.

081 -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 19:35

Signed by..... Councillor. (Chair)

Date.....

Minute Ref: 007 – 22/23

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Extraordinary Meeting of Council held in the Beethoven Centre
on **Wednesday 30 March 2022** commencing at 18:00.

Present: Councillors John McArdle (Chair), Eartha Pond (Vice Chair), Ryan Dalton, , Ray Lancashire, Orrel Lawrence, Emma Sweeney, and Stella Wilson.

Also present: Shuwanna Aaron (Community Development Officer)

082-21/22 Apologies for absence: Councillor Leslie Barson, Gill Fitzhugh and Brian Nicholas.

083-21/22 Declarations of interest – Councillor Pond declared an interest in 085 – 21/22 and took no part in the discussion or decision. No Dispensations were requested. Councillor McArdle declared an interest as RFO.

084-21/22 Public Session

There were no members of the public in attendance.

085 -21/22 Community Grants

The Responsible Finance Officer (RFO) had circulated a report summarising the Grant Applications received in the February 2022 round and recommending decision to be made in respect of each application. The report recommended also that that decisions on the award of Pop-up Grants be taken by the RFO and reported to the next meeting of the Council.

RESOLVED THAT, grants to the value of £10,100 as set out in the table be paid to the applicant when suitable monitoring arrangements have been agreed with the RFO be APPROVED.

Applicant	Project/Activity	Award
ESP	Girls Allowed	£3,500
Westminster Children's University	Community Art and Architecture club for Young People Community Project	£3,500
SerenYT Academy	SerenYT 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.	£400
Affirm Arts	Affirmation art classes	£1,000

RESOLVED THAT, a proposal to ensure continuity and effective use of funds by placing the £10,100 in an Earmarked Reserve Account as will be residual funds from Election Costs of £1,278 and Children & Young People of £3,530 be APPROVED.

RESOLVED THAT, a proposal to revise the Pop-up Grant process to allow awards to be made by the RFA and reported to Council be APPROVED.

087 -21/22 Exclusion of press and public

RESOLVED THA, owing to the nature of the business to be discussed, a proposal that under the terms of the Public Bodies [Admission to Meetings] Act 1960, the press and public will be asked to leave the meeting was APPROVED.

Shuwanna Aaron (Community Development Officer) left the meeting at this point

088 -21/22 Administrative Arrangements

The Chair had prepared a confidential report on proposed arrangements to ensure the continued operation of key Council functions following the resignation of the Director. This was distributed to the councillor's present who then discussed the content.

RESOLVED THAT, the contents of the report, including the resignation of the Director, be NOTED.

RESOLVED THAT, the Community Development Officer be appointed Acting Proper Officer on the same salary scale as the Proper Officer.

RESOLVED THAT, Councillor John McArdle continue to hold the position of Responsible Finance Officer (RFO) until the Council decides otherwise.

RESOLVED THAT, the he Acting Proper Officer be added as a signatory to the bank account and that an application be made for a bank card on the Council's account for each of the Acting Proper Officer and RFO.

RESOLVED THAT, the HR Committee of the new Council meets shortly after appointment to review the staffing arrangements for the Council.

Shuwanna Aaron rejoined the meeting at this point

The meeting closed at 18:55

Signed by..... Councillor. (Chair)

Date.....

Minute Ref: 007 – 22/23

Report To:	Queen's Park Community Council		
Title:	Diary of Meetings and Other Committee Matters		
Purpose:	For Decision		
Author:	Shuwanna Aaron, Acting Proper Officer		
Date of Meeting	18 May 2022	Agenda Item	009 – 22/23

1 Summary

This report recommends that the meetings schedule and 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 For planning purposes potential meeting dates for 2022/23 have previously been published and these are shown below.

Month	Council	People	Place
May (22/23)	18		
June		15	22
September		7	21
October	19		
November		9	23
January	18		
February		8	22
March	15		
April		19	
May (23/24)	17		

4 Proposals

- 4.1 That the Council makes no change to the delegation arrangements or to the Terms of Reference for the People, Place, HR, and Appeals Committees as set out in the Appendix.
- 4.2 That the Council appoints members of the People Committee and then appoints a Chair and Vice-chair.
- 4.3 That the Council requests the People Committee to consider at its first meeting whether it wishes to meet 5 times per year or reduce to 4 as Place Committee and the Council itself.
- 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 the Chair of the Council as Chair of 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	People Committee
Chair, vice chair	
Membership (councillors & co-opted members)	
Frequency of meetings	<ul style="list-style-type: none"> • 5 times a year
Terms of reference	<ul style="list-style-type: none"> • Promote community cohesion, neighborliness and community spirit. • Work with state and voluntary service providers to help identify gaps in services to local people and help fill these gaps where possible with a focus on children and young people and groups in need or at risk of exclusion, such as unemployed people, older people and people with disabilities. • Advocate for the preservation and improvement of existing services and facilities for residents. • Support initiatives that address issues of crime and anti-social behavior in Queen's Park. • Identify and set up projects that fulfil QPCC's mission and objectives which are within the Health and Well Being objectives. • To agree, and work within, an Annual plan. • To authorise expenditure that is allocated to the committee. • To fundraise where necessary to support the work of the committee.
Points of reference	

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

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>ENVIRONMENT AND OPEN SPACES</p> <p>Responsible for policies and projects relating to the environment, open spaces and planning, including public art, transport, air pollution, carbon emissions and wildlife</p> <p>To monitor and improve open spaces in the council area, including:</p> <ul style="list-style-type: none"> • Queen's Park Gardens • Harrow Road Open Space • Sports areas, facilities and equipment • Children's play areas • Streets • Edges and Verges <p>To raise awareness of the importance of air quality, to monitor air pollution locally and take steps to reduce it.</p> <p>To ensure that the council meets its climate change targets.</p> <p>To promote walking and cycling and other healthy outdoor activities</p> <p>PLANNING</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>PUBLIC AND COMMUNITY ART</p>

	<p>To encourage art activities in Queen's Park</p> <p>To develop plans for public and community art in Queen's Park</p> <p>OVERALL STRATEGY</p> <p>To support, monitor and implement relevant objectives in the Neighbourhood Plan and other strategic documents; to make recommendations to Council as appropriate</p> <p>To support resident and volunteer-led initiatives and groups in these areas</p>
Points of reference?	

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

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:	Shuwanna Aaron, Acting Proper Officer		
Date of Meeting	18 May 2022	Agenda Item	010 – 22/23

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 continues to 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 Council appoints a Coordinator for each of the following Working Groups:
- Air Quality
 - Children & Young People
 - Climate Emergency
 - Community Engagement
 - Economic Development
 - Events
 - Grants Panel
 - Planning
 - Public and Community Art
 - Social Inclusion / Care in Queen's Park
 - The Voice/Communications
- 4.3 That the Council appoint councillors to sit on each Group, noting that anyone may join at a later point in time.
- 4.4 That the meetings of the Grants Panel be scheduled for 5pm on Tuesdays 10 October 2022 and 6 March 2023 to allow applications received in each round to be evaluated and recommendations presented to the relevant Council meeting.

Report To:	Queen's Park Community Council		
Title:	Representation on external bodies		
Purpose:	For Discussion and Approval		
Author:	Shuwanna Aaron, Acting Proper Officer		
Date of Meeting	18 May 2022	Agenda Item	011 – 22/23

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 2021/22 the Council was only represented on two organisations, Westminster Amenities Societies Forum (WASF) and Westminster Living Streets.
- 3.4 During 2021/22 the Council also received invitations to be represented on other bodies, some of which are detailed in section 4 below.
- 3.5 It should be noted that an officer of the Council, and in particular the Director, may routinely represent it to other organisations as part of their duties.
- 3.6 In representing the Council a person may give the agreed policy of the Council, or indicate what the view of the Council is likely to be on any issue, but may not commit the Council to any action or expenditure. The representative should report back to the Council or a nominated Committee on all meetings attended.

4 Proposals

- 4.1 It is proposed that all requests for nomination not covered in this report, particularly when of a civic nature, be taken by the Chair of the Council. Where the Chair is unavailable and a substitute is permitted the Vice-chair should attend instead.
- 4.2 It is proposed that Simon Walton continue to represent the Council on Westminster Amenities Societies Forum (WASF) and on any other formal or informal town planning groups which arise for 2022/23.
- 4.2 It is proposed, if she accepts the nomination, that Susanna Rustin continue represent the Council on Westminster Living Streets for 2022/23.
- 4.3 It is anticipated that an invitation will be received to join the Management Committee for the "BT

Garden” in Droop Street. If this does happen, and the Director is satisfied with terms of reference of the Committee, it is proposed that the Director and Cllr Gill FitzHugh represent the Council on it.

- 4.5 As part of the Harrow Road District Centre falls within Queen’s Park it is anticipated that an invitation will be received to join the Harrow Road Business Association Steering Group. This organisation has been recently reinvigorated, partly through the efforts of this Council, and has taken on a member of staff for a year. If this does happen, and the Director is satisfied with terms of reference of the Steering Group, it is proposed that the Director and Cllr Gill FitzHugh represent the Council on it and on any subsequent committee.
- 4.6 At its meeting on 23 February 2022 the Place Committee resolved that the Director should write to the City Council asking that a Management Committee with local involvement be established for the new facilities on the site of the Jubilee Sports Centre. (PL 43-21/22) This is now being discussed with the City Council. It is proposed that the Council discuss who should represent it on this Committee, taking account of the mixture of sport and community use.
- 4.7 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:	Shuwanna Aaron, Acting Proper Officer		
Date of Meeting	18 May 2022	Agenda Item	012 – 22/23

1 Summary

This report recommends that the existing Standing Orders be re-adopted by the Council.

2 Recommendation

It is recommended that the Council approves the existing Standing Orders as published in May 2021.

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 overhaul being in 2020. The Council incorporated the recommendations from it a comprehensive review of its own Standing Orders and these were approved at the Annual Meeting on 5 May 2021 (011 – 21/22),
- 3.3 In April 2022 an update was issued to remove certain references to EU Regulations and procurement thresholds in “18: FINANCIAL CONTROLS AND PROCUREMENT” and this will be incorporated to the revised version. The document has been examined and is considered to be still fit for purpose so are recommended for re-adoption without further amendment.

4 Proposed Changes

- 4.1 The existing and proposed clauses are set out in the table below, while the remainder of the document is available on the Council's website at:

<https://queensparkcommunitycouncil.gov.uk/wp-content/uploads/2021/05/qpcc-standing-orders-2021-22.pdf>

Article	Existing	Proposed
18 c	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).	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 referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).
18 f	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.	Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details
18 g	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	Deleted

Report To:	Queen's Park Community Council		
Title:	Review of Financial Regulations		
Purpose:	For Approval		
Author:	Shuwanna Aaron, Acting Proper Officer		
Date of Meeting	18 May 2022	Agenda Item	013 – 22/23/

1 Summary

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

2 Recommendation

It is recommended that the Council approves the Financial Regulations attached as an appendix to this report.

3 Background

- 3.1 The Council has a set of Financial Regulations which govern the conduct of financial management to ensure probity and value for money.
- 3.2 During the mid-year audit in November 2021 the auditor noted that that the sections on authorisations and payments were unclear and recommended that they be rewritten. This recommendation was accepted by the Council at its meeting in January 2022 (059 21/22) and this paper is the result of that work.
- 3.4 As this represents a significant change a copy of the revised document is attached as an appendix.



QUEEN'S PARK COMMUNITY COUNCIL

FINANCIAL REGULATIONS

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1. GENERAL

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

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

- approve any grant or a single commitment in excess of £7,500; and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee (HR) in accordance with its terms of reference.
- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

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

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed by council to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;

- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee shall review its forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year as part of the budget setting process described below.
- 3.2. The RFO must in each financial year, for the January meeting of the Council, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.
- 3.3. The council shall consider annual budget proposals in relation to revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

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

- the council for all items over £7,500.
- A delegated committee or officer for items over £1,000
- The RFO for items up to £1,000

Such authority is to be evidenced by a minute reference or signed authorisation on the transaction slip for the payment.

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

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure by a material amount other than by resolution of the council or duly delegated committee. If necessary, an Extraordinary Meeting will be held to approve such expenditure. Where a cost centre has both income and expenditure lines, such as events, they can be offset against each other. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually and an anticipated chime considered when setting the budget for the following financial year. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the RFO may authorise revenue expenditure on behalf of the council which in the RFO judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The RFO shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall provide each ordinary meeting of the Council with a statement of receipts and payments to date under each head of the budgets, together with a forecast of the projected outturn for the year end. These statements shall show explanations of material variances. For this purpose, "material" shall be in excess of £100 or 15% of the budget.

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

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.3. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order. Details of the payment, including authorisation and budget allocation, will be marked on a slip attached to a copy of the invoice and filed.
- 5.4. The RFO shall have delegated authority to authorise the payment of items in the following circumstances. Where this power is used a schedule of the payments made shall be presented to the next meeting of the council.
- (a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of the Council, where the Chief Officer and RFO certify that there is no dispute or other reason to delay payment,
 - (b) An expenditure item authorised previously by resolution or delegation,
 - (c) An expenditure item up to £1,000 for which a budget has been authorised previously by the council and which can be met from within that budget; or
 - (d) The payment of salaries and other employer costs
 - (e) Fund transfers within the council's banking arrangements up to the sum of £10,000.
- 5.5. The RFO shall prepare a schedule of all payments, excluding redacted payments, and present it to each ordinary meeting of the Council. Copies of the invoices and payment slips supporting this schedule shall be available for inspection by appointment in the office prior to the meeting and shall be brought to the meeting. A separate schedule will list all payments made under delegated powers as provided for in 5.4 above. The council shall review the schedules for compliance and, having satisfied itself shall authorise payment by a resolution of the council. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) will be redacted to remove public access to any personal information.
- 5.6. In respect of Community Grants, expenditure recommended by the Grants Panel must be approved by council.
- 5.7. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

- 5.8 The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

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

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

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

7. PAYMENT OF SALARIES

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

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

8. LOANS AND INVESTMENTS

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

- 8.5 All investments of money under the control of the council shall be in the name of the council.
- 8.6 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7 Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

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

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.2 A member may not issue an official order or make any contract on behalf of the council.

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

11. CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

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

- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Chief Officer or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1,000 the Chief Officer or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

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

13. ASSETS, PROPERTIES AND ESTATES

- 13.1 The Chief Officer shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 13.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1000.

- 13.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.4 No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.5 Subject only to the limit set in Reg. 13.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 13.6 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets. The threshold value for an item to be classed as an asset is £1,000 and this figure will be reviewed annually along with these financial regulations.

14. INSURANCE

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

15. CHARITIES

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

16.. RISK MANAGEMENT

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

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

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

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

Adopted: 18 May 2022 (proposed)

Minute ref: 013-22/23

Next Review Due: May 2023

Report To:	Queen's Park Community Council		
Title:	Adoption of Policies		
Purpose:	For Approval		
Author:	Shuwanna Aaron, Acting Proper Officer		
Date of Meeting	18 May 2022	Agenda Item	014 – 22/23

1 Summary

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

2 Recommendations

That the Council adopt the Environmental Policy in section 4 and readopts the other policies listed in section 5.

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 A new Environmental Policy has been developed and is recommended for adoption. A copy is attached as an appendix.
- 3.2 The documents in section 4 below, adopted by the Council at its meeting on 5 May 2021 (011 – 21/22) have been examined 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/>

QPCC Environmental Policy

Context

Queen's Park Community Council (QPCC) aims to promote a strong sense of community and increase the quality of life for all residents of (and visitors to) Queen's Park. Our vision is of a neighbourhood that has a strong sense of community; a place where people of all ages, cultures, religious and social backgrounds live, work and socialise together.

Since its inception in 2014, QPCC has been committed to protecting and enhancing the environment in and around Queen's Park.

In October 2021 the council commissioned officers to complete an environmental audit on the operations of the council which included an emissions calculation and a number of recommendations to minimise environmental impact and reduce emissions. One recommendation from this audit was the development of an environmental policy which summarised the council's position and set out a number of good practices.

Aims

The aims of QPCC's Environmental Policy are:

- To ensure that the council operates in a way which minimizes or, where possible, removes entirely any negative impact on the environment.
- To promote the importance of our local and global environment and support local residents and businesses to enjoy it.
- To ensure consideration is given to the environment by all councillors, employees and contractors conducting business and activities on behalf of QPCC.

Policies

1. The Climate Emergency

- 1.1 The GLA's climate risk map identifies Queen's Park as being at the highest level for overall climate risk in London. This increases the likelihood of both flooding and extreme heat and has a negative impact on the ability of residents to prepare for and respond to each.
- 1.2 In 2020 councillors voted unanimously to declare a climate emergency and pledged to achieve net-zero greenhouse gas (GHG) emissions for council operations by May 2022. In 2021 this target was updated to include a net-zero emissions pledge for the ward as a whole by 2040 (in line with Westminster Council's target for the borough). This pledge will pave the way for decarbonisation in the ward, protecting residents and businesses from the negative effects of heating.
- 1.3 In March 2021 the Climate Emergency Working Group was established— with four councillors, two officers and one member of the public in its membership—to oversee progress on these targets and pursue projects addressing the climate emergency in Queen's Park. The membership of all working groups are open to all residents and councillors. The working group reports to the Place Committee, meetings for which are open to the public.
- 1.4 In October 2021, as part of an environmental audit of the council's activities, an emissions calculation was completed for the 2019/20 municipal year in accordance with ISO Standard 14064-1 (2018) methodology. This year was chosen as the base year as it was the most recent year before the council's operations were disrupted by the Covid-19 pandemic. The council released an estimated 0.76 tonnes of carbon dioxide equivalents (t CO_{2e}) during this period.
- 1.5 This calculation is based only on the energy consumption at the Beethoven Centre where the QPCC office is based and does not account for any other activities. This is due to reporting boundaries (it was not possible to obtain accurate figures from contractors or events in this period). This means it is likely that the actual emissions total for the council is considerably higher.

- 1.6 In order to reach our net-zero target the council will focus firstly on reduction and offset projects within the ward and then certified carbon credits for any residual emissions. All carbon credits will be bought from offset schemes based in the UK, with preference given to those most local and with co-benefits, for example enhancing biodiversity or education opportunities.
- 1.7 The calculated figure does not fully represent the emissions of the council. In order to account for emissions that may not be included in the calculation the council will commit to offsetting five times the calculated amount each year.
- 1.8 QPCC will investigate projects which can mitigate the negative impacts of global heating in the ward as well as projects which will reduce emissions of the council.

2. Open Spaces

- 2.1 QPCC is committed to ensuring open spaces in the ward are managed in a way which both maximises their potential for community use and increases opportunities for nature to thrive.
- 2.2 Shared Public Space is deficient in Queen's Park. It only has 4.4% of shared green space in comparison with the average for Westminster of 22%.
- 2.3 Queen's Park is not on the 'areas of deficiency' register. The reason for this is that all of the houses in The Queen's Park Estate Conservation Area, and many of those on the Victorian / Edwardian terraces, have private gardens. This means Queen's Park has 20% of its land area in private gardens whereas the average for Westminster is only 8%. These gardens are only accessible to the residents of those properties..
- 2.4 The remainder of the ward is made up of the post-war Mozart, Queen's Park Court and Avenues Gardens estates. For these residents, where private outdoor space is limited, access to high quality, multi-use, shared space is essential for both physical and mental wellbeing.

- 2.5 QPCC has a contract with Hammersmith Community Gardening Association (HCGA) to run weekly community gardening sessions in Queen's Park Gardens, encouraging local participation in the natural environment.
- 2.6 QPCC will investigate any unused open space in the ward and attempt to bring it into community use in a manner that protects and increases biodiversity.
- 2.7 There are a number of shared food growing spaces in the ward. Policy 4 of the [Queen's Park Neighbourhood Plan](#) protects these from development. QPCC will seek out and investigate new sites for community food growing in the ward.

3. Sustainable Travel

- 3.1 QPCC is committed to encouraging active (walking or cycling) and sustainable travel within the ward and will pursue projects and activities which will encourage this.
- 3.2 Councillors, residents and staff are encouraged to use active or public transport when on council business.
- 3.4 The Queen's Park Voice— a quarterly newsletter produced and delivered by the council —is delivered on foot by a number of volunteers.
- 3.5 All contractors are asked to use sustainable travel when on council business.

4. Responsible and Sustainable Procurement

- 4.1 Due consideration will be made to the environmental impact of projects and activities during planning.
- 4.2 All contractors will be expected to minimise their environmental impact (e.g through use of sustainable transport). Environmental impact will be given due consideration when selecting contractors.

5. Office Use

- 5.1 Projects for decarbonisation of QPCC's current/future office space will be investigated and pursued where feasible.

- 5.2 100% recycled paper should be used for all printing needs.
- 5.3 All appliances should be switched off at the mains when not in use.
- 5.4 Central heating should be set to the lowest setting whenever the office is unoccupied.

6. Planning

- 6.1 The [Queen's Park Neighbourhood Plan](#) was developed by QPCC following consultation with residents. It set's out the council's position on a number of planning matters and was adopted following a successful referendum in October 2021.
- 6.2 The Planning Working Group uses this document alongside the Westminster City Plan and London Plan to comment on all planning applications in the ward on behalf of the council.
- 6.3 It sets out the need for development proposals to: exhibit exemplary sustainable design with high standard of environmental performance (Policy 5), encourage sustainable transport through the provision of secure cycle storage (Policy 6), and support measures which provide improved pedestrian access (Policy 7).

7. Monitoring

- 7.1 The environmental audit including emissions calculation will be reviewed and updated annually, where data is available. This will be overseen by the Climate Emergency Working Group.
- 7.2 This policy will be reviewed and re-adopted each year at the annual meeting of the Council in May.

8. References

1. [Cornwall Council Example Environmental Policy for Parish Councils](#)
2. [Friends of the Earth – 20 actions parish and town councils can take on the climate and nature emergency](#)
3. [GLA Sustainability Policy](#)
4. [Westminster City Council Environment Policy](#)
5. [Queen's Park Neighbourhood Plan](#)

Report To:	Queen's Park Community Council		
Title:	Matters to be considered at an Annual Meeting		
Purpose:	For Approval		
Author:	Shuwanna Aaron, Acting Proper Officer		
Date of Meeting	18 May 2022	Agenda Item	015-22/23

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.
- 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 alter this value.

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

QPCC has had an insurance policy arranged through 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 quote for 2022/23 is £1,588.46, to be renewed on 1 June 2022, and it is recommended that this be accepted. A separate item in the Finance Report seeks authorisation to make this payment.

- 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), the Surrey Association of Local Councils (SALC), and the National Council for Voluntary Organisations (NCVO). It also takes out staff subscriptions to the Society of Local Council Clerks for both the Proper Officer and the Responsible Financial Officer.

Report To:	Queen's Park Community Council		
Title:	Internal Audit Report		
Purpose:	For Approval		
Author:	Councillor John McArdle, Responsible Financial Officer		
Date of Meeting	18 May 2022	Agenda Item	016 – 22/23

1 Summary

This report recommends that the final Internal Audit report for 2021/22 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 2021/22

Queen's Park Community Council

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

During the financial year ended 31 March 2022, 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 2021/22 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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

29/11/2021 11/05/2022

Name of person who carried out the internal audit

ANDY BEAMS, MULBERRY & CO

Signature of person who carried out the internal audit

Beams

Date

11/05/2022

*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	18 May 2022	Agenda Item	017 – 22/23

1 Summary

This report recommends that the Annual Governance Statement for 2021/22 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 (016 – 22/23) the auditor considered whether the required tests had been met and confirmed that they ad. Further details are contained in the report previously circulated with the AGAR.

Section 1 – Annual Governance Statement 2021/22

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 2022, 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/> LE 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	18 May 2022	Agenda Item	018 – 22/23

1 Summary

This report recommends that the Accounting Statement for 2021/22 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 (016 – 22/23) and has confirmed that they are accurate.

Section 2 – Accounting Statements 2021/22 for

Queen's Park Community Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	125,747	84,678	<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	164,841	166,277	<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	10,768	46,046	<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	75,836	78,894	<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	140,842	145,702	<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	84,678	72,405	<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	84,678	72,405	<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	N/A	<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 2022 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

[Signature]
11/05/2022

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:	Finance Report		
Purpose:	For Decision		
Author:	Cllr John McArdle, Responsible Financial Officer		
Date of Meeting	18 May 2022	Agenda Item	019 – 22/23

1 Summary

This report summarises the current financial position at the end of March 2022. In effect the annual report for 2021/22, and recommends the approval of certain payments made in March and April 2022.

2 Recommendations

- (1) That the contents be noted.
- (2) That payments to the value of £4,555.93 in Appendix 2a be approved.
- (3) That payments to the value of £5,831.36 in Appendix 2b be approved.
- (4) That payments to the value of £31,588.36 in Table 3 be approved.
- (5) That the disbursement of Special Grants to the value of £5,000 be delegated to the people Committee.

3 Background

- 3.1 This report has been prepared by Councillor John McArdle as Responsible Financial Officer with the support of Acting Proper Officer Shuwanna Aaron.
- 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 April 2022 and deals separately with the year to March 2022 and the month of April 2022 which falls into financial year 2022/23.
- 3.4 The next report will be in October 2022 and will be the report for the first half of 2022/23.

4 Approval of Payments

- 4.1 Appendices 1a and 1b attached set out all payments, including redacted payments, made by the Council during March and April 2022 respectively. Most of these were made under delegated powers and a summa of the values is shown in Table 1 below.

Table 1: Payments made since the previous meeting

Month	Before Redactions	After Redactions
March 2022	10,449.99	4,555.93
April 2022	20,044.35	10,731.36

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- 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 shown in Table 2 below and set out in Appendices 2a and 2b for approval.

Table 2: Payments for approval

Month	Value
March 2022	4,555.93
April 2022	5,831.36

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- 4.3 Where payments aren't being made under delegated powers, these are presented to the Council for approval before being made. There are three payments which come into this category with a total value of £31,588.46. These are set out in table 3 below and are recommended for approval.

Table 3: Payments for prior approval

Payee	Purpose	Value
Avenues Youth Project	Special Grant 2022/23	£20,000
Paddington Development Trust	Office Rent 2022/23	£10,000
Camel and Co Insurance	Public Liability Insurance 2022/23	£1,588.46

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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%.

- 5.2 A detailed analysis has been undertaken of income and expenditure on each Cost Centre for 2021/22 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.
- 5.3 This analysis has not been undertaken for 2022/23 as it is too early in the cycle for the results to be meaningful.
- 5.4 The overall impact is that the Council's total reserves dropped from £84,678 to £72,405 over the course of the year, a reduction of £12,273. The value of Earmarked Reserves, funds that have been set aside for a specific purpose, has increased during the year so the general reserve has fallen from £62,895 to £39,749 as set out in Table 4 below. This is at the lower end of the range recommended by the auditor, three to twelve months of the precept, so income, expenditure and cash flow will have to be closely monitored throughout the year.

Table 4: Summary of reserves

Description	2020/21	2021/22
320 EMR - Grants	13,956	20,806
322 EMR - Elections	4,000	5,270
324 Community Infrastructure Levy	2,098	2,098
325 Children & Young People	1,730	4,568
Sum of Earmarked Reserves	21,784	39,742
Total All Reserves	84,678	72,405
Total General Reserves	62,895	39,663

- 5.5 There are also legal obligations on the Council around the publication of accounts, but these are dealt with separately in other items on this agenda.

6 Special Grants

- 6.1 If the payment of the Special Grant of £20,000 to The Avenues Youth Project set out in Table 3 is approved this will leave £5,000 in the Special Grants budget. This was previously used for 'holiday hunger' projects so it is recommended that the disbursement of these funds be delegated to the People Committee for discussion at its June meeting and that the RFO be authorised to make any resulting payments.

Appendix 1a: All Payments for March 2022

Date Paid	Payee Name	Goods / Services	Value
01/03/2022	Onecom	Broadband	58.79
07/03/2022	Barclays	Bank Charges to 13 Feb	8.50
08/03/2022	VISION ICT	Hosting May 22 to April 23	64.80
08/03/2022	Microshade Business Consult.	IT Hosting	282.90
08/03/2022	A2 Dominion	INV 3011 Room Hire	95.00
08/03/2022	Shuwanna Aaron	Expenses printing flyers	244.96
21/03/2022	Redeacted	Redacted	
21/03/2022	Cllr Stella Wilson	Cllr allowance 21/22	250.00
21/03/2022	Gill Fitzhugh	Cllr allowance 21/22	250.00
21/03/2022	Cllr John McArdle	Cllr & Chair Allowance 21/22	325.00
22/03/2022	National Council for Voluntary	Membership 22/23	167.00
23/03/2022	A2 Dominion	INV 2925	190.00
23/03/2022	Millie Kent	Expenses cable ties	11.98
23/03/2022	Gill Fitzhugh	Expenses steel band	100.00
24/03/2022	Redeacted	Redacted	
24/03/2022	VISION ICT	Email hosting	270.00
28/03/2022	Sandra Bynoe	Tree pits & pay	750.00
28/03/2022	Elaine Kehoe	Pop up jubilee party	200.00
28/03/2022	Joha;s Bakery & Kitchen	Lunch Club April 22	200.00
29/03/2022	Vodafone	Callls and data	50.40
30/03/2022	Happy Lizzy Event Planning	INV 230 / 247	977.81
31/03/2022	Redeacted	Redacted	
31/03/2022	Redeacted	Redacted	
31/03/2022	Redeacted	Redacted	
31/03/2022	Onecom	Broadband	58.79
		After redactions	4,555.93
		Full Total	10,449.99
		Redacted	5,894.06

Appendix 1b: All Payments for April 2022

Date Paid	Payee Name	Goods / Services	Value
01/04/2022	ICO	registration 22/23	35.00
04/04/2022	Shuwanna Aaron	Election Flyers	259.00
04/04/2022	Barclays	Bank Charges	8.50
04/04/2022	Living Things	Animals for Summer festival	360.00
04/04/2022	Crissie Chambers (Canine Cul	Q4 21-22	1,365.00
04/04/2022	Apogee Corporation Ltd	Printer supplies	296.38
04/04/2022	CHATTERBOX LTD	First payment 22/23	20.00
04/04/2022	Crissie Chambers (Canine Cul		
04/04/2022	Crescent Ltd		
05/04/2022	Cllr John McArdle	Repair to HP Laptop	75.00
11/04/2022	VISION ICT	Email Hosting	86.40
11/04/2022	St Marylebone bridge School	Community grant 21-22	400.00
12/04/2022	Microshade Business Consult.	IT Hosting	282.90
14/04/2022	MBG International printers	Print Election Voice	2,050.00
20/04/2022	Redacted	Redacted	
20/04/2022	HR Services Partnership	Advice March 222	93.84
22/04/2022	Issotta	Balance of film costs	780.00
22/04/2022	Anthony Capelao	Comm Grant 21-22	3,500.00
26/04/2022	SerenYT	Community Grant 21-22	1,000.00
27/04/2022	Redacted	Redacted	
28/04/2022	Vodafone	Calls and data	55.08
29/04/2022	Redacted	Redacted	
29/04/2022	Redacted	Redacted	
29/04/2022	Onecom	BROADBAND AND VOICE C	64.26
		After redactions	10,731.36
		Full Total	20,044.35
		Redacted	9,312.99

Appendix2a: Payments to be approved for March 2022

Date Paid	Payee Name	Goods / Services	Value
01/03/2022	Onecom	Broadband	£ 58.79
07/03/2022	Barclays	Bank Charges to 13 Feb	£ 8.50
08/03/2022	VISION ICT	Hosting May 22 to April 23	£ 64.80
08/03/2022	Microshade Business Cor	IT Hosting	£ 282.90
08/03/2022	A2 Dominion	INV 3011 Room Hire	£ 95.00
08/03/2022	Shuwanna Aaron	Expenses printing flyers	£ 244.96
21/03/2022	Cllr Stella Wilson	Cllr allowance 21/22	£ 250.00
21/03/2022	Gill Fitzhugh	Cllr allowance 21/22	£ 250.00
21/03/2022	Cllr John McArdle	Cllr & Chair Allowance 21/22	£ 325.00
22/03/2022	National Council for Volur	Membership 22/23	£ 167.00
23/03/2022	A2 Dominion	INV 2925	£ 190.00
23/03/2022	Millie Kent	Expenses cable ties	£ 11.98
23/03/2022	Gill Fitzhugh	Expenses steel band	£ 100.00
24/03/2022	VISION ICT	Email hosting	£ 270.00
28/03/2022	Sandra Bynoe	Tree pits & pay	£ 750.00
28/03/2022	Elaine Kehoe	Pop up jubilee party	£ 200.00
28/03/2022	Joha;s Bakery & Kitchen	Lunch Club April 22	£ 200.00
29/03/2022	Vodafone	Callls and data	£ 50.40
30/03/2022	Happy Lizzy Event Planni	INV 230 / 247	£ 977.81
31/03/2022	Onecom	Broadband	£ 58.79
Total			4,555.93

Appendix2b: Payments to be approved for April 2022

Date Paid	Payee Name	Goods / Services	Value
01/04/2022	ICO	registration 22/23	35.00
04/04/2022	Shuwanna Aaron	Election Flyers	259.00
04/04/2022	Barclays	Bank Charges	8.50
04/04/2022	Living Things	Animals for Summer festival	360.00
04/04/2022	Crissie Chambers (Canine)	Q4 21-22	1,365.00
04/04/2022	Apogee Corporation Ltd	Printer supplies	296.38
04/04/2022	CHATTERBOX LTD	First payment 22/23	20.00
05/04/2022	Cllr John McArdle	Repair to HP Laptop	75.00
11/04/2022	VISION ICT	Email Hosting	86.40
12/04/2022	Microshade Business Cor	IT Hosting	282.90
14/04/2022	MBG International printer	Print Election Voice	2,050.00
20/04/2022	HR Services Partnership	Advice March 222	93.84
22/04/2022	Issotta	Balance of film costs	780.00
28/04/2022	Vodafone	Calls and data	55.08
29/04/2022	Onecom	BROADBAND AND VOICE CALI	64.26
			5,831.36

Appendix 3: Budget Monitoring 2021/22
Mar-22

100	Income	Target	Year to Date	Variance	%	Notes
1010	Project Income	20,000	21,729	- 1,729	109%	Budget Met
1076	Precept	166,269	166,277	- 8	100%	Budget Met
Total Income		186,269	188,006	- 1,737	101%	

101	Staff Costs	Target	YTD	Variance	%	Notes
4100	Staff costs	75,000	78,894	- 3,894	105%	Slight overspend
4105	Training	1,500	385	1,115	26%	Slight underspend
Total Staff costs		76,500	79,279	- 2,779	104%	

102	Adminisrtation	Target	YTD	Variance	%	Notes
4101	Councillor allowances	3,000	2,000	1,000	67%	Slight underspend
4105	Training	1,000	74	926	7%	Underspend through lack of activity
4120	Insurance	1,200	1,337	- 137	111%	Slight overspend
4125	Office Rent	10,000	10,034	- 34	100%	Budget Met
4126	Room Bookings	1,000	1,045	- 45	105%	The need to use larger rooms has led to a slight overspend
4127	Office maintenance/relocation	500	43	457	9%	Budget Met
4128	Catering	200	59	141	29%	Slight underspend
4130	IT - hosting, computers, email	7,500	4,676	2,824	62%	Some underspend
4132	Stationery & Materials	500	675	- 175	135%	Purchases made to support activities
4133	Chair's Allowance	75	75	-	100%	Budget Met
4135	Tel & post	2,000	1,076	924	54%	Some underspend

4137	Subscriptions	2,750	2,922	- 172	106%	Budget Met
4139	Travel expenses	300	200	100	67%	Budget Met
4140	Professional fees	1,000	164	836	16%	Some underspend
4142	Audit fees	1,500	1,042	458	69%	Some underspend
4144	Bank charges	100	90	10	90%	Budget Met
4150	Elections costs	2,000	722	1,278	36%	Budget Met
Total Administration		34,625	26,234	8,391	76%	

201	Communications	Target	YTD	Variance	%	Notes
4110	Website	2,500	2,235	265	89%	Budget Met
4200	Queens Park Voice	4,000	1,787	2,213	45%	Some underspend
4236	Marketing	500	529	- 29	106%	Slight overspend
Total Communications		7,000	4,551	2,449	65%	

301	Place Committee	Target	YTD	Variance	%	Notes
4300	Community Gardening	17,500	17,555	- 55	100%	Budget Met
4301	Dog Strategy	4,500	2,070	2,430	46%	Slight underspend -
4305	Park Development	1,000	-	1,000	0%	Underspend through lack of activity
4400	Neighbourhood Plan	1,000	1,044	- 44	104%	Slight overspend on referendum
4405	Retailers' Support	1,500	130	1,370	9%	Support to CLT and meeting room hire
4410	Air Quality	500	256	244	51%	Slight underspend
4420	Public & Community Arts	4,000	1,254	2,746	31%	Underspend as internal staffing used
4999	Climate Emergency	1,000	112	889	11%	Underspend as internal staffing used
Total Place Committee		31,000	22,421	8,579	72%	

401	Events	Target		YTD	Variance	%	Notes
1410	Income Summer Festival	6,500		10,968	- 4,468	169%	External funding expected to create a positive variance
1411	Income Fireworks	5,000		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		9,300	-	100%	Budget Mat
4205	Winter Fair	3,200		1,637	1,564	51%	Budget Mat
4206	Winter Social	100		-	100	0%	Budget Mat
4210	Summer Festival	13,500		16,959	- 3,459	126%	Overspend, but also additional income
4220	Fireworks	9,000		9,756	- 756	108%	Slight overspend
Events Income		13,000		31,787	- 7,850	160%	
Events Expenditure		35,100		37,651	- 2,551	107%	

501	People Committee	Target		YTD	Variance	%	Notes
4107	Community engagement	1,600		1,626	- 26	102%	Budget Mat
4129	Volunteer Development	1,600		356	1,244	22%	Underspend as internal staffing used
4425	Social Inclusion	400		389	11	97%	Budget Mat
4430	Children & Young People	8,692		4,470	4,222	51%	Underspend as internal staffing used
Total People Committee		12,292		6,839	5,453	56%	

601	Grants	Target		YTD	Variance	%	Notes
4134	Community Grants	32,000		17,500	14,500	55%	Budget Mat
4136	Pop Up Fund	2,000		600	1,400	30%	Slight underspend
4138	Special Grants	25,000		25,000	-	100%	Budget Mat
Total Grants		59,000		43,100	15,900	73%	

			YTD	Variance	%
Grand Total Income	199,269		223,259	- 9,587	105%
Grand Total Expenditure	255,517		224,595	35,442	86%

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

Appendix 4 Detailed Receipts & Payments by Budget

Cost Centre Report

Heading 07/04/2022

	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	21,729	20,000	(1,729)			108.6%	
1076 Precept	166,277	166,269	(8)			100.0%	
<u>101 Staff costs</u>							
4100 Staff costs	(78,894)	(75,000)	(3,894)		(3,894)	105.2%	
4105 Training	(385)	(1,500)	1,115		1,115	25.7%	
<u>102 Administration</u>							
4101 Councillor allowances	(2,000)	(3,000)	1,000		1,000	66.7%	
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	(1,045)	(1,000)	(45)		(45)	104.5%	
4127 Office maintenance/relocation	(43)	(500)	457		457	8.7%	
4128 Catering	(59)	(200)	141		141	29.3%	
4130 IT - hosting, computers, email	(4,676)	(7,500)	2,824		2,824	62.3%	
4132 Stationery & Materials	(675)	(500)	(175)		(175)	135.0%	
4133 Chair's Allowance	(75)	(75)	0		0	100.0%	
4135 Tel & post	(1,076)	(2,000)	924		924	53.8%	
4137 Subscriptions	(2,922)	(2,750)	(172)		(172)	106.3%	
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	(90)	(100)	10		10	89.6%	
4150 Elections costs	(722)	(2,000)	1,278		1,278	36.1%	
<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	(17,555)	(17,500)	(55)		(55)	100.3%	
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	(1,254)	(4,000)	2,746		2,746	31.4%	
4999 Climate Emergency	(112)	(1,000)	889		889	11.2%	
<u>401 Events</u>							
1410 Income Summer Festival	10,968	6,500	(4,468)			168.7%	

Detailed Receipts & Payments by Budget Heading 07/04/2022

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	9,882	5,000	(4,882)			197.6%	
1412 Income Winter Fair	0	1,500	1,500			0.0%	
4201 Events Administration	(9,300)	(9,300)	0		0	100.0%	
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	(389)	(400)	11		11	97.1%	
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	(600)	(2,000)	1,400		1,400	30.0%	
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	(4,520)	0	(4,520)		(4,520)	0.0%	
Grand Totals:- Receipts	212,323	199,269	(13,054)			106.6%	
Payments	224,595	247,825	23,230	0	23,230	90.6%	
Net Receipts over Payments	(12,272)	(48,556)	(36,284)				
plus Transfer From EMR	(11,566)						
Movement to/(from) Gen Reserve	(23,839)						

Report To:	Queen's Park Community Council		
Title:	Officers' Report		
Purpose:	For information and discussion		
Author:	Shuwanna Aaron, Acting Proper Officer, Liz Thorpe-Tracey, Projects and Events Coordinator, Millie Kent, Project Officer		
Date of Meeting	18 May 2022	Agenda Item	020-22/23

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

Elections
<p>The elections strategy has gone ahead successfully. Thirteen candidates were nominated to stand in the elections, including 4 new candidates and enquiries for others. There was a contested election in Zone QPB which had previously required co-option.</p> <p>The Election Special Issue of the Queen's Park Voice was published and distributed across the community with the help of Councillors and Volunteers.</p> <p>Particularly focus was given to QPB and HLEP carried out a drive around the area the day before the elections reminding residents to vote.</p> <p>Around five hundred and eighty votes were casted in the election with 46 spoilt ballots.</p>
Councillors' Induction
<p>Councillors were invited to their first inductions session on May 11th focused on the role of the Council and Councillors. All Councillors have been advised of the importance of familiarising themselves with the Members Code of Conduct, Members and Officers protocol, the Council's Standing orders and Data Protection Policy. Councillors have also been asked to sign-up to at least support five of the Councils' events across the year to provide more opportunities for residents to know their Councillors and to input th</p>
Events
<p>Easter</p> <p>There were two days of Easter celebrations in Queen's Park. On Sunday Bunny drove around the area handing out bags of mini eggs, bouncy eggs or finger puppets. Families were very happy to see Bunny Truck which stopped regularly for photos. We told all the families with young children about the Easter Egg hunt. On Monday the Bunny's truck parked outside the Wildlife Garden in Queen's Park Gardens, and set up a hidden object hunt, with small plastic eggs, animals, fish and birds. The children had to different items for a prize. The event was very well attended, but not over crowded. We handed out over 100 chocolate eggs, 12 truck eggs and 25 finger puppet eggs. FabpartiesUK, local resident Face-painter, Tracy Garrett face painted, and there was a queue for the face painting</p>

for the whole event. Cllr McArdle came to visit the event, it was extremely successful and we received a lot of very positive feedback!

Eid Party

We supported Community Champions to host an Eid Party on May 11th bringing together women of the Muslim faith and others who wanted to learn more/celebrate with members of their community. The event provided a buffet meal, henna, dress-up and a DJ as entertainment and guests went away with a goodie bag. There was a lot of interest in the event which was catered for 50 residents who were asked to register in advance. Many residents from neighbouring areas and from the area that were not registered had to be turned away on the day. Learning for next time includes increasing capacity and improving communication about the criteria and requirement to register.

Climate Emergency

Funding has been awarded to the council by The National Lottery's Together for Planet award to run a series of climate action workshops in Queen's Park. The funding covers officer time, hall hire and a catering budget. An application has been made to the London Community Energy Fund in partnership with Repowering London for development costs of a community energy project located at the Beethoven Centre. This would cover a feasibility study, business plan and community engagement around the project. The council's emissions for the 21/22 municipal year have been offset using Carbon Club certified credits. The Climate Emergency Working Group decided to offset 5 tonnes of CO2 equivalents rather than the 1 tonne calculated as the calculation omits a number of emission streams.

An environmental policy has been drafted in consultation with the Place Committee.

Grants

have worked closely with recipients from the last round of the Community Grants programme to ensure projects will be appropriately advertised and accessible to residents across the Queen's Park Community. A Pop-up grant has been approved for residents on Fifth Avenue organising a Platinum jubilee street- party, two further applications are pending.

Community

The Big Garden Clean-up project is ongoing with more than thirty senior and disabled residents currently on a waiting list for support clearing their gardens. The first team of Corporate volunteers from Time and Talents cleaned up three gardens on May 11th. Two further gardens that we scheduled for clean-up on that day were re-scheduled due to the downpour of rain. Another gardening date has been organised for June 22nd, with the potential for another towards months' end. Paddington Partnerships have also been contacted for their support with the project.

A community clean-up was held on the 2nd of April as part of the Great British Spring Clean. Officers from Westminster's Recycling team were in attendance to answer and questions and give advice to residents.

Officers have worked with corporate volunteers and Veolia to organise additional litter picks in the area. A team from One Westminster will be in the area on the 24th of May to help clean the streets of QPB and QPC.

Children and Young People Survey

The Children and young people's survey has closed and a report has been drafted to be finalised in the coming week. Officers will meet the children and young people's working group to discuss the report and plan activities to implement findings from the survey.

Staffing

Plans are being made to recruit a temporary Community Development Officer to support the team over the summer months until further staffing considerations are made. The CDO will focus on supporting the Council's event, activities and Social Media communications.

Jubilee site

QPCC Officers have met with Officers from WCC on two occasions to discuss the plans for the Jubilee site. It has been agreed that there will be a Management Group which includes Queen's Park Community Council, Everyone Active, Management at Moberly Leisure Centre, and other community groups and organisations. QPCC have been asked to propose a number of community organisations to join the Management Group. Inquiries were also made about free access to the Jubilee site for local organisations, QPCC has been tasked with suggesting a criteria for this process to be discussed and agreed between WCC and Everyone active. A paper will be presented to the Place Committee meeting in June.

Harrow Road Business Association

We have worked closely with WCC officers on a successful High Street for all bid which has resulted in the recruitment of a Co-ordinator for the Harrow Road Business Association for the next 12 months. The Coordinator has been tasked with supporting the formalisation of the HRBA and working with WCC to provide focused support for retailers on the Harrow Road. QPCC has handed over complete coordination of the HRBA to the new coordinator and will continue to work on the developing steering group to support initiatives of the HRBA.

4 Main tasks / issues over the forthcoming period

Events

Street Parties

We have been working with residents on Ashmore Road, Kilravock Street and Fifth Avenue who will be hosting street parties on June 5th as part of the Platinum Jubilee Celebrations. Officers have provided administrative support and have met with residents bi weekly to discuss and support their plans.

Summer Festival

This year Queen's Park Community Summer Festival will be Community focused, drawing performers, traders and volunteers from across the Community. Taking on learning from last year Queen's Park Community Council will have a more central positioning at the Festival and there will be clearer branding around the festival to raise awareness about the Council's role facilitating the festival and other activities locally.

We will be introducing a new Water Park - with Zorbing and Water Bumper boats to the festival. The Main stage will return to the centre of the event, and will include young performers from Padding Arts and Avenues, and local people who respond to call for performers. All of the regular activities and information stalls will be there - from Face Painting to Dr Bike, Living Things to Dominoes and The Queen's Park in Bloom prizes stall.

There will be performers in St Jude's Hall, to entertain at the Over 60s Party, and we will encourage people to visit St Jude's for some intergenerational performances.

We would like to encourage new local talent and have also set aside room for local stall holders to take part at the event. If you would like to request a stall, or perform at the event, please email events@queensparkcommunitycouncil.org for a form.

There will be a offering of free food vouchers for volunteers, and on a first come first serve basis to the public. After that, hot food will be available to purchase at the event.

We will also have a new GREEN zone in the Wildlife Garden, focusing on QPCC's Climate Action Group.

If you have any ideas or feedback, please whatsapp the Events team on 07867 803 081

Community Clean-up

The next community clean-up is scheduled for Saturday the 28th of May. Clean-Ups will also be held the day after each of our major events in 2022.

- Sunday the 7th of August (Summer Festival)
- Sunday the 6th November (Fireworks display)
- Sunday the 4th of September (Winter Festival)

Further comms will go out for each of these events nearer the time.

Climate Emergency

The Queen's Park Climate Action project will be commencing in June 2022 with officers working closely with a number of stakeholders and the Climate Emergency Working Group to get as many residents involved as possible. This project will culminate in a series of events being run by residents during the Great Big Green Week 2022 (24th September – 2nd October). Officers will continue to work with Westminster Housing to encourage the uptake of domestic retrofit in the area and ensure that any work is carried out to a high standard.

WCC Reception

On July 25th the Council will host a reception for representatives of the City Council to increase awareness about the role that QPCC plays in the Community and to showcase our work. This is part of WCC's Councillor's induction and ongoing conversations about how the City Council can support the development of more Community Councils across the borough.

Councillors' Induction

Councillors will receive invitations to further induction sessions including a compulsory session on the Council's Climate justice strategy and other elective sessions hosted by Westminster City Council.



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

Shuwanna Aaron, Director

13 October 2022

AGENDA

021-22/23	Apologies for absence – to receive and approve any apologies for absence.
022-22/23	Declarations of interest – to note any Declarations of Interest or Dispensations granted in respect of any item on the Agenda.
023-22/23	Minutes of the previous meeting – to consider for approval the minutes of the Council Meeting held 18 May 2022 for confirmation and signing as a correct record.
024-22/23	Public session – to receive any questions, representations or petitions from members of the Public. <i>(Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).</i>
025-22/23	Community Grants - to receive a report and recommendations from the Grants Panel.
026-22/23	Council Website - to receive a report and recommendations from the Director.
027-22/23	Council Office – to receive a report and recommendations from the Director.
028-22/23	People Committee Report - to receive a verbal update on the work of the People Committee.
029-22/23	Place Committee Report - to receive a verbal update on the work of the Place Committee.
030-22/23	HR Committee Report - to receive an update on the work of the HR Committee.
031-22/23	Financial Report - to receive a report on the current financial position and approve payments and expenditure.
032-22/23	Audit Reports - to review the External Audit Report for 2021/22 and the Mid-year Internal Audit Report for 2022/23/.
033-22/23	Working Groups - to receive a verbal update from The Voice Working Group.



034-22/23	Chair's Report – to receive a verbal report from the Chair of Council
035-22/23	Officers' Report – to receive a verbal update from Officers.
036-22/23	Community Report – to receive a verbal report from Ray Lancashire regarding newly released local crime statistics..
037-22/23	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. This business includes the financial affairs of third parties.
038-22/23	Queen's Park Hall (Confidential Item) - to receive a verbal update on discussions concerning Queen's Park Hall.

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held in the Beethoven Centre

on **Wednesday 18 May 2022** commencing at 18:00.

Present: Councillors Eartha Pond (Chair), Gill Fitzhugh, Orrel Lawrence, David Fakhr, Emma Sweeney, Stella Wilson, Samantha Alleyne, Sandra Bynoe and Ryan Dalton

Also present: Shuwanna Aaron, Proper Officer, Millie Kent, Project Officer and two members of the public

001-22/23 Election of Chair

RESOLVED THAT, Councillor Eartha Pond be elected Chair of Queen's Park Community Council for the Municipal Year 2022/23.

002-22/23 Chair's declaration of acceptance of office

Councillor Pond made and signed a declaration of acceptance of office.

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

003- 22/23 Election of Vice-chair

RESOLVED THAT, Councillor Ryan Dalton be elected Vice-chair of Queen's Park Community Council for the Municipal Year 2022/23.

004 22/23 Declarations of acceptance of office

Cllr Dalton made and signed a declaration of acceptance of office.

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

005-22/23 Apologies for absence – Cllrs Brian Nicholas, John McArdle and Roger Diamond have issued apologies.

006-22/23 Declarations of interest – No declarations of interest were issued apart from those issued in the registration of interests.

007-22/23 Minutes of previous meetings

RESOLVED THAT, the minutes of the meetings of 16 and 30 March be approved as a correct record and signed by the Chair.

008 -22/23 Public Session

No issues were raised by the public.

009 -22/23 Diary of Meetings and other Committee Matters

The Proper Officer circulated a report containing Terms of Reference previously agreed by the Council for the People, Place, and HR Committees, a proposal was made to pose a question to the People Committee to reduce the number of meetings to three.

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.

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

009.2 RESOLVED THAT, Councillors Alleyne, Dalton, Bynoe, Wilson, Lawrence , Dalton, Fitzhugh, Lawrence, Pond and Nicholas be APPOINTED to the People Committee for the 2022/23 Municipal Year

009.3 RESOLVED. THAT, Councillor Alleyne be ELECTED as the Chair of the People Committee for the 2022/23 Municipal Year

009.4 RESOLVED THAT, Councillor Dalton be ELECTED as Vice Chair of the People Committee for the 2022/23 Municipal Year.

009.5 RESOLVED THAT, Councillors McArdle, Sweeney, Fitzhugh, Alleyne, Diamond and Wilson be APPOINTED to the Place Committee for the 2022/23 Municipal Year.

009.6 RESOLVED THAT, Councillor McArdle be ELECTED as Chair of the Place Committee for the 2022/23 Municipal Year.

009.7 RESOLVED THAT, Councillor Bynoe be ELECTED as Vice Chair of the Place Committee for the 2022/23 Municipal Year.

009.8 RESOLVED THAT, Councillors Wilson, Lawrence, Alleyne, Sweeney, McArdle and Pond be APPOINTED to the HR Committee.

009.9 RESOLVED THAT, Councillor McArdle be ELECTED as the Chair of the HR Committee for the 2022/23 Municipal Year

009.10 RESOLVED THAT, Councillor Sweeney be ELECTED as Vice Chair of the HR Committee for the 2022/23 Municipal Year.

009.11 RESOLVED THAT, Councillors Fakhr, Dalton, Fitzhugh and Bynoe be APPOINTED to the Appeals Committee the 2022/23 Municipal Year.

009.12 RESOLVED THAT, Councillor Fitzhugh, be ELECTED as the Chair of the Appeals Committee for the 2022/23 Municipal Year.

009.13 RESOLVED THAT, Councillor Fakhr, be ELECTED as the Chair of the Appeals Committee for the 2022/23 Municipal Year.

010 -22/23 Working Groups

The Proper Officer circulated a list of the existing working groups coordinators and memberships and would like to update it for the new year. Councillors were asked to nominate themselves to join the Working Groups. It was highlighted that the composition of the Forward Planning Working Group included the Chairs and Vice-chairs of the Council together with the chairs of People, Place and the HR Committees.

010.1 RESOLVED THAT, the coordinators and councillor members of each Working Group be as set out in Table 1 below.

011 -22/23 Representation on External Bodies

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

011.1 RESOLVED THAT Simon Walton continues to represent the Council on Westminster Amenities Societies Forum (WASF) and on any other formal or informal town planning groups which arise for 2022/23.

011.2 RESOLVED that Susanna Rustin be asked to continue representing the Council on Westminster Living Streets for 2022/23.

011.3 RESOLVED THAT, Cllr Fitzhugh represent the Council on the BT Garden Management Committee

011.4 RESOLVED THAT, Cllr Fitzhugh represent the Council on the Harrow Road Steering Committee

011.5 RESOLVED THAT Cllr Alleyne and Cllr Pond jointly represent the Council on the pending Jubilee Community Management Group.

012 -22/23 Standing Orders

The Proper Officer circulated a report recommending that the Standing Orders be amended to reflect changes in the contracting regulation.

RESOLVED THAT, the revised Standing Orders be APPROVED.

013 -22/23 Financial Regulations

The Proper Officer circulated a report recommending changes to the Financial regulations following a report from independent Auditors to make clear the differences between Authorising expenditure and making payments.

RESOLVED THAT, the revised Financial Regulations be APPROVED.

014 -22/23 Readoption of Policies

The Proper Officer circulated a report recommending that the adoption on a new Environmental Policy with recommendations that the policy be approved.

RESOLVED THAT, the Environmental Policy be APPROVED.

015 -22/23 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.

016 -22/23 Internal Audit Report

The Proper Officer circulated a report and took the meeting through the annual report that contained the internal auditor's conclusions.

RESOLVED THAT, the internal audit report for 2022/23 be NOTED.

017 -22/23 Approval of the Annual Governance Statement

The Proper Officer circulated a report in the absence of the RFO and stated the requirement that the report be approved.

RESOLVED THAT, the Annual Governance Statement for 2022/23 be APPROVED and signed by Cllr. Eartha Pond and Acting Director Shuwanna Aaron.

018 -22/23 Approval of Accounting Statement

The Accounting Statement was circulated as part of the meeting's papers and introduced by the Acting Proper Officer. It was stated that approval of the report was required as part of the AGAR.

RESOLVED THAT, the Accounting Statement for 2022/23 be APPROVED and signed by Cllr. Eartha Pond.

019 -22/23 Financial Report

The Financial Report was circulated with the meeting's papers outlining recommendations for activities during 2022/23.

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

019.2 RESOLVED THAT, That payments to the value of £4,555.93 in Appendix 2a be approved.

019.3 RESOLVED THAT payments to the value of £5,831.36 in Appendix 2b be approved.

019.4 RESOLVED THAT payments to the value of £31,588.36 in Table 3 be approved.

019.2 RESOLVED THAT the disbursement of Special Grants to the value of £5,000 be delegated to the people Committee.

020-22/23 Officers' Report

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

RESOLVED that the report be NOTED.

Table 1: Working Groups

Name of Group	Members
Air Quality	Co-ordinator: Ray Lancashire Councillors: Samantha Alleyne Public:
Children & Young People	Co-ordinator: Eartha Pond Councillors: Samantha Alleyne, Sandra Bynoe, Roger Diamond, Ryan Dalton, David Fakhr, Stella Wilson Public: Liz Thorpe- Tracey
Climate Emergency	Co-ordinator: Millie Kent Councillors: Gill Fitzhugh, Samantha Alleyne, Stella Wilson, Ray Lancashire Public: Susana Rustin, Leslie Barson, Luke Douglas-Home

Community Engagement	Co-ordinator: Community Development Officer Councillors: Eartha Pond, Samantha Alleyne, David Fakhr, Sandra Bynoe, Roger Diamond, Ryan Dalton Orrel Lawrence Public:
Economic Development	Co-ordinator: Gil Fitzhugh Councillors: Samantha Alleyne, Stella Wilson Public:
Events and Socials	Co-ordinator: Shuwanna Aaron Councillors: Eartha Pond, Samantha Alleyne, Brian Nicholas, Sandra Bynoe, Orrel Lawrence, Roger Diamond, Emma Sweeney, Ryan Dalton Public:
Forward Planning	Co-ordinator: Eartha Pond, Shuwanna Aaron Councillors: Ryan Dalton, Samantha Alleyne, John McArdle Public:
Grants	Co-ordinator: Shuwanna Aaron Councillors: Eartha Pond, Samantha Alleyne, Emma Sweeney, David Fakhr Public: Angela Singhate
Planning	Co-ordinator: John McArdle Councillors: Samantha Alleyne Public: Simon Walton
Public and Community Art	Co-ordinator: Samantha Alleyne Councillors: Stella Wilson Public: Harry Eagle, Eva Nowicka
Social Inclusion / Care In Queen's Park	Co-ordinator: Sandra Bynoe Councillors: Gill Fitzhugh, Samantha Alleyne, Orrel Lawrence, David Dakhr, Emma Sweeney, Ryan Dalton Public:
The Voice	Co-ordinator: Shuwanna Aaron Councillors: Orrel Lawerene, Samantha Alleyne, Roger Diamond, Ryan Dalton, Public: Joe Gordon

The meeting closed at 19:52

Minute Ref: 022 – 22/23

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

Cllr. Eartha Pond

Chair

Report To:	Queen's Park Community Council		
Title:	Award of Community Grants		
Purpose:	For decision		
Author:	Elysse Graves, Community Development Officer		
Date of Meeting	19 October 2022	Agenda Item	025 – 22/23

1 Summary

This report recommends that grants are approved by Council and proposals to change the process noted.

2 Recommendations

- (1) That grants to the value of £12,440 set out in the table at Section 4 be approved.
- (2) That the request for changes to the process at 3.5 be noted and the Director asked to bring forward proposals to the January meeting of the Council.

2 Background and Context

- 3.1 At the meeting on 19 January 2022 the Council allocated a budget of £25,000 for Community Grants in 2022/23 (060 – 21/22). It is the practice to split this sum between two rounds, making £12,500 available in each.
- 3.2 A call for applications was issued in September 2022 and a total of 22 applications with a total value of £47,590 were received which are the subject of this report. A full list is provided in the Appendix and councillors can view the full applications by contacting the Community Development Officer in the office.
- 3.3 For the first time since Autumn 2019 we were able to convene a Grants Panel to consider the applications in detail. Since then, decisions have been made either by Officers under delegated powers or by Council following direct recommendations from Officers.
- 3.4 The Grants Panel comprised residents Bianca Beckford and Hannah Stevens with Angela Singhate as Chair supported by the Responsible Financial Officer and the Community Development Officers. It met in person on Tuesday 11 then by Zoom on Thursday 13 October to discuss and decide on the applications.
- 3.5 The Panel has asked that a Councillor be nominated to join them and that the process be revised to give more time and provide more information for evaluation.

4 Evaluation of Applications

- 4.1 As the total value of the applications is higher than the funds available, it was necessary to reduce the total allocation by some means.

- 4.2 The first stage was to examine to that all application qualified to receive a grant from the Council. Two, Best Foot Forward Skate Academy and Boxthenix appeared to be from private companies so were ruled out and one from Jacadi Nicholas appeared to be a pitch for work rather that a grant application.
- 4.3 The next stage was to examine the monitoring record of those who have previously applied to the Council for grants. Affirm Arts and JKCS being rejected as both received funding in the most recent round for which monitoring has only recently been submitted and have not yet been reviewed.
- 4.4 The remaining 17 applications were then discussed in detail with respect to defined aims, actions to reach those aims, timescales to deliver the project within the ward, and benefits to Queen's Park residents.
- 45 The outcome of those decisions is shown in the table below. It is recommended that these be approved.

	Project Name	Project Outline	Request	Recommend
12	Bajum Runshop cultural club	Workshop targetted towards children and families around Caribbean art and culture. Will be featuring carnival art.	£1,800	£1,800
16	Treasurebox boxing	Afterschool boxing club	£3,500	£3,500
17	Age UK	Annual Christmas project - delivering Christmas lunches and hampers to vulnerable/isolated participants	£3,500	£3,500
18	Musicus CIC	Music programme targetted at children 7-17 to share and create music as a cohort over a span of weeks	£3,500	£3,500
19	Creative Futures	Arts based workshops centred around recycling materials targetted at children.	£2,390	£2,390

Appendix Summary of Applications

	Project Name	Project Outline	Request	Opinion
1	NEURO CREW	5 day programme targetted at KS2 centred on empathy, resilience and confidence.	£1,000	Should be working alongside existing organisations.
2	Natural Remedies	Teaching local residents about natural remedies through workshops	£1,000	Questions about value for money.
3	McSafe	Safe travel for 1-2 residents to and from college - just during the winter term.	£1,000	Questions about value for money.
4	JK Studio	Art-based activities/events provided to the community	£3,500	Questions about value for money.
5	Jacadi	Data analysis	£1,000	Not a grant proposal.
6	Healthy Snacks	Summer camp in October half term targetted a children of Westminster centred around healthy eating	£1,000	Replicated proposal.
7	Dodge the laziness	Providing children a safe environment to do activities and physical activities.	£1,000	Existing programmes meet the demands of this project.
8	Craft of Poetry	Offering pottery sessions to children to get them creative	£1,000	Replicated proposal.
9	Cardboard Crafts	Teaching children about getting creative through recycling, teaching children about the importance of the environment and why recycling is so necessary.	£1,000	Replicated proposal.
10	Pepe Duncan: Black History Month	Workshop around mask masking, textile work themed with BHM	£1,000	Questions about value for money.
11	Best Foot Forward Skate Academy	Offering skateboarding lessons to local residents. Sessions will run on the weekend providing children activities to do on the weekend.	£3,500	Limited company.
12	Bajum Runshop cultural club	Workshop targetted towards children and families around Caribbean art and culture. Will be featuring carnival art.	£1,800	Exciting arts-based project.
13	Affirm Arts	Weeks worth of arts based activities targetted and children and young people	£2,000	Monitoring nor reviewed.
14	Af Legacies	Art based activities with the collaboration from local artists too.	£1,000	Didn't feel a mature application.
15	7spheres	Providing activities for children in QP (but not exclusive to children from QP Ward). Project will take place either in the park or the library and will run during the week.	£3,500	Unclear what the project is.
16	Treasurebox boxing	Afterschool boxing club	£3,500	Bringing a role model into the area.
17	Age UK	Annual Christmas project - delivering Christmas lunches and hampers to vulnerable/isolated participants	£3,500	Directly benefits the QP residents.

18	Musicus CIC	Music programme targetted at children 7-17 to share and create music as a cohort over a span of weeks	£3,500	Activity for young people with music. Very good application.
19	Creative Futures	Arts based workshops centred around recycling materials targetted at children.	£2,390	Mature application – very clear project outlines and delivery.
20	Boxthenix	None contact sports targetted at children ages 5-11 years of age. These sessions are mentored throughout offering support.	£3,500	Limited company. Application submitted to become a CIC but not yet approved.
21	Open Age	Group based activities in QP	£3,500	Put forward Age UK.
22	Adolescent Coaching	Providing workshops around coaching, life skills, PHSE lessons	£3,400	Unclear project outline and delivery.

Report To:	Queen's Park Community Council		
Title:	Change of Website Management Contractor and additional domain name.		
Purpose:	For Approval		
Author:	Shuwanna Aaron, Proper Officer		
Date of Meeting	19 October 2022	Agenda Item	026-22/23

1 Summary

This report outlines the necessary improvements needed to the Council's Website and recommends a change in website management contractor to best enable to council to meet these requirements.

2 Background

- 2.1 In 2019 the QPCC contracted Complex Creatives (then London Creatives) to design its website. Following this, the Council entered into a de-facto website management relationship with Complex Creatives. Over the years, officers have found communication with, and the support from Complex Creatives lacking. Recently, there has been a further breakdown in this relationship, in addition to Complex Creatives failing in their responsibilities to the Council causing the Council's domain registration to lapse and the Council's website to be offline for a few days.
- 2.2 There are a number of legal compliances including Accessibility and GDPR, which the Council's website is does not currently meet due to the difficulty accessing support from Complex Creatives, as well as the companies lacking in speciality managing Council websites.
- 2.3 In accordance article 11.1.h of the Council's Financial regulation 2022 (stated below) officers have sought two additional quotes from alternative website management providers to be compared with the offer and cost of services provided Complex Creatives.

Council's Financial regulation: 11.1.h

"When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Chief Officer or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1,000 the

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

- 2.4 Both of the alternative providers offer specialist services to parish and town council and can offer support that meets the Council's needs and are – after the initial set-up and migration costs – more cost effective. Please see Appendix A for a breakdown of the comparisons.
 - 2.5 In accordance article 11.1.i of the Council's Financial regulation 2022 "The council shall not be obliged to accept the lowest or any tender, quote or estimate"
 - 2.6 The Council's domain name www.queensparkcommunitycouncil.gov.uk is long and can be inaccessible. It is possible to add a new domain name that connects to the Council's website, e.g www.qpcc.gov.uk or www.queenspark-cc.gov.uk. This would need to be approved by the Cabinet Office and would include a gradual phase out of the longer domain name and re-direction to the new domain name where www.queensparkcommunitycouncil.gov.uk is used.
3. **Recommendations**
 - 3.1 It is recommended that Council approves to engage Net Wise as a contractor to migrate and manage the Council's website.
 - 3.2 That the council approves an additional domain name and the gradual phase out of www.queensparkcommunitycouncil.gov.uk.

Appendix

One-off Costs

Services	Aubergine		Net Wise	Complex Creatives
Set- up	975 + VAT (SLCC MEMBER DISCOUNT)		599 + VAT	N/A
Transfer of Website Content	£300 + VAT		£ 0 (Included in Set-up)	N/A
Annual hosting & support	£199 + VAT		330 + VAT	1080 + VAT
Event Registration/Online payment	£250 + VAT		£300 (aprx) + VAT	Not applicable
Training	£199 + VAT (Half-day in person)		£0 Virtual training included	
Web Content Accessibility Guidelines (WCAG) Monitoring WCGA monitoring helps to ensure our website is inclusive and accessible to people with disabilities	£299 + VAT Quarterly monitoring and compliance reports		£0 (No reporting)	Not provided
Notes				
	Discounts for SLCC members 2-year fixed price guarantee.		No fixed term	No fixed term
Annual Costs				
Annual hosting & support	£199 + VAT		330 + VAT	1080+ VAT
Web Content Accessibility Guidelines (WCAG) Monitoring	£299 + VAT		£0 (Included in website set-up, officers to manage with tools)	?
Domain registration	£100 + VAT		£60 + VAT	£48
Total	£717.6 (inc VAT)		£390 (inc VAT)	£1344 (inc VAT)
Optional Extra Support:				
Extended annual support package	£300 + VAT		N/A	N/A
	£500 + VAT			?

Hosting and Support			
	Aubergine	Net Wise	Complex Creatives
Annual Hosting	Yes	Yes	Yes
Automated backups	Yes (every 12 Hours)	Yes (daily)	Yes
Software management	Yes	Yes	No
Email Addresses	?	Yes	No
Mobile- friendly site	Yes	Yes	Yes
Disk space	?	5gb	?
Bandwidth	Not applicable	20gb	?
Email, online or phone support	Yes	Yes	Yes
Communication	2 hours banked support	Yes (Newsletter)	No
Compliance and Certifications			
	Aubergine	Net Wise	Complex Creatives
SSL Certificate	Yes (own server)	Yes (SSL Certified)	?
Cyber Essentials Certificated	Yes	No	?
GDPR Compliant	Yes	Yes	?
W3C Compliant	Yes	Yes	?
WCAG Compliant	Yes	Yes	?
JISC-approved	Yes (permitted to work on .gov.uk websites)	Yes	Yes
Privacy Policy	Template provided	Yes	Yes
Transparency Code	Yes	Yes	No
Accessibility statements	Template provided	Yes	No

Website Features			
Features	Aubergine	Net Wise	Complex Creatives
Upload Minutes	Yes	Yes	Yes
Upload Agendas	Yes	Yes	Yes
Upload Financials	Yes	Yes	Yes
Create Events	Yes	Yes	Yes - problematic
Room booking	Yes - forms	Yes - Forms or £145 p/a with contractor	Yes - Forms
Council Members	Yes	Yes	Yes
Notices	Yes	Yes	No
News Articles	Yes	Yes	Yes
Operation Royal Bridge Ready	Yes	Yes	No
Facebook Feed	?	Yes	?
Twitter Feed	?	Yes	?
Virtual Tour Feature	No	Yes	No
Parish History Section	Yes	Yes	Yes
Contact Forms	Yes	Yes	Yes
Galleries	Yes	Yes	Yes
Local directory	Yes	Yes	No
Newsletter sign-up system	Yes	Yes	Yes

Report To:	Queen's Park Community Council		
Title:	QPCC relocation		
Purpose:	For Approval		
Author:	Shuwanna Aaron, Proper Officer		
Date of Meeting	19 October 2022	Agenda Item	027-22/23

1 Summary

This report outlines new considerations for the council regarding relocating the Council's Office and asks the Council to approve a new search.

2 Background

- 2.1 Since 2014 the Council has had several discussions about relocating from its current location – an office shared with the Paddington Development Trust at the Beethoven Centre. The Council has previously approved the search for potential locations and has held a budget line for this research but has not approved a relocation.
- 2.2 It has always and continues to be important for the Council to maintain its relationship with the PDT and the Community Champions that operate out of the shared office. Over years the relationship with PDT has maintained partially as a result of proximity enabled by sharing office but and also due to the continued collaboration with PDT and Community Champions on events such as the Summer, Festival, Fireworks Display and more recently in celebration of Eid and the Winter Social. The Council has also continued to work with champions on other projects such as the Community Engagement Surveys, sharing resources and expertise.
- 2.3 Over the years however, the Council has accumulated a wide range of resources, tools and documentations which requires a significant amount of storage. Whilst the Council does have access to the PDT storage space on Third Avenue and has previously been able to store materials in the Queen's Park Hut (no longer possible) there continues to be a significant amount of clutter and disorganisation in the Office as a result of the need for additional storage.
- 2.4 It is important for the operation of the Council, the efficiency and well-being of Officers and Councillors visiting and working from the office, and for residents and other visitors, that the office is a clean environment conducive to working and meeting.

- 2.5 It is also important that the Community Council office is accessible to residents and continues to occupy a central location in the Community.
- 2.6 There are a few empty offices available at the Beethoven Centre, and potentially a number of other potential options across the community which can act as a n ideal base for the Community Council.

3. **Recommendations**

- 3.1 It is recommended that Council approves officers to research options for relocation including to a new office within the Beethoven Centre and to present a proposal and budgetary requirements for approval to the next Council meeting.

Report To:	Queen's Park Community Council		
Title:	Chairs' Report		
Purpose:	To note		
Author:	Samantha Alleyne		
Date of Meeting	19/10/2022	Agenda Item	028 – 22/23

1 Summary

This report sets out some of the activity of the People Committee since the last meeting of the Full council

2 Recommendations

That the Council notes the Report.

3 Main tasks / issues since last full meeting of Committee

Meetings

People Committee meetings were called on three occasions since the last meeting of the Full Council.

15th June – Meeting was not quorate.

- No discussion or decision were made on but Councillors that were present had an opportunity to hear from, and pose questions to applicants to the Special Grants Fund.

22nd June – Extraordinary: discussion of special grants.

- Committee discuss the allocation of the special grant's funds of £5000. Deciding to split the available funds between three of the four applicants and to work in partnership with the fourth applicant (Awosorta foundation) to support the project as part of the Council's Summer in Queen's Park programme for children, young people and their families.

7th September:

- The meeting was business as usual with reports from Officers and Working Groups including updates:
 1. On the successful delivery of the 19th Annual Summer Festival and the Summer in Queen's Park Programme.
 2. The Delivery of the 33rd Issue of the Queen's Park Voice
 3. An update on the Garden Clean-up project
 4. Updates on grant funded projects
 5. Officers also outlined plans for Black History Month and improvements to the Queen's Park Voice.

Updates since the last meeting

- The Chair of People has worked with officers and residents to plan Black History Month activities including the play, Out of the Picture which has had its first showing on Monday 17th in front of a full audience. £160 in donation were collected which will contribute to the cost of the project. Two further shows are planned form Friday 21st October.
- A BHM exhibition is also planned form Monday 31st October to include an art exhibit, live music and performance and refreshment.
- The Fireworks Display is set to go ahead as planned – officers and the event co-ordinator will meet with representative at WCC to finalise details on Thursday 20th October.
- Plans for the Winter Festival are still being developed - Officers have brought on a sponsor for the event (Marsh and Parson Estate Agents) who are providing £1500 in funding, in addition to providing refreshments and activities at the festival.

Report To:	Queen's Park Community Council		
Title:	Chairs' Report		
Purpose:	To note		
Author:	John McArdle		
Date of Meeting	19/10/2022	Agenda Item	029 – 22-23

1 Summary

This report sets out some of the activity of the Place Committee since the last meeting of the Full Council

2 Recommendations

That the Council notes the Report.

3 Main tasks / issues since last full meeting of Committee

Meetings

Place Committee meetings were called on two occasions since the last meeting of the Full Council.

22nd June Meeting was

The meeting was business as usual with reports from officers and working groups including:

- An update on conversations with WCC officers on the development and role of the Community Management Group for the Jubilee Community Centre being developed on Caird Street and QPCC's proposal for free usage space for local individuals, groups and organisations facilitation events that benefit the community.
- Support for the development of the Out of the Picture Play with the support of the Public and Community Arts working group.

Officers reported on:

- An outline of WCC's local retrofitting project, progress from the Community clean up and a number of other project being spearheaded by the Climate Emergency Working group with partners such as the Avenues' Youth Project.
- Meetings with Ward Councillors and WCC officers regarding repairs necessary in the Mozart,
- An update on Play Street designations and Street Play session on Ashmore Road and Kilravock Street, the garden clean-up project, The Shelby Square consultation, updates on the Japanese knotweeds in Harrington Court, Support for residents running Jubilee Street Parties and updates about the BT garden project.

21st September:

- Committee discussed its general support of a resident's application to WCC to install a coffee stand in the Queen's Park gardens. Outlining concerns around size, security, viability and affordability and authorised officer to Convery a summary of the discussion to WCC.

- There was a discussion about the Committee's view of the progress made in regards to community access to and long-term engagement in the management of the Jubilee Community Centre. And officers were authorised to provide a summary of the Committee's discussion to representatives at WCC.
- A written report was submitted by HCGA and Canine Culture provided a verbal report which prompted a discussion about splitting the Dog Run in the Queen's Park Gardens.
- A written report from the Planning Working Group outlining recent activity, and a verbal report from the Climate Emergency Working group including a report on the Council's Carbon Calculation for 21/22.
- A verbal report was received from Air quality working groups showing a general improvement across the area.
- A verbal report from Officers included: Updates on the Harrow Road Open Space and other potential sites for developments in the area. An update on repairs concerns raised and addressed by WCC. A report on the recent Community Clean-up event, Street Play session on world Car-free day, updates on discussion with WCC and continental regarding the Queen's Park Gardens Hut, Community Clean up, The Jubilee Community Centre. In addition to updates from the HRBA.
- Officers also outline forthcoming plans for Community and Garden clean-up activities, support for Play streets and continued work with WCC to address repairs and retrofitting needs.

Updates since the last meeting

- Officers have met with WCC to discuss retrofitting: confirming that whilst Housing Associations are regulated are required to keep their properties to a good standard of repair, there is no legal requirement to retrofit homes that are not energy efficient.
- 75 homes in the QP Ward have undergone some form of retrofitting provided by the Council. WCC would like to work more closely with QPCC to support residents understanding of and up-take of Retrofitting.
- Repowering have confirmed that the Beethoven Centre is not currently a fit site for social panels due to substantial disrepair of the roof.
- WCC officers have agreed to call a meeting with WCC councillors, QPCC Councillors, Everyone Active and MP Karen Buck to discuss the role of the Community Management Group at the Jubilee Community Centre.
- Two further day of Community Garden clean-up activities have been planned for November

Report To:	Queen's Park Community Council		
Title:	HR Committee Report		
Purpose:	For Information		
Author:	Councillor John McArdle, Chair of HR Committee		
Date of Meeting	19 October 2022	Agenda Item	030 – 22/23

1 Summary

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

2 Recommendations

That the report be noted.

3 Background

- 3.1 The HR Committee met on 1 September 2022 to discuss the arrangements to be made following the resignation of the former Proper Officer Lucie Prior. This had been delegated to the Committee as the business for the first meeting of the municipal year 2022/23 by an Extraordinary Meeting of the Council held on 30 March 2022.

4 Administrative Arrangements

- 4.1 The Committee resolved the Acting Proper Officer Shuwanna Aaron be confirmed as permanent in the position and that a new employment contract be issued.
- 4.2 It added that Shuwanna would be asked to undertake training to obtain the qualifications that would enable the Council to gain a 'general power of competence', something that it hasn't had since the time of Sam Shippen. She has since identified an appropriate course and has agreed a programme the Chair of HR and the Chair of the Council.
- 4.3 The Committee further resolved that the process to recruit a new full time Community Development Officer commence immediately, with the aim of having the person in post as soon as possible. The post will be advertised in our local networks at a salary of £32,717 to £36,341 (including London weighting).
- 4.4 As Director Shuwanna will lead the project supported by a working group comprising Councillors Alleyne, McArdle, and Pond from the HR Committee.
- 4.5 She will update the Council verbally on progress with recruitment at the meeting.

Report To:	Queen's Park Community Council		
Title:	Finance Report		
Purpose:	For Decision		
Author:	Cllr John McArdle, Responsible Financial Officer and Shuwanna Aaron, Director		
Date of Meeting	19 October 2022	Agenda Item	030 – 22/23

1 Summary

This report summarises the current financial position at the end of September 2022, the mid-year point, and recommends the approval of certain payments made between May and September 2022.

2 Recommendations

- (1) That the contents be noted.
- (2) That payments to the value of £22,332.21 in Appendix 2 be approved.

3 Background

- 3.1 This report has been prepared by Councillor John McArdle as Responsible Financial Officer with the support of Proper Officer Shuwanna Aaron.
- 3.3 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 September 2022 which deals with the year to date at the mid-year point.
- 3.4 The next report will be January 2023 and will set the budget and precept for 2023/24.

4 Approval of Payments

- 4.1 Appendix 1 attached set out all payments, including redacted payments, made by the Council during the period from May to September 2022. Most of these were made under delegated powers and the total paid was £130,213.96 of which £39,485.41 were redacted payments.
- 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 £22,332.21 and these are set out in Appendix 2 for approval.

- 4.3 On 30 March 2022 Council decided to obtain a bank debit card to be used for some purchases, including online payments. (088 – 21/22). This has now been done and the card was used 21 times during the period with a total transaction value of £2,421.14. A list of these transactions is attached at Appendix 3.

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%.
- 5.2 A detailed analysis has been undertaken of income and expenditure on each Cost Centre for 2022/23 and these are shown in Appendix 4 with a comment on each relevant line. The Council Detail Report at Appendix 5 provides details of the figures held on the Rialtas accounting system. These have been reconciled to the bank account as required.
- 5.3 While there are some overspends and underspends on individual budget lines, the overall financial picture is broadly in line with expectations and no virements to budgets are proposed.
- 5.4 At the beginning of the year some funds were placed in Earmarked Reserves (EMR) to reflect money that had been committed but not yet spent. At the end of September, the total value of these was £17,832 made up as follows

Table 1: Summary of Earmarked Reserves

Description	Value (£)
320 EMR – Grants	10,456
322 EMR – Elections	5,278
324 Community Infrastructure Levy	2,098

6 Transparency

- 6.1 Although not strictly required to because of its size, the Council has published a Transparency Statement on its website and is starting to add information such as contracts and payments over £500.

<https://queensparkcommunitycouncil.gov.uk/wp-content/uploads/2022/09/transparency-statement.pdf>

Appendix 1: All Payments May to September 2022

Date Paid	Payee Name	Goods / Services	Value
05/05/2022	Happy Lizzy Event Planni	Bunny Truck	£ 1,000.00
05/05/2022	Millie Kent	Printing of Neighbourhood Plan	£ 55.73
05/05/2022	Rosamund Saunders Boc	Design of Voice election speci	£ 375.00
10/05/2022	Brightpay	Payroll software 22/23	£ 70.80
10/05/2022	Barclays	Bank Charges	£ 8.50
11/05/2022	Ryman Stationers	Stationery	£ 36.94
11/05/2022	Argos	Lawnmower	£ 60.00
11/05/2022	Oscar's Den	Pary bags	£ 31.50
12/05/2022	Sainsburys	Food for meeting	£ 53.17
25/05/2022	MULBERRY & CO	End year audit 21/22	£ 224.28
25/05/2022	Maroua Dad Kabba	DJ at event	£ 250.00
25/05/2022	Filmon Tekle	Community Grant	£ 1,000.00
25/05/2022	Came & Co	Insurance 22/23	£ 1,588.46
25/05/2022	Redacted	Employee Costs	
27/05/2022	Vodafone	Mobile phone connection	£ 55.08
27/05/2022	Redacted	Employee Costs	
28/05/2022	Abida Nasreen	Heena at event	£ 120.00
31/05/2022	Onecom	broadband and voice	£ 64.26
31/05/2022	Redacted	Employee Costs	
31/05/2022	Redacted	Employee Costs	
01/06/2022	Sandra Bynoe	Pop up grant for street party	£ 200.00
01/06/2022	Forest Carbon	Carbon offset 21/22	£ 200.00
01/06/2022	Microshade Business Cor	IT hosting	£ 282.90
01/06/2022	S. ZOUQK	Services for community lunch	£ 100.00
08/06/2022	Barclays	Bank Charges	£ 8.50
14/06/2022	Viking	Stationery	£ 235.61
14/06/2022	HR Services Partnership	HR Advice	£ 42.84
14/06/2022	VISION ICT	Hosting	£ 86.40
14/06/2022	Gradko International	Tubes and processing	£ 156.30
23/06/2022	Redacted	Employee Costs	
23/06/2022	Redacted	Employee Costs	
23/06/2022	Onecom	Broadband	£ 64.26
23/06/2022	The Avenues	Special grant 22/23	£ 20,000.00
23/06/2022	Paddington Development Office	Rent 22/23	£ 10,000.00
23/06/2022	Happy Lizzy Event Planni	C&YP Survey Processing	£ 250.00
24/06/2022	Brightpay	Upgrade payroll software	£ 60.00
27/06/2022	Pursuing Independant Pa	Special Grant June 22	£ 1,666.00
27/06/2022	QPG Hub	Special Grant June 22	£ 1,666.00
27/06/2022	Doorstep Library Network	Special Grant June 22	£ 1,666.00
27/06/2022	Hannah Daisy	Street party photography	£ 125.00
28/06/2022	Redacted	Employee Costs	
29/06/2022	Vodafone	Mobile phone and data	£ 55.08
30/06/2022	Redacted	Employee Costs	
30/06/2022	Redacted	Employee Costs	
30/06/2022	Redacted	Employee Costs	
01/07/2022	Cllr Ryan Dalton	Councillor Allowance 22/23	£ 200.00

01/07/2022	Happy Lizzy Event Planni	Event Planning for summer	£	1,560.00
01/07/2022	Currys	Laptop for CDO	£	699.00
01/07/2022	Bianca Walters	Grenfell Wreath	£	95.00
04/07/2022	Barclays	Bank charges	£	8.50
05/07/2022	HAMMERSMITH COMM	Community Gardening Q1 22/23	£	4,055.00
05/07/2022	Treasure Boxing Club	Community Grant 078	£	1,750.00
05/07/2022	Microshade Business Cor	IT hosting	£	282.90
05/07/2022	Joha;s Bakery & Kitchen	Community Lunches	£	600.00
07/07/2022	Capsule CRM	Monthly subscription	£	14.40
14/07/2022	Cllr Brian Nicholas	Councillor Allowance 22/23	£	200.00
14/07/2022	John Gooding	Printing summer voice	£	1,657.00
14/07/2022	Rosamund Saunders Boc	Design summer voice	£	480.00
14/07/2022	Filmban media	Deposit for outdoor films	£	150.00
14/07/2022	2020 Archery	Archery event	£	510.00
14/07/2022	Southern Screen Hire	Mobile screen hire	£	1,536.00
25/07/2022	Pepe Duncan	Pop-up Grant - Street Party	£	200.00
25/07/2022	VISION ICT	Email hosting	£	21.60
25/07/2022	Happy Lizzy Event Planni	Trampoline trip	£	750.00
25/07/2022	Marcus Leon	Food for councillor reception	£	560.00
26/07/2022	Argos	mobile phone for CDO	£	419.00
26/07/2022	Local Shop	Refreshments for reception	£	40.34
28/07/2022	Redacted	Employee Costs		
28/07/2022	Microshade Business Cor	IT Hosting	£	282.90
28/07/2022	Cllr John McArdle	Key cutting expenses	£	31.90
28/07/2022	Vodafone	Phone and Data	£	55.08
28/07/2022	Westminster City Council	Event Fee	£	25.00
29/07/2022	Redacted	Employee Costs		
29/07/2022	Redacted	Employee Costs		
29/07/2022	Redacted	Employee Costs		
29/07/2022	Redacted	Employee Costs		
29/07/2022	County Coaches	Coaches for seaside	£	2,000.00
29/07/2022	Happy Lizzy Event Planni	Youth Stage at Festival	£	750.00
29/07/2022	Onecom	Broadband	£	64.26
29/07/2022	Amazon	Pizza boxes for cooking class	£	17.50
29/07/2022	Crissie Chambers (Canin	Dog Show prizes	£	100.00
29/07/2022	Shuwanna Aaron	Various Expenses	£	271.32
01/08/2022	BarrierBuzz	Festival tablecloths	£	124.38
01/08/2022	Ethicstar	T shirts for festival	£	191.60
02/08/2022	Amazon	Supplies for film show	£	19.97
02/08/2022	Etsy	Sweets for cinema	£	22.92
02/08/2022	Etsy	Sweeets for cinema	£	24.42
02/08/2022	Amazon	DVD Spiderman	£	9.99
04/08/2022	Happy Lizzy Event Planni	T shirts and 360 video	£	950.00
04/08/2022	Community 4 All	Sound system hire	£	1,000.00
04/08/2022	Walton Lane Audio Servic	PA and stage	£	4,400.00
04/08/2022	Rialtas Business Solution	Finance software	£	214.80
04/08/2022	Shuwanna Aaron	Expenses for cooking class	£	35.41
04/08/2022	Barclays	Bank charges	£	8.50
05/08/2022	Sainsburys	Drinks for film show	£	77.70

08/08/2022	Happy Lizzy Event Planni	Events administration	£	3,120.00
08/08/2022	Happy Lizzy Event Planni	Over 50s element in St Jude's	£	1,463.27
08/08/2022	Filmban media	Film hire spiderman	£	166.80
08/08/2022	Filmban media	Film hire Encanta	£	238.80
08/08/2022	Capsule CRM	Monthly CRM fee	£	57.60
08/08/2022	Sainsburys	Supplies for cooking class	£	136.82
11/08/2022	Filmban media	Film hire Ghostbusters	£	238.80
11/08/2022	Microshade Business Cor	IT Hosting	£	338.04
11/08/2022	Jacadi Nicholas	Community Grant 21/22	£	700.00
15/08/2022	QPG Hub	Summer Club and Voice Delivery	£	1,200.00
15/08/2022	Complex Creative	Website management	£	1,080.00
22/08/2022	Happy Lizzy Event Planni	Youth stage at festival	£	750.00
22/08/2022	A2 Dominion	Venue Hire for plants	£	99.90
22/08/2022	MMonette Allison	Community Grant 212	£	1,000.00
22/08/2022	Karmall Singh	Security - BK Event Services	£	1,260.00
22/08/2022	Complex Creative	Domain registration	£	48.00
22/08/2022	Richards Events	SIA Security	£	1,392.00
24/08/2022	RingGo	Refund on parking deposit	-£	191.37
24/08/2022	Shuwanna Aaron	Expenses for cooking class	£	135.57
24/08/2022	QPG Hub	Second hand chairs	£	50.00
26/08/2022	Redacted	Employee Costs		
31/08/2022	Redacted	Employee Costs		
31/08/2022	Redacted	Employee Costs		
31/08/2022	Redacted	Employee Costs		
31/08/2022	Vodafone	Phone and data	£	55.08
31/08/2022	Onecom	Broadband	£	64.26
06/09/2022	Barclays	BANK CHARGES	£	8.50
07/09/2022	Capsule CRM	Monthly payment	£	57.60
09/09/2022	Apogee Corporation Ltd	Balance on account	£	59.29
09/09/2022	Microshade Business Cor	Hosting	£	338.04
09/09/2022	Happy Lizzy Event Planni	Festival services	£	4,055.00
20/09/2022	Redacted	Employee Costs		
20/09/2022	Local Shop	Token for volunteer (JG)	£	18.99
20/09/2022	Cllr John McArdle	Expenses Litter pickers and ho	£	393.00
20/09/2022	Crissie Chambers (Canin	Dog activity to Aug 22	£	1,230.00
20/09/2022	Happy Lizzy Event Planni	Portaloo and supplies	£	1,030.00
27/09/2022	Redacted	Employee Costs		
27/09/2022	Joha;s Bakery & Kitchen	Community Lunch for Green Week	£	265.00
27/09/2022	A2 Dominion	Evening opening	£	78.00
27/09/2022	PKF Littlejohn	Year end audit 21/22	£	720.00
27/09/2022	MULBERRY & CO	Mid year audit 22/23	£	278.28
28/09/2022	Vodafone	Calls and Data	£	55.08
29/09/2022	Redacted	Employee Costs		
29/09/2022	Westminster City Council	Hire St Jude's Hall (inc depos	£	337.50
30/09/2022	Redacted	Employee Costs		
30/09/2022	Redacted	Employee Costs		
30/09/2022	Onecom	Broadband and voice	£	65.02
30/09/2022	Local Shop	Supplies for Community Lunch	£	10.68

After redactions	£ 90,728.55
Full Total	£130,213.96
Redacted	£ 39,485.41

Appendix 2: Payments for Approval May to September 2022

Date Paid	Payee Name	Goods / Services	Value
05/05/2022	Happy Lizzy Event Plannin	Bunny Truck	£ 1,000.00
05/05/2022	Millie Kent	Printing of Neighbourhood Plan	£ 55.73
05/05/2022	Rosamund Saunders Book	Design of Voice election speci	£ 375.00
10/05/2022	Brightpay	Payroll software 22/23	£ 70.80
10/05/2022	Barclays	Bank Charges	£ 8.50
11/05/2022	Ryman Stationers	Stationery	£ 36.94
11/05/2022	Argos	Lawnmower	£ 60.00
11/05/2022	Oscar's Den	Pary bags	£ 31.50
12/05/2022	Sainsburys	Food for meeting	£ 53.17
25/05/2022	MULBERRY & CO	End year audit 21/22	£ 224.28
25/05/2022	Maroua Dad Kabba	DJ at event	£ 250.00
27/05/2022	Vodafone	Mobile phone connection	£ 55.08
28/05/2022	Abida Nasreen	Heena at event	£ 120.00
31/05/2022	Onecom	broadband and voice	£ 64.26
01/06/2022	Sandra Bynoe	Pop up grant for street party	£ 200.00
01/06/2022	Forest Carbon	Carbon offset 21/22	£ 200.00
01/06/2022	Microshade Business Cons	IT hosting	£ 282.90
01/06/2022	S. ZOUQK	Services for community lunch	£ 100.00
08/06/2022	Barclays	Bank Charges	£ 8.50
14/06/2022	Viking	Stationery	£ 235.61
14/06/2022	HR Services Partnership	HR Advice	£ 42.84
14/06/2022	VISION ICT	Hosting	£ 86.40
14/06/2022	Gradko International	Tubes and processing	£ 156.30
23/06/2022	Onecom	Broadband	£ 64.26
23/06/2022	Happy Lizzy Event Plannin	C&YP Survey Processing	£ 250.00
24/06/2022	Brightpay	Upgrade payroll software	£ 60.00
27/06/2022	Hannah Daisy	Street party photography	£ 125.00
29/06/2022	Vodafone	Mobile phone and data	£ 55.08
01/07/2022	Cllr Ryan Dalton	Councillor Allowance 22/23	£ 200.00
01/07/2022	Currys	Laptop for CDO	£ 699.00
01/07/2022	Bianca Walters	Grenfell Wreath	£ 95.00
04/07/2022	Barclays	Bank charges	£ 8.50
05/07/2022	Microshade Business Cons	IT hosting	£ 282.90
05/07/2022	Joha;s Bakery & Kitchen	Community Lunches	£ 600.00
07/07/2022	Capsule CRM	Monthly subscription	£ 14.40
14/07/2022	John Gooding	Printing summer voice	£ 1,657.00
14/07/2022	Rosamund Saunders Book	Design summer voice	£ 480.00
14/07/2022	Filmban media	Deposit for outdoor films	£ 150.00
14/07/2022	2020 Archery	Archery event	£ 510.00
14/07/2022	Southern Screen Hire	Mobile screen hire	£ 1,536.00
25/07/2022	Pepe Duncan	Pop-up Grant - Street Party	£ 200.00
25/07/2022	VISION ICT	Email hosting	£ 21.60
25/07/2022	Happy Lizzy Event Plannin	Trampoline trip	£ 750.00
25/07/2022	Marcus Leon	Food for councillor reception	£ 560.00
26/07/2022	Argos	mobile phone for CDO	£ 419.00
26/07/2022	Local Shop	Refreshments for reception	£ 40.34

28/07/2022	Microshade Business Cons	IT Hosting	£	282.90
28/07/2022	Cllr John McArdle	Key cutting expenses	£	31.90
28/07/2022	Vodafone	Phone and Data	£	55.08
28/07/2022	Westminster City Council	Event Fee	£	25.00
29/07/2022	Happy Lizzy Event Plannin	Youth Stage at Festival	£	750.00
29/07/2022	Onecom	Broadband	£	64.26
29/07/2022	Amazon	Pizza boxes for cooking class	£	17.50
29/07/2022	Crissie Chambers (Canine	Dog Show prizes	£	100.00
29/07/2022	Shuwanna Aaron	Various Expenses	£	271.32
02/08/2022	Amazon	Supplies for film show	£	19.97
02/08/2022	Etsy	Sweets for cinema	£	22.92
02/08/2022	Etsy	Sweets for cinema	£	24.42
02/08/2022	Amazon	DVD Spiderman	£	9.99
04/08/2022	Rialtas Business Solutions	Finance software	£	214.80
04/08/2022	Shuwanna Aaron	Expenses for cooking class	£	35.41
04/08/2022	Barclays	Bank charges	£	8.50
05/08/2022	Sainsburys	Drinks for film show	£	77.70
08/08/2022	Filmban media	Film hire spiderman	£	166.80
08/08/2022	Filmban media	Film hire Encanta	£	238.80
08/08/2022	Capsule CRM	Monthly CRM fee	£	57.60
08/08/2022	Sainsburys	Supplies for cooking class	£	136.82
11/08/2022	Filmban media	Film hire Ghostbusters	£	238.80
11/08/2022	Microshade Business Cons	IT Hosting	£	338.04
15/08/2022	QPG Hub	Summer Club and Voice Delivery	£	1,200.00
15/08/2022	Complex Creative	Website management	£	1,080.00
22/08/2022	A2 Dominion	Venue Hire for plants	£	99.90
22/08/2022	Complex Creative	Domain registration	£	48.00
24/08/2022	Shuwanna Aaron	Expenses for cooking class	£	135.57
24/08/2022	QPG Hub	Second hand chairs	£	50.00
31/08/2022	Vodafone	Phone and data	£	55.08
31/08/2022	Onecom	Broadband	£	64.26
06/09/2022	Barclays	BANK CHARGES	£	8.50
07/09/2022	Capsule CRM	Monthly payment	£	57.60
09/09/2022	Apogee Corporation Ltd	Balance on account	£	59.29
09/09/2022	Microshade Business Cons	Hosting	£	338.04
20/09/2022	Local Shop	Token for volunteer (JG)	£	18.99
20/09/2022	Cllr John McArdle	Expenses Litter pickers and ho	£	393.00
20/09/2022	Crissie Chambers (Canine	Dog activity to Aug 22	£	1,230.00
27/09/2022	Joha;s Bakery & Kitchen	Community Lunch for Green Week	£	265.00
27/09/2022	A2 Dominion	Evening opening	£	78.00
27/09/2022	PKF Littlejohn	Year end audit 21/22	£	720.00
27/09/2022	MULBERRY & CO	Mid year audit 22/23	£	278.28
28/09/2022	Vodafone	Calls and Data	£	55.08
29/09/2022	Westminster City Council	Hire St Jude's Hall (inc depos	£	337.50
30/09/2022	Onecom	Broadband and voice	£	65.02
30/09/2022	Local Shop	Supplies for Community Lunch	£	10.68

For Approval

£ 22,332.21

Appendix 3: Card Payments for May to September 2022

Date Paid	Payee Name	Goods / Services	Value	
11/05/2022	Ryman Stationers	Stationery	£	36.94
11/05/2022	Argos	Lawnmower	£	60.00
11/05/2022	Oscar's Den	Pary bags	£	31.50
12/05/2022	Sainsburys	Food for meeting	£	53.17
24/06/2022	Brightpay	Upgrade payroll software	£	60.00
01/07/2022	Currys	Laptop for CDO	£	699.00
07/07/2022	Capsule CRM	Monthly subscription	£	14.40
26/07/2022	Argos	mobile phone for CDO	£	419.00
26/07/2022	Local Shop	Refreshments for reception	£	40.34
28/07/2022	Westminster City Council	Event Fee	£	25.00
29/07/2022	Amazon	Pizza boxes for cooking class	£	17.50
01/08/2022	BarrierBuzz	Festival tablecloths	£	124.38
01/08/2022	Ethicstar	T shirts for festival	£	191.60
02/08/2022	Amazon	Supplies for film show	£	19.97
02/08/2022	Etsy	Sweets for cinema	£	22.92
02/08/2022	Etsy	Sweeets for cinema	£	24.42
02/08/2022	Amazon	DVD Spiderman	£	9.99
05/08/2022	Sainsburys	Drinks for film show	£	77.70
08/08/2022	Sainsburys	Supplies for cooking class	£	136.82
20/09/2022	Local Shop	Token for volunteer (JG)	£	18.99
29/09/2022	Westminster City Council	Hire St Jude's Hall (inc depos	£	337.50
			Value	£ 2,421.14
			Transactions	21

Appendix: Budget Monitoring 2022/23
Sep-22

100	Income	Target	YTD	Year to Come	Fore cast	Variance	%	Notes
1010	Project Income	35,000	3,853	29,158	33,011	1,989	94%	Budget to be met
1076	Precept	168,183	166,518	-	166,518	1,665	99%	Budget to be met
Total Income		203,183	170,371	29,158	199,529	3,654	98%	

101	Staff Costs	Target	YTD	YTC	F/C	Variance	%	Notes
4100	Staff costs	93,559	48,678	44,370	93,048	511	99%	Budget to be met
4105	Training	1,500	-	1,000	1,000	500	67%	Budget to be met
Total Staff costs		95,059	48,678	45,370	94,048	1,011	99%	

102	Adminisrtation	Target	YTD	YTC	F/C	Variance	%	Notes
4101	Councillor allowances	3,000	500	2,250	2,750	250	92%	Budget to be met
4105	Training	1,000	335	500	835	165	84%	Budget to be met
4120	Insurance	1,500	1,588	-	1,588	- 88	106%	Budget to be met
4125	Office Rent	10,000	10,000	-	10,000	-	100%	Budget to be met
4126	Room Bookings	1,200	79	1,025	1,104	96	92%	Budget to be met
4127	Office Maintenance	500	82	450	532	- 32	106%	Budget to be met
4128	Catering	200	-	180	180	20	90%	Budget to be met
4130	IT Costs	6,000	3,259	3,100	6,359	- 359	106%	Budget to be met
4132	Stationery & Materials	700	524	280	804	- 104	115%	Slight overspend
4133	Chair's Allowance	75	-	75	75	-	100%	Budget to be met
4135	Tel & post	1,500	947	190	1,137	363	76%	Budget to be met
4137	Subscriptions	3,000	35	150	185	2,815	6%	Budget to be met
4139	Travel expenses	300	- 191	300	109	191	36%	Budget to be met
4140	Professional fees	500	114	400	514	- 14	103%	Budget to be met
4142	Audit fees	1,500	1,019	500	1,519	- 19	101%	Budget to be met
4144	Bank charges	102	51	51	102	-	100%	Budget to be met
4150	Elections costs	7,278	2,688	3,000	5,688	1,590	78%	EMR to be added
Total Administration		38,355	21,030	12,451	33,481	4,874	87%	

201	Communications	Target	YTD	YTC	F/C	Variance	%	Notes
4110	Website	2,500	940	850	1,790	710	72%	Budget to be met
4200	Queens Park Voice	4,500	2,382	2,860	5,242	- 742	116%	Possible overspend
4236	Marketing	500	235	250	485	15	97%	Budget to be met
Total Communications		7,500	3,557	-	7,517	- 17	100%	

301	Place Committee	Target	YTD	YTC	F/C	Variance	%	Notes
4300	Community Gardening	17,500	4,105	4,430	8,535	8,965	49%	Budget to be met
4301	Dog Strategy	4,500	2,615	2,130	4,745	- 245	105%	Budget to be met
4305	Park Development	500	-	500	500	-	100%	Budget to be met
4400	Neighbourhood Plan	-	56	-	56	- 56	N/A	Small unbudgetted spend
4405	Retailers' Support	500	-	-	-	500	0%	Budget to be met
4410	Air Quality	500	130	50	180	320	36%	Budget to be met
4420	Public & Community Arts	2,000	780	1,200	1,980	20	99%	Budget to be met
4999	Climate Emergency	1,000	1,240	-	1,240	- 240	124%	Slight overspend
Total Place Committee		26,500	8,926	8,310	17,236	9,264	65%	

401	Events	Target	YTD	YTC	F/C	Variance	%	Notes
1410	Income Summer Festival	10,000	13,427	-	13,427	- 3,427	134%	Budget to be met
1411	Income Fireworks	7,500	-	7,500	7,500	-	100%	Budget to be met
1412	Income Winter Fair	1,500	-	1,500	1,500	-	100%	Additional income received
4201	Events Administration	9,300	4,680	3,870	8,550	750	92%	Budget to be met
4205	Winter Fair	3,200	-	3,200	3,200	-	100%	Budget to be met
4206	Winter Social	100	-	100	100	-	100%	Budget to be met
4210	Summer Festival	17,000	17,452	-	17,452	- 452	103%	Budget to be met
4220	Fireworks	10,000	-	10,000	10,000	-	100%	Budget to be met
Events Income		19,000	13,427	9,000	22,427	- 3,427	118%	
Events Expenditure		39,600	22,132	17,170	39,302	298	99%	

501	People Committee	Target		YTD	YTC	F/C	Variance	%	Notes
4107	Community engagement	2,000		637	750	1,387	613	69%	Budget to be met
4129	Volunteer Development	1,600		299	1,300	1,599	1	100%	Budget to be met
4425	Social Inclusion	400		634	300	934	- 534	234%	Budget to be met
4430	Children & Young People	10,568		7,496	4,500	11,996	- 1,428	114%	Budget to be met
Total People Committee		14,568		9,066	6,850	15,916	- 1,348	109%	

601	Grants	Target		YTD	YTC	F/C	Variance	%	Notes
4134	Community Grants	31,900		9,350	25,000	34,350	- 2,450	108%	Budget to be met
4136	Pop Up Fund	2,000		400	1,200	1,600	400	80%	Budget to be met
4138	Special Grants	25,000		24,998	-	24,998	2	100%	Budget to be met
Total Grants		58,900		34,748	26,200	60,948	- 2,048	103%	

			YTD	YTC	F/C	Variance	%
Grand Total Income	222,183		185,981	29,158	221,956	227	100%
Grand Total Expenditure	280,482		150,319	116,351	268,448	12,034	96%

* Find this file in Citrix under Finance/BUDGET

Detailed Receipts & Payments by Budget Heading 30/09/2022

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	3,853	35,000	31,147			11.0%	
1076 Precept	166,518	168,183	1,665			99.0%	
<u>101 Staff costs</u>							
4100 Staff costs	(48,678)	(93,559)	44,881		44,881	52.0%	
4105 Training	0	(1,500)	1,500		1,500	0.0%	
<u>102 Administration</u>							
4101 Councillor allowances	(500)	(3,000)	2,500		2,500	16.7%	
4105 Training	(333)	(1,000)	667		667	33.3%	
4120 Insurance	(1,588)	(1,500)	(88)		(88)	105.9%	
4125 Office Rent	(10,000)	(10,000)	0		0	100.0%	
4126 Room Bookings	(79)	(1,200)	1,121		1,121	6.6%	
4127 Office maintenance/relocation	(82)	(500)	418		418	16.4%	
4128 Catering	0	(200)	200		200	0.0%	
4130 IT - hosting, computers, email	(3,259)	(6,000)	2,741		2,741	54.3%	
4132 Stationery & Materials	(524)	(700)	176		176	74.8%	
4133 Chair's Allowance	0	(75)	75		75	0.0%	
4135 Tel & post	(947)	(1,500)	553		553	63.1%	
4137 Subscriptions	(35)	(3,000)	2,965		2,965	1.2%	
4139 Travel expenses	191	(300)	491		491	(63.8%)	
4140 Professional fees	(114)	(500)	386		386	22.8%	
4142 Audit fees	(1,019)	(1,500)	481		481	67.9%	
4144 Bank charges	(51)	(102)	51		51	50.0%	
4150 Elections costs	(2,688)	(7,278)	4,591		4,591	36.9%	
<u>201 Communications</u>							
4110 Website	(940)	(2,500)	1,560		1,560	37.6%	
4200 Queens Park Voice	(2,382)	(4,500)	2,118		2,118	52.9%	
4236 Marketing	(235)	(500)	265		265	46.9%	
<u>301 Place</u>							
4300 Community Gardening	(4,105)	(17,500)	13,395		13,395	23.5%	
4301 Dog Strategy	(2,615)	(4,500)	1,885		1,885	58.1%	
4305 Park Development	0	(500)	500		500	0.0%	
4400 Neighbourhood Plan	(56)	0	(56)		(56)	0.0%	
4405 Retailers' Support	0	(500)	500		500	0.0%	
4410 Air Quality	(130)	(500)	370		370	26.1%	
4420 Public & Community Arts	(780)	(2,000)	1,220		1,220	39.0%	
4999 Climate Emergency	(1,240)	(1,000)	(240)		(240)	124.0%	
<u>401 Events</u>							
1410 Income Summer Festival	13,427	10,000	(3,427)			134.3%	

Detailed Receipts & Payments by Budget Heading 30/09/2022

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	0	7,500	7,500			0.0%	
1412 Income Winter Fair	0	1,500	1,500			0.0%	
4201 Events Administration	(4,680)	(9,300)	4,620		4,620	50.3%	
4205 Winter Fair	0	(3,200)	3,200		3,200	0.0%	
4206 Winter Social	0	(100)	100		100	0.0%	
4210 Summer Festival	(17,452)	(17,000)	(452)		(452)	102.7%	
4220 Fireworks	0	(10,000)	10,000		10,000	0.0%	
<u>501 People</u>							
4107 Community engagement	(637)	(2,000)	1,363		1,363	31.8%	
4129 Volunteer Development	(299)	(1,600)	1,301		1,301	18.7%	
4425 Social Inclusion	(634)	(400)	(234)		(234)	158.6%	
4430 Children & Young People	(7,496)	(10,568)	3,072		3,072	70.9%	4,645
<u>601 Grants</u>							
4134 Community Grants	(9,350)	(45,806)	36,456		36,456	20.4%	10,350
4136 Pop Up Fund	(400)	(2,000)	1,600		1,600	20.0%	
4138 Special Grants	(24,998)	(25,000)	2		2	100.0%	
<u>999 VAT data</u>							
115 VAT refund	2,183	0	(2,183)			0.0%	
515 VAT on Payment	(2,182)	0	(2,182)		(2,182)	0.0%	
Grand Totals:- Receipts	185,981	222,183	36,202			83.7%	
Payments	150,315	294,388	144,074	0	144,074	51.1%	
Net Receipts over Payments	35,667	(72,205)	(107,872)				
plus Transfer From EMR	14,995						
Movement to/(from) Gen Reserve	50,661						

Report To:	Queen's Park Community Council		
Title:	Audit Reports		
Purpose:	For discussion		
Author:	Shuwanna Aaron, Director, and Councillor John McArdle, Responsible Financial Officer		
Date of Meeting	19 October 2022	Agenda Item	031 – 22/23

1 Summary

This report confirms receipt of the External Audit Report for 2021/22 and sets out the findings of the mid-year audit for 2022/23 together with a proposed response to the points raised.

2 Recommendations

- (1) That the Council notes the contents of this report.
- (2) That the Council approves the proposed responses at Section 6.

3 Background

- 3.1 As part of the Council's Audit Plan and to meet regulatory requirements a mid-year review and end-of-year review is undertaken by internal auditors Mulberry & Co who visit the offices to examine documents and ask questions of the Director and the Responsible Financial Officer. Documents are then sent to the external auditor PKF Littlejohn who review the findings on the internal auditor. Both parties also refer to documents posted on the Council's website.
- 3.2 The outcome of the internal audit for 2021/22 was reported to Council at the Annual meeting on 18 May 2022 (016 – 22/23) and as there were no recommendations for action the report was NOTED.
- 3.3 The required documents were sent to the external auditor after the meeting

4 External Audit 2021/22

- 4.1 Confirmation that the external audit had been completed with no comments or recommendations was received on 19 September 2022. As required, a copy of the notice of Conclusion of Audit has been posted on the notice board and published to the Council's Website.

5 Mid-year audit 2022/23

- 5.1 The internal auditor undertook a mid-year review on 12 September 2022, visiting the offices and meeting with the Director and the Responsible Financial Officer. A full copy of the report (Queens Park CC interim audit report 2022-23[910912]) has been circulated separately to all councillors and copies are available on request.

- 5.2 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.

6 Recommendations

Table 1: Response to Internal Audit Recommendations

Audit Point	Audit Findings	Council comments
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	It would be clearer if the Accessibility Statement was added to the home page alongside the Privacy Notice.	This will be done as part of the ongoing updating of the website.
BUDGET, PRECEPT AND RESERVES	The general reserve balance is within this range, but at the lower end. I recommend the council keeps this level under review, although it is noted that due to the unique nature of the council the need to sustain a higher level of general reserve if less necessary.	Previous audits have found the reserves balance to be high, so the Council has previously decided to spend money rather than holding a high reserve. As a large proportion of income comes from the precept our annual income stream is mainly reliable. Reserves will, nevertheless, be monitored and a report provided to each meeting of the Council.
BANK AND CASH	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 www.fscs.org.uk	The FCS provides compensation up to the value of £85,000 in the event of a bank going out of business, and if balances are spread across more than one bank multiples of this sum can be obtained. This has been considered, but there are real costs incurred by opening and maintaining a second bank account together with the frictional costs of moving money between accounts to ensure that working capital is available to pay bills. It is also the case that Barclays is very unlikely to collapse and if this was about to happen the government would prop it up rather than pay many times £85,000 across the country. No action is proposed.

Report To:	Queen's Park Community Council		
Title:	Officers' Report		
Purpose:	For information and discussion		
Author:	Shuwanna Aaron, Proper Office, Elysse Graves Temporary Community Development Officer		
Date of Meeting	19 October 2022	Agenda Item	035 – 22/23

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
<ul style="list-style-type: none"> - The audit for 2022 was passed and the AGAR published in accordance with the regulations. - All updated Council papers and documents are now available on our website. Including a new statement and documents regarding the Council policy of transparency. - Councillors have received training to support their understanding and reconciliation of the Council's Budgets and Financial reports. In addition to training to support engagement with the Climate Justice Strategy. - Starting in January the Proper Officer will undertake a training and certification in Council Administration. - The Voice Working group has met and identified new approaches to ensure the QP Voice is fit for purpose. - Meeting of the Events and Social Working Group and the Grants working group are being scheduled to discuss and help development of stronger processes.
Operations
<ul style="list-style-type: none"> - Improvement are being planned for the Council website which enables a better experience for site visitors and easier management by officers. - An automated system will be added to the Council's phone to provide better information about Council's remit, sign-posting and enable a better experience for residents.
Events
<ul style="list-style-type: none"> - Summer Festival this year was bigger than previous years with WCC's Community Priorities coming on board to host a number of stalls at the event. Overall there was bigger presence of WCC teams and departments than previous years providing food for though on the balance of community and corporate feel of the festival. - Officers and the event co-ordinator have carried out a debrief of the Festival and have highlighted a number of improvements for the years to come.

Including generating greater community/resident involvement and decision making. The Events Working group will be called in the new year to help define the process.

- The Council delivered the Summer in Queen's Park programme of activities for children, young people and their families. Providing a much-needed offer for hundreds of families in the area.
- The Fireworks Display is set to go ahead on November 5th. QPCC has been invited to WCC's Licencing, Operations and Safety planning group alongside organisers of Underbelly Christmas Market, New Year's Day Parade and Chinese New Year's celebration in Westminster which is potentially an indication that the City Council sees the Fireworks Display as a major event for the borough.
- 2 STALLS & TOYS
- Plans for the Winter Festival and winter Social are still being developed but will follow very similar formats to the previous year.
- The first showing of the Out of the Picture Play for BHM was well attended, and received by attendees on Monday. Two more showing will go ahead on Friday a Matinee at 4pm (less well subscribed, support would be good) and Friday evening which is very well subscribed to.
- An exhibition planned for BHM on 31st October will include a steel pan player, live performances, refreshments and an art display.

Climate Emergency

- The Council's 21/22 emissions calculation are ready to be published – the Council is not officially Net Zero. This report and other document will form part of the Climate Emergency section on the council's re-designed website.

Staffing

- Project Officer, Millie Kent has moved on from the Council but will continue to work with the Council in a volunteering capacity after her return from travelling.
- Temporary CDO Elysse has been with the Council since July and has been an asset to the team. Elysse will be returning to university Fulltime at the end of the month, at which point the Proper Officer will be the only member of staff.
- Recruitment of a full-timer permanent CDO will begin on Friday 20th October, with the aim of having a new CDO in place at the start of the new year.
- Between the end of October – January capacity will be very limited and the proper officer will focus on priority areas of work and meeting governance and statutory requirements. Councillors are asked to be cautious of this.
- Considerations are still to be made regarding the possibility of recruiting to the Project worker role.

WCC

Officers have been working closely with WCC Councillors to address a number of local issues including:

- Passing on case work from local residents
- Repair and development needs across the community – including meeting with representative from the various Housing Associations with Stock in the area.
- Supporting new gardening and greening projects
- Addressing issues with low take up of the City Council's retrofitting offer to help improve the carbon footprint and energy efficiency of Council properties in the area which is currently 32% higher than the average WCC owned homes in other parts of the borough.

Immediate Plans going forward

- Improvement to the Council Website and social media strategies
- Calling of working groups ahead of the next council meeting to strengthen processes and engagement
- Further development of the Council's Volunteer strategy
- Developing and network for community organisers and local groups to get together to share best practices.
- Writing and agreeing a Terms of use for the QP Park Hut with WCC and Continental.
- Writing a short document on the history and future of QPCC



You are hereby summoned to attend a
Meeting of the Community Council to be held at the Avenue's Youth Project, 3-7
Third Avenue, London, W10 4RS
on **Wednesday 18 January 2023** commencing at **6.00pm**.

Shuwanna Aaron, Director

11 January 2023

AGENDA

- 039-22/23 Apologies for absence** – to receive and approve any apologies for absence.
- 040-22/23 Declarations of interest** – to note any Declarations of Interest or Dispensations granted in respect of any item on the Agenda.
- 041-22/23 Minutes of the previous meeting** – to consider for approval the minutes of the Council Meeting held 19 October 2022 for confirmation and signing as a correct record.
- 042-22/23 Minutes of Committee Meeting** – to adopt the minutes of the HR Committee meeting held on 29 March 2021, the Minutes of Place Committee meetings held on 22 June and 21 September, and the minutes of Extraordinary People Committee meetings held on 22 June and the People Committee Meeting held on 7 September.
- 043-22/23 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).*
- 044-22/23 People Committee Report** - to receive a verbal update on the work of the People Committee.
- 045-22/23 Place Committee Report** - to receive a verbal update on the work of the Place Committee.
- 046-22/23 HR Committee Report** - to receive a verbal update on the work of the HR Committee.
- 047-22/23 Financial Report** - to receive a report on the current financial position and approve payments.
- 048-22/23 Budget and Precept** – to approve the budget and set the precept for 2022/23.



- 049-22/23 Service Contracts** – to approve the market testing for the three existing Contracts for the provision of services.
- 050-22/23 Working Group Reports** – to receive updates on Queen's Park Voice, the Grants Panel, together with verbal updates from any Working Group not covered elsewhere.
- 051-22/23 Chair's Report** - to receive a report from the Chair.
- 052-22/23 Officers' Report** - to receive a verbal report from the Director.



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- 050-22/23 **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.
- 051-22/23 **Chair's Report** - to receive a report from the Chair.
- 052-22/23 **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 October 2022** commencing at 18:00.

Present: Councillors Eartha Pond (Chair), Ryan Dalton (Vice-Chair) Samantha Alleyne, Sandra Bynoe, John McArdle, Emma Sweeney and Roger Diamond

Also present: Shuwanna Aaron (Director), Elysse Graves (Community Development Officer), Cara Sanquest (Westminster City Councillor), four members of the public including two masters students given permission to record the meeting as part of their research.

021 - 22/23 Apologies for absence – Councillors Gill Fitzhugh, was noted as having sent apologies.

022 - 22/23 Declarations of interest – Councillor John McArdle declared his interest as Responsible Financial Officer. No other declarations were made.

023-22/23 Minutes of the meeting held 18 May 2022

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

024 -22/23 Public Session – Simon Walton poses a question about permission to store tools for Friends of Queen's Park Gardens in the Park Hut. WCC Cllr Sanquest noted that a list of requests about the park is being compiled and invites further requests.

RESOLVED THAT, the Director will email Simon to discuss access to the Park Hut storage and will forward all requests about the Park to Councillor Sanquest.

025 – 22/23 Community Grants – Elysse Graves (Community Development Officer) reported to Council the discussion and recommendation of the Grant Panel to fund five local projects totalling £12,440. The Recommendation included:

Organisation/ Individual	Project	Total requested	Total recommended
Bajum Rumshop Cultural Club	Carnival themed arts workshops for children and families	£1,800	£1,800
Treasurebox Boxing Club	Afterschool boxing club	£3, 500	£1,750
Age UK	Christmas Lunch and Hampers for over 50s	£3,500	£3,000
Musicus CIC	Group Music Classes for children	£3,500	£3,500
Creative Futures	Sustainability focused arts workshops	£2,390	£2,390

RESOLVED THAT, the recommendations be APPROVED.

026 -22/23 Council Website- The Director circulated a report detailing three quotes for potential website management services, including the current provider. The report recommended that the Council switched service provider to NetWise. Simon Walton questioned whether the Council was confident that this new provider would be suitable for the Council's needs. The Director outlined that NetWise is a specialist manager of Parish/Town/Community Council Websites

RESOLVED THAT, the recommendations be APPROVED.

027 -22/23 Council Office – A report was circulated as part of the meeting papers. The director outlined key point of the report including the lack of space and accessibility and the need for storage as reasons for relocating the Council Office. The report recommended that officers to seek perspective alternative locations.

RESOLVED THAT, the recommendations be APPROVED.

028 -22/23 People Committee Report – Cllr Alleyne provided a verbal report noting that People Committee's most recent meeting discussed plans for the fireworks display, sponsorship, Black History Month Exhibition and Play and the need for BHM budget in the year to come.

RESOLVED THAT, the report be NOTED.

029 -22/23 Place Committee Report

Cllr McArdle provided a verbal report noting that two meetings of the Place Committee held since the last full Council meeting discussed the Community Management Group for the New Jubilee Community Centre, ongoing conversations with WCC's to ensure its Retrofitting offer is promoted well and provides the right information to residents. It was also noted that the Committee discussed and generally supported a resident's request to install a mobile coffee kiosk in the Queen's Park Gardens. The Committee did however raise some reservations with WCC and the resident. Cllr McArdle noted the ongoing Garden Clean-up project and that the installation of mooring at the rejected due to permissions and uncertainty about the wall replacement.

RESOLVED THAT, the report be NOTED.

030 -22/23 HR Committee Report

Councillor John McArdle as Chair of the Committee noted the permanent appointment of Shuwanna Aaron as Director and that progress was being made to recruit a full time Community Developments Officer with the ambitions to have someone in place by January.

RESOLVED THAT, the report be NOTED.

031 -22/23 Financial Report

Councillor McArdle, as Responsible Financial Officer, circulated a detailed report on the current financial position seeking approval for payments made since the previous meeting and noted that Ray Lancashire provide training to Councillors on how to reconcile the Councils' accounts. It was also noted that QPCC requested a card to be issued to officers in order to limit out of pocket spending and expenses claims.

RESOLVED THAT, the payments, to the value of £22,332.21 set out in Appendix 2, be APPROVED.

0321 -22/23 Audit Report

Shuwanna Aaron, Director, and Councillor John McArdle, Responsible Financial Officer had circulated a detailed report on the outcome of the External Audit for 2021/22 and the Mid-year Audit for 2022/23.

RESOLVED THAT, the contents, be NOTED.

RESOLVED THAT, the Accessibility Statement be added to the home page of the Website along with the Privacy Statement as part of the ongoing improvements proposed by the Director.

RESOLVED THAT, the Council does not go to the expense of opening a second bank account as the risk of losing money as a result of Barclays collapsing is slight.

033 -22/23 Working Groups – The Director noted that the 34th issue of the Queen's Park Voice was currently in production, and that following a meeting of the Voice Working Group on 5th September it was felt that the Queen's Park Voice was fit for purpose but required consistency in design and some improvements in content to address new issues such as the cost of living crisis.

RESOLVED THAT the report be NOTED.

034 -22/23 Chair's Report – Councillor Eartha Pond as Chair of the Council delivered a verbal report welcoming the Elysse Graves the temporary Community Development Officer, and thanks Project Officer Millie Kent who left the Council in September. The report also noted the success of Summer Festival and the Summer in Queen's Park programme which reached huge number of residents and helped to improve QPCC's visibility and presence.

RESOLVED THAT, the Chair's Report be NOTED.

035 -22/23 Officers' Report

Shuwanna Aaron as Director gave a verbal report noting that **the Council** passed its most recent audit, that improvements were being made to the Council's website, that Summer Festival and Summer in Queen's Park programme were a success. It was also reported that plans were being progressed for an automated phone system, Black History Month events, the Fireworks Display, Winter festival and Winter social. The Director outlined plans for recruiting a permanent Community Development Officer, ongoing work with WCC to address repairs across the Mozart, retrofitting and gardening/greening projects. It was also noted that the Council's 2021/2022 Emissions calculations were ready to be published will be going ahead. Been working closely with Westminster City Council to explore areas mentioned.

RESOLVED THAT, the Officers' Report be NOTED.

036 -22/23 Community Report

Ray Lancashire reported on the most recent crime figures, outlining that the rise in antisocial behaviour and domestic violence during lockdown was reducing.

RESOLVED THAT, the Officers' Report be NOTED.

037 -22/23 Exclusion of Press and Public

RESOLVED THAT, owing to the nature of the business to be discussed, a proposal that under the terms of the Public Bodies [Admission to Meetings] Act 1960, the press and public will be asked to leave the meeting was APPROVED.

All members of the public left the meeting at this point

038 -22/23 Queen's Park Hall (Confidential Item)

RESOLVED THAT, the Report be NOTED.

The meeting closed at 19:45

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

Councillor. Eartha Pond (Chair)

Minute

Ref: 044 – 22/23

Minutes of the meeting of the **HR Committee** held by Zoom
on Monday 29 March 2021 at 12 noon

Present:

Councillors Emma Sweeney (Chair), John McArdle, Brian Nicholas, and Susanna Rustin.

Also present: Lucie Prior, Proper Officer

HR15 - 20/21 Apologies for absence

Councillor Ryan Dalton.

HR16-20/21 Declarations of interest

Councillor McArdle declared an interest as Responsible Financial Officer.

HR17-20/21 Minutes of the meeting held 13 January 2021

RESOLVED THAT, the minutes of the meeting held on 13 January 2021 were **APPROVED** as a correct record.

HR18-20/21 Public session

There were no members of the public present.

HR19-20/21 CDO Recruitment

The Chair of the Council had circulated a report setting out options for filling the vacant Community Development Officer position and seeking decisions on these.

RESOLVED THAT, the formation of an Evaluation Panel comprising Councillors Sweeney, and McArdle together with Proper Officer Lucie Prior to take forward the next stages of the process be **APPROVED**

RESOLVED THAT, a proposal to delegate authority to the Panel to shortlist candidates, conduct interviews, and make an appointment be **APPROVED**

RESOLVED THAT, the interviews will be held online using Zoom

Councillor Nicholas left the meeting at 12:18

HR20-20/21 Exclusion of Press and Public

There were no members of the public present.

HR21-20/21 Appraisal of director

A proposal that the annual appraisal of the Director for 2020/21, and the setting of objectives for 2021/22, be undertaken by the Chair of HR and the Chair of the Council was **APPROVED**.

The meeting ended at 12:40

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Place Committee Meeting held in the Beethoven Centre
at 6 pm on Wednesday 22 June 2022

Present: Councillors John McArdle (Chair), Sandra Bynoe (Vice-chair) Samantha Alleyne, Gill Fitzhugh, Emma Sweeney, and Stella Wilson

Also present: Shuwanna Aaron, Acting Director; Millie Kent, Project Officer; Simon Walton, Volunteer

PL 01-21/22 Apologies for absence – No apologies were issued.

PL 02-21/22 Minute's Silence - All present participated in a minute of silence. The Chair of Place Committee thanks Councillor Pond for delivering a wreath on behalf of the Council at a memorial paying tribute to those affected by the tragedy.

PL 03-21/22 Declarations of interest – The Chair of the Place Committee notes a declaration of interest as the Returning Financial Officer.

PL 04-21/22 Minutes of the previous meeting – Cllr Gill Fitzhugh proposes the Minutes, Cllr Wilson Second the proposal.

RESOLVED THAT, the minutes of the meeting held on 23 February 2022 were APPROVED as a correct record and signed by the Chair.

PL 05-21/22 Public session – Simon Walton questions why the forecast column is missing from the financial report.

RESOLVED THAT QPCC would continue to publicise that the consultation was taking place and would encourage residents to participate so that the best possible design could be achieved.

PL 06-21/22 Financial Report – Cllr McArdle gave a report on as RFO explaining that the variance between spend and forecast is relatively small, the precepts has been received after a follow-up with WCC. All other budget lines are expected to go as planned. There has been a slight overspend on the Election budget with funding being pulled from an earmarked reserved. There is also overspend on the Neighbourhood plan where no spend was expected, the spend covered the printing of the neighbourhood plan for the Council's files. Summer Festival plans are going ahead and set to meet the allocated budget. A full report will go to the council in October.

RESOLVED THAT Committee to note that a full report will be sent to the forward planning Committee when available and other Councillors can request a copy. Councillors will be asked to reconcile spending at least quarterly to adhere to the requirements of the standing order following Cllr Lancashire's stepping down from the Council. The report has been NOTED.

PL 07-21/22 Reports from contractors –

Shuwanna confirmed that there are no reports from contractors.

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. A matter of note following the last meeting regards the objection to proposed operational Management Plan for the Jubilee Centre and community involvement. Officers have picked up this conversation with WCC.

Shuwanna provided an update that a number of organisations were invited to join the management committee – representing a range of activities and service providers in the area. The Councillor has been asked to suggest a system of community use. Officers put forward a system based on needs in the community, and flexibility to meet needs which included a suggestion that community usage be allocated to QPCC and the Council would work with local groups to ensure that needs were met. This system was not accepted by WCC due to WCC requirements that the Jubilee site is run through the Everyone Active contractors. There has not been confirmation as yet from WCC/Everyone Active that free community access will be possible.

Councillor Alleyne raises concerns that there has been a relinquishment of the agreement that the Jubilee Centre will be refurbished for and managed by the Community.

Shuwanna notes a pending meeting with Councillor Sanquest to discuss the Jubilee Centre

Councillor McArdle notes that our position on the Jubilee centre is to have genuine Community availability at the Jubilee Centre.

Shuwanna clarifies that conversation with WCC thus far about free access is restricted by concerns about maintaining commercial viability.

Councillor Sweeney points out that an email has been circulated by the Council regarding a mobilisation plan for the Jubilee Centre.

Simon Walton confirms that current planning applications are being responded to as necessary.

RESOLVED THAT the report be NOTED

PL 09-21/22 Working Groups

Air Quality: Ray Lancashire confirms that a new study of air quality will be launched over the weekend and raises that there is a potential to improve the study by also testing particles with additional costs.

Councillor McArdle thanks Ray Lancashire.

Public and Community Arts. The Working Group has not met since the previous meeting of the Committee so has nothing to report. Shuwanna highlighted a request made by a resident to run a play during Black History Month based on the life of Fanny Eaton. Officers are exploring option and have submitted grant application to support the production of the play for a week over Black History Month. The Public and Community Arts working group will be called to discuss the play as a project. Officers are also exploring the potential for another exhibition during Black History Month.

Councillor Alleyne suggests a meeting with A2Dominion to work collaboratively on Black History Month Projects.

Climate Emergency: report will be included in the Officers' report.

RESOLVED THAT the reports be NOTED

PL 10-21/22 Officers' report – Officers provided a verbal report to Council including:

- Simon Wilton's request to plant a Elm Tree in recognition of Former Queen's Park Councillor Paul Dimoldenburgh's service to the community has been actioned and an email was sent to ascertain an appropriate time and date.

Chair of the Council and the action director joined a "walk" organised by Ward Councillor Sanquest with the John Hayden (WCC Divisional Head of Maintenance and Repairs) Laura Jursone (WCC North and West Area Repairs Manager) to discuss urgent repair needs in the Mozart estate including notice, boards, missing tiles, damp, flooding etc) WCC officers have agreed to prioritise stop- gap repairs for the more hazardous issues. Longer term repairs will be addressed in regular meeting to be organised by Councillor Sanquest.

There will be a photo opportunity on Thursday 24th to celebrate the refurbishments made to the hut. Councillor Fitzhugh has raised officers' awareness of further works to be done, officers will meet with Park keepers to discuss before re-initiating conversations with WCC about covering the costs.

Officers are investigating processes to ensure that Community groups can access the Hut in the near future.

Application have been put in for Street Play on Kilravock and Ashmore Road. Permanent designation of Play Streets have been halted by the Council until further notice due to difficulty coordinating with Highways team. Councillor McAllister is supportive of a permanent designation of Play Street on Ashmore Road.

Play Sessions are planned to take place in Lancefield Gardens. There are concerns about the safety of the fences which was previously raised with WCC by former director Lucie Prior. Officers will raise this with WCC again.

3 successful garden clean days have been held supporting 12 residents to clean up their gardens. Approximately 20 residents are still on the waiting list. Residents have been very appreciative of the work done during the garden clean up and have sent thanks to Officers. Officers are working with Councillor Fitzhugh and volunteers to help residents to sustain their gardens and prevent re-growth of weeds.

There is now a desire for play space in Selby Square. A2 Dominion will be issuing another consultation before taking further action.

Knotweed removal from the allotments behind Harrington court has still not begun. Officers have raised this with Councillor Sanquest and will follow up.

Officers have supported residents on Ashmore, Kilravock and Fifth Avenue to run Street Parties during the Platinum Jubilee Bank holiday and will produce a supplement for the next issue of the Queen's Park Voice.

Progress is being made on the BT garden. Gates need to be put on and Trees still need to be pruned.

WCC has secured GLA funding to support retrofitting of properties in the area. Open meeting will be planned to provide information to residents and address concerns.

Domestic Retrofit

WCC was successful in securing GLA funding to continue domestic retrofit of their properties in the area.

Officers are planning an information session and open meeting in Spring for residents to attend in order to have their questions answered and improve the percentage uptake.

Energy saving measures will not only minimise household emissions but also help alleviate fuel poverty for residents.

Community Clean Up

Another successful community clean up was hosted on the 12th of February. We had access to the hut so were able to offer all volunteers a hot drink afterwards using reusable mugs provided by Westminster Recycling.

The next clean up is scheduled for the 2nd of April to tie in with the Easter holidays and the Great British Spring Clean.

Other Projects

A page was dedicated to the climate emergency in the most recent edition of The Voice which focused on how residents can get involved. The working group will continue to submit a page for subsequent issues.

The working group intends to continue its work with local schools and youth groups to engage local young people in their plans.

A dedicated Climate Emergency page is in the works for the website. We are awaiting confirmation from the designer.

Officers are still in talks with A2Dominion regarding a community energy project based at the Beethoven Centre.

RESOLVED THAT the report be NOTED

The meeting concluded at 7.47pm

Signed by.....

Date.....

Councillor John McArdle (Chair of Place Committee)
22/23

Minute Ref: PL 04 –

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Place Committee Meeting held in the Beethoven Centre
at 6 pm on Wednesday 21 September 2022

Present: Cllrs. Bynoe, Fitzhugh and Sweeney.

Also present: Shuwanna Aaron, Acting Director; Simon Walton, Volunteer, Ray Lancashire, Volunteer, Millie Kent, Project Officer

PL 11-22/23 Apologies for absence – Cllrs. Alleyne, McArdle and Cllr Diamond have issued apologies.

PL 12-22/23 Minute's Silence - All present participated in a minute of silence to mark the passing of Queen Elizabeth II.

PL 13-22/23 Declarations of interest – no declarations of interests were issued.

PL 14-22/23 Minutes of the previous meeting – Cllr Gill Fitzhugh proposes the Minutes, Cllr Sweeney Second the proposal.

RESOLVED THAT, the minutes of the meeting held on 22 June were APPROVED as a correct record and signed by the Vice-Chair, Cllr Bynoe.

PL 15-21/22 Public session – No questions were posed.

PL 16-22/23 Queen's Park Gardens – The Director introduced the written report circulated, council discussed the resident's proposal.

RESOLVED THAT, the director should write to the Parks team outlining the Council's views as below:

- General support for a provision of coffee and other refreshments in the Queen's Park Gardens as it can add value for park users. There are however, concerns that financial viability for this business (given footfall at the location) may mean products costs more and will become inaccessible to large sections of the community.
- Council is more inclined to support a mobile structure (which preferably leaves the park at night)
- Council is supportive of the potential location being near the Third Avenue entrance but due to the size of the park would be reluctant to support additional structures such as a gazebo, or tables or chairs as part of the offer.

PL 17- 22/23 Jubilee Community Centre – The Director introduced the written report circulated and council discussed the recommendations.

RESOLVED THAT, the director should write to the Parks team outlining the Committee's views as below:

- The Committee's understanding is that the agreement for a Management Group was made with the intention that the group would play a long-term role establishing and maintaining clear links with the community. As such, the Committee would like to see ToR for the CMG

amended that reflect a long-term role. The feeling is that this is particularly important to ensure that the balance between commercial viability and community need is maintained.

- Committee are concerned that the process of how non-members of the CMG will have access to the free usage allocation remains unclear. Currently the Committee view is that the Community Council is better positioned to facilitate the flexible local engagement needed to ensure that the free usage allocation is best utilised to meet the local needs; and would like to see ideas for this explored.
- The Committee would like to organise a meeting with Councillors (QPCC and Ward) and potentially the MP in order to come to a shared understanding of the purpose of the CMG and to discuss the proposals for facilitation of free access.

PL 18-22/23 Financial Report – the chair outlined that the Financial report has been circulated for the committee to note.

RESOLVED THAT the report be noted.

PL 19-22/23 Reports from contractors – A report from HCGA was circulated with the Meeting's Papers. Crissie Chambers (Canine Culture) submitted a report highlighting:

- Ongoing discussion regarding splitting the Dog run as a measure of addressing ongoing issues of health and safety and concerns from local dog owners that smaller dogs are at risk when bigger or certain breeds of dogs are using the run.
- Continued weekly patrols with Nuno Reis, observing and educating dog owners on areas that dogs should by law be on leads and about the findable offence of not picking up dog fouling.
- Increased number of patrols during the summer months and hot weather where there was an increase in dogs off lead in the football areas, wildlife gardens and other public places.
- Overall off lead dogs decreased
- Dog classes were carried out in May and June including a former labradorite and a few small breeds.
- The success of the Queen's Park Dog show 2022, where there was a great turnout from residents.
- was amazing.
- Plan to host a 'Coffee and Cake' morning as part of Silver Sunday celebrations at the Queens Park library, providing support and advice for owners.

Councillors asked questions about the potential impact of splitting the Dog run and identified general support for the project if it is deemed a positive solution by local owners.

RESOLVED THAT the report be noted.

20-22/23 Climate Emergency Working Group – A written report on the Council's emissions was prepared by the Climate Emergency Working Group and was circulated. The Project Officer outlined the report's main point.

RESOLVED THAT the report be noted.

21-22/23 Planning Working Group

The Director outlined that a written report of the Planning working group was circulated to be noted by the Committee. Simon Walton outlined the current difficulty he is experiencing undertaking the administrative tasks of the planning working group and called for the council to seek additional volunteer support.

RESOLVED THAT the report be noted.

PL 22-22/23 Working Groups

The Director informed the Committee that reports from the working groups have been circulated as part of the Officer's report.

RESOLVED THAT the reports be NOTED

PL 23-22/23 Officers' report – The Director introduced the written report which was circulated as part of the meeting's papers and highlighted the key points of the report.

The meeting concluded at 7.52pm

Signed by.....

Date.....

Councillor John McArdle (Chair of Place Committee)
22/23

Minute Ref: PL 04 –

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the People Committee Meeting held in the Beethoven Centre
on **Wednesday 22 June 2022** commencing at 18:00.

Present: Councillors Samantha Alleyne (Chair), Ryan Dalton (Vice-chair), Sandra Bynoe, David Fakhr, Orrel Lawrence, Brian. Nicholas, Eartha Pond, and Stella Wilson

Also present: Shuwanna Aaron, Acting Director, Councillor John McArdle, Responsible Financial officer, and two members of the public.

PP10-22/23 Apologies for absence – Councillor Roger Diamond – unwell.

PP11 22/23 Minute's Silence for Grenfell – The Chair spoke of the impact of the tragedy on the people in our areas and asked the meeting to be upstanding and observe a minute's silence to mark the fifth anniversary of the tragedy at Grenfell Tower.

P12 -22/23 Declarations of interest and dispensations – Councillor Ryan Dalton had been issued with a dispensation to participate in the discussion on Special Grants (PP15 – 22/23)

PP13-22/23 Minutes of the previous meeting held on 9 February 2022

RESOLVED THAT, the minutes were APPROVED as a correct record and signed by Councillor Alleyne

PP14 23-20/21 Public Session – Simon Walton asked a question about the Financial report that had been circulated with the papers for the previous meeting. The Chair referred him to the Place Committee which was to take place following this meeting and had that item on the agenda.

PP15-20/21 Special Grants

The Acting Director circulated a report on options for using the special Grant funds of £5,000 allocated to the Committee. Four 'expressions of interested' had been received and these were summarised in the report. She asked that councillors discuss those options, listed below, and arrive at a decision.

1. To fund one project in full
2. To split the available fund across all projects
3. To split the available fund across all projects, except the Asaworta Seaside Summer Trip.

Following discussion, a proposal that a partnership be established with Asaworta to incorporate the Summer Trip project within the Council's own summer programme and that the Acting Director liaise with the Responsible financial officer to split the funds across the three other applicants was APPROVED.

The meeting closed at 18:40

Minute Ref: PPxx – 22/23

Signed by.....

Date.....

Cllr. Samantha Alleyne (Chair, People Committee)

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the People Committee Meeting held in the Beethoven Centre
on **Wednesday 7th September 2022** commencing at 18:00.

Present: Cllr Alleyne, Cllr Wilson, Cllr Bynoe, Cllr Dalton

Also present: Shuwanna Aaron, Director; Millie Kent, Project Officer, Liz Thorpe-Tracey, Events co-ordinator, Ray Lancashire, Simon Walton,

PP16-22/23 Apologies for absence – Cllr Pond

PP17-22/23 Declarations of interest and dispensations – none

PP18-22/23 Minutes of the previous meeting held on 7 September 2022

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

PP19-22/23 Public Session - No questions had been received.

PP20-22/23 Financial Report

The Responsible Financial Officer circulated a report on the current financial position of the budget lines that are monitored by the Committee. The report noted that the current position is that most lines are on or close to the budget and the overall picture is positive. A full report will be available for the Place Committee later in the month. The Director added that there was a slight overspend on the Social Inclusion budget line due to support for JoJay's Lunch Club which provides subsidised vegetarian meals for the community. There is a monitoring report available for Councillors to read. It was also noted that Summer Festival is likely to come in under budget and that there was significant spending from the Children and Young people Budget, including the earmarked reserves due to the Summer in Queen's Park Programme.

RESOLVED THAT, the report be NOTED.

PP21-22/23 Working Groups Report

Children and Young People Working Group

The director outlined that the Children and Young People Working Group engaged about 600 residents in the Summer in Queen's Park Programme that was highly subscribed to by residents and received very positive feedback. There are learning from the programme to be applied in the future.

Social Inclusion and Care in Queen's Park

The director outlines the difficult Emily Engles has had running the Welcome Home Project which she is no longer able to run. Officers are exploring way to make a similar project work. The Council will continue to support JoJay's lunch Club. Liz Thorpe Tracy highlights the potential for the Social Inclusion Working Group's involvement in the Warm spaces/Warm banks programme.

Events and Social Working Group

Liz Thorpe Tracy outlines the success of summer festival which engaged 2500 residents and more residents and stall in the over 50s area. The Green Futures section of festival and the Health zones were popular. There were some issues with the provision of hot foods – some of the retailers were absent/ not well prepared. An outline of the plans for Fireworks and Winter Festival were discussed. The events working group should be convened to discuss the plans in more details. There was a proposal for an indoor, weatherproof aspect of the winter festival at St Jude's Hall.

RESOLVED THAT, the report be NOTED.

PP22-22/23 Officers Report

A written was circulated with the meeting's papers. The director outlined some of the main point of the report.

Ray Lancashire asked why the Council's website went down. The director explained that the website went down due to the domain registration lapsed, and provided an update on plans to improve the website management.

RESOLVED THAT, the report be NOTED.

The meeting closed at 19: _ _

Minute Ref: PP _ _ – 22/23

Signed by.....

Date.....

Cllr. Samantha Alleyne (Chair, People Committee)

Report To:	Queen's Park Community Council		
Title:	Finance Report		
Purpose:	For Decision		
Author:	Cllr John McArdle, Responsible Financial Officer and Shuwanna Aaron, Director		
Date of Meeting	18 January 2023	Agenda Item	047 – 22/23

1 Summary

This report summarises the current financial position and recommends the approval of payments made during October, November and December 2022.

2 Recommendations

- (1) That the contents be noted.
- (2) That payments to the value of £34,892.75 set out in Appendix 2 be approved.

3 Background

- 3.1 This report has been prepared by Councillor John McArdle as Responsible Financial Officer with the support of Proper Officer Shuwanna Aaron.
- 3.3 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 December 2022 which deals with the year to date at the end of the third quarter. It is these figures which are used to inform the budget for 2023/24. In this instance, because of the new Year holiday falling at the month end, transactions up to and including 6 January 2023 are included in the report.
- 3.4 The next report will be March 2023 and will be a routine monthly report.

4 Approval of Payments

- 4.1 Appendix 1 attached set out all payments, including redacted payments, made by the Council during the period from October to December 2022. Most of these were made under delegated powers and the total paid was £56,291.45 of which £17,628.70 were redacted payments.

- 4.2 Under Article 5.5 of the Council's Financial Regulations the Responsible Finance Officer has delegated authority to authorise payments in certain circumstances, including where the payment forms part of a contract or is for a value of less than £1,000. Where this authority is used a schedule of the payments is to be provided to the next meeting of the Council. The total value of these is £34,892.75 and these are set out in Appendix 2 for approval.
- 4.3 On 30 March 2022 Council decided to obtain a bank debit card to be used for some purchases, including online payments. (088 – 21/22). This has now been done and the card was used 14 times during the period with a total transaction value of £1,100.62. A list of these transactions is attached at Appendix 3.

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%.
- 5.2 A detailed analysis has been undertaken of income and expenditure on each Cost Centre for 2022/23 and these are shown in Appendix 4 with a comment on each relevant line. The Council Detail Report at Appendix 5 provides details of the figures held on the Rialtas accounting system. These have been reconciled to the bank account as required.
- 5.3 While there are some overspends and underspends on individual budget lines, the overall financial picture is broadly in line with expectations and no virements to budgets are proposed.
- 5.4 The exception to the above is the Project Income line where staff shortages limited activity on seeking funding for projects resulting in a significant projected shortfall.
- 5.5 At the beginning of the year some funds were placed in Earmarked Reserves (EMR) to reflect money that had been committed but not yet spent. At the end of December, the total value of these was £16,832 made up as follows

Table 1: Summary of Earmarked Reserves

Description	Value (£)
320 EMR – Grants	9,456
322 EMR – Elections	5,278
324 Community Infrastructure Levy	2,098

6 Transparency

- 6.1 Although not strictly required to because of its size, the Council has published a Transparency Statement on its website and is starting to add information such as contracts and payments over £500.

<https://queensparkcommunitycouncil.gov.uk/wp-content/uploads/2022/09/transparency-statement.pdf>

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Appendix 1: All Transactions October to December 2022

Date Paid	Payee Name	Goods / Services	Value
04/10/2022	Westminster City Council	Refund St Jure's Deposit	-200.00
05/10/2022	Barclays	Bank Charges	8.50
07/10/2022	Capsule CRM	SUBS OCT 22	57.60
14/10/2022	A2 Dominion	Room Booking	70.80
14/10/2022	A2 Dominion	Room Booking	136.50
14/10/2022	A2 Dominion	Room Booking	78.00
14/10/2022	HAMMERSMITH COMMUNIT	Q2 2022/23	4000.00
14/10/2022	Microshade Business Cons	Hosting	338.04
14/10/2022	Millie Kent	Exoenses	6.00
14/10/2022	A2 Dominion	Adjust 180	7.20
17/10/2022	Rialtas Business Solutions	MTD Suoort	70.80
17/10/2022	A2 Dominion	Room Booking	214.50
17/10/2022	Faith Tingle-Bartoli	Directing "Out of the Pictu	750.00
18/10/2022	Ryman Stationers	Printer Paper	7.99
18/10/2022	Sum Up Payments	Card Reader No 1	46.80
24/10/2022	Poppy Appeal	Wreath 2022	25.24
26/10/2022	Sum Up Payments	Card Reader No2	46.80
27/10/2022	Amazon	Garden waste bags	23.00
28/10/2022	Redacted	Redeacted	
28/10/2022	Apogee Corporation Ltd	Printer Supplies	49.85
29/10/2022	Vodafone	Calls and data	55.08
29/10/2022	Shuwanna Aaron	Expenses oct 22	138.80
31/10/2022	Redacted	Redeacted	
31/10/2022	Redacted	Redeacted	
31/10/2022	Redacted	Redeacted	
31/10/2022	Redacted	Redeacted	
31/10/2022	Onecom	Voice and Broadband	64.26
31/10/2022	Amazon	Decorations for BHM Evei	130.88
02/11/2022	First Aid Cover	Attendance at Fireworks	365.00
03/11/2022	Outta da Box Ltd	Steelpan performance	150.00
04/11/2022	Barclays	Bank Charges	8.50
07/11/2022	Happy Lizzy Event Plannin	Costs for Fireworks	683.14
07/11/2022	Shaun Powerz	DJ at Fireworks	150.00
07/11/2022	Capsule CRM	Monthly Payment	57.60
08/11/2022	Happy Lizzy Event Plannin	Events Admin (Fireworks)	1950.00
08/11/2022	Shellscape Pyrotechnics Lt	Fireworks Display	5400.00
08/11/2022	John Gooding	QPV 34	1381.00
08/11/2022	Sum Up Payments	Card payment fee	3.75
15/11/2022	Sum Up Payments	Fee on card payments	0.34
17/11/2022	Happy Lizzy Event Plannin	Christmas Donkeys	600.00
17/11/2022	Walton Lane Audio Service	Set up for fireworks	1087.50
17/11/2022	Happy Lizzy Event Plannin	Events admin - general su	750.00
17/11/2022	Microshade Business Cons	IT Hosting	338.04
17/11/2022	Redacted	Redeacted	
21/11/2022	Treasure Boxing Club	Community Grant	875.00
21/11/2022	Creative Futures	Community Grant	1195.00
21/11/2022	Road Traffic Solutions	Security for fireworks	4187.40

22/11/2022	Jewel Wright Ltd	Out of the Picture	750.00
28/11/2022	Rosamund Saunders Book	Design QPV issue 34	480.00
28/11/2022	Redacted	Redeacted	
28/11/2022	Redacted	Redeacted	
28/11/2022	A2 Dominion	Room Booking	78.00
28/11/2022	Ryman Stationers	Wall planner and kables	12.48
28/11/2022	Monette Akkison	Summer Workshops	150.00
30/11/2022	Redacted	Redeacted	
30/11/2022	Redacted	Redeacted	
30/11/2022	Vodafone	Calls and Data	95.08
30/11/2022	Onecom	Broadband and voice	64.26
05/12/2022	Barclays	Bank Charges	8.50
05/12/2022	Sainsburys	Sainsburys	54.55
07/12/2022	Capsule CRM	CRM FEE	57.60
15/12/2022	EBAY	Supplies for hamper	53.96
19/12/2022	Walton Lane Audio Service	Winter Fair infrastructure	1350.00
19/12/2022	Microshade Business Cons	Hosting	338.04
19/12/2022	A2 Dominion	Venue hire 19/10/22	78.00
19/12/2022	A2 Dominion	Roomhire September 22	140.00
19/12/2022	A2 Dominion	Main Hall extended hours	78.00
19/12/2022	A2 Dominion	Room hire Nov 22	78.00
19/12/2022	Monette Akkison	Summer CYP programme	150.00
19/12/2022	A2 Dominion	ADJUST 4120	6.40
20/12/2022	Sainsburys	Supplies	79.04
20/12/2022	ALDI	Supplies for hampers	7.42
21/12/2022	Angie Durrance	Refreshments for firework	80.00
21/12/2022	Viking	Stationery	138.80
21/12/2022	Elysse Graves	Expenses for hampers	109.20
21/12/2022	Bajan Rumshop	Community Grant 22/23 1	900.00
21/12/2022	Crissie Chambers (Canine	Dog Services Q3 22/23	900.00
21/12/2022	Happy Lizzy Event Plannin	Winter Fair supplies	2467.37
21/12/2022	Happy Lizzy Event Plannin	Events Admin Winter Fair	1170.00
21/12/2022	Viking	Refund wrong bank accou	-138.80
21/12/2022	Dunford Wood	Councillor Winter session	540.00
23/12/2022	Redacted	Redeacted	
23/12/2022	Redacted	Redeacted	
28/12/2022	Vodafone	Calls and data	55.08
30/12/2022	Onecom	BROADBAND	82.24
30/12/2022	Onecom	BROADBAND	64.26
30/12/2022	Sainsburys	Sainsburys	497.26
03/01/2023	Happy Lizzy Event Plannin	QPCC Bags	1144.80
06/01/2023	Redacted	Redeacted	
06/01/2023	A2 Dominion	Romm bookings Nov 22	78.00
06/01/2023	Gradko International	Air monitoring tubes	156.30
06/01/2023	Pepe Duncan	Community Grant	1000.00
		After redactions	38662.75
		Full Total	56291.45
		Redacted	17628.70

Appendix 2: Transactions for Approval October to December 2022

Date Paid	Payee Name	Goods / Services	Value
05/10/2022	Barclays	Bank Charges	8.5
07/10/2022	Capsule CRM	SUBS OCT 22	57.6
14/10/2022	A2 Dominion	Room Booking	70.8
14/10/2022	A2 Dominion	Room Booking	136.5
14/10/2022	A2 Dominion	Room Booking	78
14/10/2022	HAMMERSMITH COMMUNIT	Q2 2022/23	4000
14/10/2022	Microshade Business Cons	Hosting	338.04
14/10/2022	Millie Kent	Exoenses	6
14/10/2022	A2 Dominion	Adjust 180	7.2
17/10/2022	Rialtas Business Solutions	MTD Suoort	70.8
17/10/2022	A2 Dominion	Room Booking	214.5
17/10/2022	Faith Tingle-Bartoli	Directing "Out of the Pictu	750
18/10/2022	Ryman Stationers	Printer Paper	7.99
18/10/2022	Sum Up Payments	Card Reader No 1	46.8
24/10/2022	Poppy Appeal	Wreath 2022	25.24
26/10/2022	Sum Up Payments	Card Reader No2	46.8
27/10/2022	Amazon	Garden waste bags	23
28/10/2022	Apogee Corporation Ltd	Printer Supplies	49.85
29/10/2022	Vodafone	Calls and data	55.08
29/10/2022	Shuwanna Aaron	Expenses oct 22	138.8
31/10/2022	Onecom	Voice and Broadband	64.26
31/10/2022	Amazon	Decorations for BHM Eveni	130.88
02/11/2022	First Aid Cover	Attendance at Fireworks	365
03/11/2022	Outta da Box Ltd	Steelpan performance	150
04/11/2022	Barclays	Bank Charges	8.5
07/11/2022	Happy Lizzy Event Plannin	Costs for Fireworks	683.14
07/11/2022	Shaun Powerz	DJ at Fireworks	150
07/11/2022	Capsule CRM	Monthly Payment	57.6
08/11/2022	Happy Lizzy Event Plannin	Events Admin (Fireworks)	1950
08/11/2022	Shellscape Pyrotechnics Lt	Fireworks Display	5400
08/11/2022	John Gooding	QPV 34	1381
08/11/2022	Sum Up Payments	Card payment fee	3.75
15/11/2022	Sum Up Payments	Fee on card payments	0.34
17/11/2022	Happy Lizzy Event Plannin	Christmas Donkeys	600
17/11/2022	Walton Lane Audio Service	Set up for fireworks	1087.5
17/11/2022	Happy Lizzy Event Plannin	Events admin - general su	750
17/11/2022	Microshade Business Cons	IT Hosting	338.04
21/11/2022	Road Traffic Solutions	Security for fireworks	4187.4
22/11/2022	Jewel Wright Ltd	Out of the Picture	750
28/11/2022	Rosamund Saunders Book	Design QPV issue 34	480
28/11/2022	A2 Dominion	Room Booking	78
28/11/2022	Ryman Stationers	Wall planner and kabela	12.48
28/11/2022	Monette Akkison	Summer Workshops	150
30/11/2022	Vodafone	Calls and Data	95.08
30/11/2022	Onecom	Broadband and voice	64.26
05/12/2022	Barclays	Bank Charges	8.5
05/12/2022	Sainsburys	Sainsburys	54.55
07/12/2022	Capsule CRM	CRM FEE	57.6
15/12/2022	EBAY	Supplies for hamper	53.96
19/12/2022	Walton Lane Audio Service	Winter Fair infrastructure	1350

19/12/2022	Microshade Business Cons	Hosting	338.04
19/12/2022	A2 Dominion	Venue hire 19/10/22	78
19/12/2022	A2 Dominion	Roomhure September 22	140
19/12/2022	A2 Dominion	Main Hall extended hours	78
19/12/2022	A2 Dominion	Room hire Nov 22	78
19/12/2022	Monette Akkison	Summer CYP programme	150
19/12/2022	A2 Dominion	ADJUST 4120	6.4
20/12/2022	Sainsburys	Supplies	79.04
20/12/2022	ALDI	Supplies for hampers	7.42
21/12/2022	Angie Durrance	Refreshments for firework	80
21/12/2022	Viking	Stationery	138.8
21/12/2022	Elysse Graves	Expenses for hampers	109.2
21/12/2022	Crissie Chambers (Canine	Dog Services Q3 22/23	900
21/12/2022	Happy Lizzy Event Plannin	Winter Fair supplies	2467.37
21/12/2022	Happy Lizzy Event Plannin	Events Admin Winter Fair	1170
21/12/2022	Viking	Refund wrong bank accou	-138.8
21/12/2022	Dunford Wood	Councillor Winter session	540
28/12/2022	Vodafone	Calls and data	55.08
30/12/2022	Onecom	BROADBAND	82.24
30/12/2022	Onecom	BROADBAND	64.26
30/12/2022	Sainsburys	Sainsburys	497.26
03/01/2023	Happy Lizzy Event Plannin	QPCC Bags	1144.8
06/01/2023	A2 Dominion	Romm bookings Nov 22	78
06/01/2023	Gradko International	Air monitoring tubes	156.3
For Approval			34,892.75

Appendix 3: Card Transactions October to December 2022

Date			
Paid	Payee Name	Goods / Services	Value
07/10/2022	Capsule CRM	SUBS OCT 22	57.60
18/10/2022	Sum Up Payments	Card Reader No 1	46.80
18/10/2022	Ryman Stationers	Printer Paper	7.99
24/10/2022	Poppy Appeal	Wreath 2022	25.24
26/10/2022	Sum Up Payments	Card Reader No2	46.80
27/10/2022	Amazon	Garden waste bags	23.00
31/10/2022	Amazon	Decorations for BHM Event	130.88
07/11/2022	Capsule CRM	Monthly Payment	57.60
28/11/2022	Ryman Stationers	Wall planner and kables	12.48
05/12/2022	Sainsburys	Sainsburys	54.55
15/12/2022	EBAY	Supplies for hamper	53.96
20/12/2022	Sainsburys	Supplies	79.04
20/12/2022	ALDI	Supplies for hampers	7.42
30/12/2022	Sainsburys	Sainsburys	497.26
			1100.62

Appendix: Budget Monitoring 2022/23
Dec-22

100	Income	Target	YTD	Year to Come	Fore cast	Variance	%	Notes
1010	Project Income	35,000	3,853	-	3,853	31,147	11%	Budget income unlikely to be achieved
1076	Precept	168,183	166,518	-	166,518	1,665	99%	Budget to be met
Total Income		203,183	170,371	-	170,371	32,812	84%	

101	Staff Costs	Target	YTD	YTC	F/C	Variance	%	Notes
4100	Staff costs	93,559	66,307	18,585	84,892	8,667	91%	Budget to be met
4105	Training	1,500	-	500	500	1,000	33%	Budget to be met
Total Staff costs		95,059	66,307	19,085	85,392	9,667	90%	

102	Adminisrtation	Target	YTD	YTC	F/C	Variance	%	Notes
4101	Councillor allowances	3,000	500	1,750	2,250	750	75%	Budget to be met
4105	Training	1,000	873	-	873	127	87%	Budget to be met
4120	Insurance	1,500	1,588	-	1,588	- 88	106%	Budget to be met
4125	Office Rent	10,000	10,000	-	10,000	-	100%	Budget to be met
4126	Room Bookings	1,200	1,122	300	1,422	- 222	119%	Slight overspend
4127	Office Maintenance	500	82	450	532	- 32	106%	Budget to be met
4128	Catering	200	-	100	100	100	50%	Budget to be met
4130	IT Costs	6,000	4,525	2,000	6,525	- 525	109%	Slight overspend
4132	Stationery & Materials	700	582	-	582	118	83%	Underspend likely
4133	Chair's Allowance	75	-	-	-	75	0%	Budget to be met
4135	Tel & post	1,500	1,231	- 155	1,076	424	72%	Budget to be met
4137	Subscriptions	3,000	35	-	35	2,965	1%	Budget to be met
4139	Travel expenses	300	- 191	300	109	191	36%	Underspend likely
4140	Professional fees	500	114	-	114	386	23%	Underspend likely
4142	Audit fees	1,500	1,019	-	1,019	481	68%	Underspend likely
4144	Bank charges	102	81	26	107	- 5	104%	Budget to be met
4150	Elections costs	7,278	2,688	3,000	5,688	1,590	78%	EMR to be added
Total Administration		38,355	24,249	7,771	32,020	6,336	83%	

201	Communications	Target	YTD	YTC	F/C	Variance	%	Notes
4110	Website	2,500	940	930	1,870	630	75%	Budget to be met
4200	Queens Park Voice	4,500	4,243	-	4,243	257	94%	Possible overspend
4236	Marketing	500	257	250	507	- 7	101%	Budget to be met
Total Communications		7,500	5,440	1,180	6,620	880	88%	

301	Place Committee	Target	YTD	YTC	F/C	Variance	%	Notes
4300	Community Gardening	17,500	8,124	8,000	16,124	1,376	92%	Budget to be met
4301	Dog Strategy	4,500	3,515	900	4,415	85	98%	Budget to be met
4305	Park Development	500	-	-	-	500	0%	Budget to be met
4400	Neighbourhood Plan	-	56	-	56	- 56	N/A	Small overspend
4405	Retailers' Support	500	-	-	-	500	0%	Budget to be met
4410	Air Quality	500	261	-	261	239	52%	Slight underspend
4420	Public & Community Arts	2,000	2,430	-	2,430	- 430	122%	Slight overspend
4999	Climate Emergency	1,000	1,046	-	1,046	- 46	105%	Slight overspend
Total Place Committee		26,500	15,432	8,900	24,332	2,168	92%	

401	Events	Target	YTD	YTC	F/C	Variance	%	Notes
1410	Income Summer Festival	10,000	13,927	-	13,927	- 3,927	139%	Additional revenue
1411	Income Fireworks	7,500	661	5,339	6,000	1,500	80%	Close to budget
1412	Income Winter Fair	1,500	-	1,500	1,500	-	100%	Budget to be met
1415	Income BHM	-	450	-	450	- 450	N/A	New Income line
4201	Events Administration	9,300	8,550	1,500	10,050	- 750	108%	Budget to be met
4205	Winter Fair	3,200	6,027	-	6,027	- 2,827	188%	Overspend on activities
4206	Winter Social	100	-	-	-	100	0%	Budget to be met
4210	Summer Festival	17,000	17,452	-	17,452	- 452	103%	Slight overspend
4220	Fireworks	10,000	10,309	-	10,309	- 309	103%	Budget to be met
Events Income		19,000	15,038	6,839	21,877	- 2,877	115%	
Events Expenditure		39,600	42,338	1,500	43,838	- 4,238	111%	

501	People Committee	Target		YTD	YTC	F/C	Variance	%	Notes
4107	Community engagement	2,000		852	500	1,352	648	68%	Budget to be met
4129	Volunteer Development	1,600		299	800	1,099	501	69%	Budget to be met
4425	Social Inclusion	400		634	-	634	- 234	159%	Overspend on activities
4430	Children & Young People	10,568		7,796	1,300	9,096	1,472	86%	Budget to be met
Total People Committee		14,568		9,581	2,600	12,181	2,387	84%	

601	Grants	Target		YTD	YTC	F/C	Variance	%	Notes
4134	Community Grants	31,900		13,320	25,000	38,320	- 6,420	120%	Budget to be met
4136	Pop Up Fund	2,000		400	1,200	1,600	400	80%	Budget to be met
4138	Special Grants	25,000		24,998	-	24,998	2	100%	Budget to be met
Total Grants		58,900		38,718	26,200	64,918	- 6,018	110%	

			YTD	YTC	F/C	Variance	%
Grand Total Income	222,183		187,592	-	192,248	29,935	87%
Grand Total Expenditure	280,482		204,881	67,236	269,301	11,182	96%

* Find this file in Citrix under Finance/BUDGET

Detailed Receipts & Payments by Budget Heading 10/01/2023

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	3,853	35,000	31,147			11.0%	
1076 Precept	166,518	168,183	1,665			99.0%	
<u>101 Staff costs</u>							
4100 Staff costs	(66,307)	(93,559)	27,252		27,252	70.9%	
4105 Training	0	(1,500)	1,500		1,500	0.0%	
<u>102 Administration</u>							
4101 Councillor allowances	(500)	(3,000)	2,500		2,500	16.7%	
4105 Training	(873)	(1,000)	127		127	87.3%	
4120 Insurance	(1,588)	(1,500)	(88)		(88)	105.9%	
4125 Office Rent	(10,000)	(10,000)	0		0	100.0%	
4126 Room Bookings	(1,122)	(1,200)	78		78	93.5%	
4127 Office maintenance/relocation	(82)	(500)	418		418	16.4%	
4128 Catering	0	(200)	200		200	0.0%	
4130 IT - hosting, computers, email	(4,525)	(6,000)	1,475		1,475	75.4%	
4132 Stationery & Materials	(582)	(700)	118		118	83.2%	
4133 Chair's Allowance	0	(75)	75		75	0.0%	
4135 Tel & post	(1,231)	(1,500)	269		269	82.1%	
4137 Subscriptions	(35)	(3,000)	2,965		2,965	1.2%	
4139 Travel expenses	191	(300)	491		491	(63.8%)	
4140 Professional fees	(114)	(500)	386		386	22.8%	
4142 Audit fees	(1,019)	(1,500)	481		481	67.9%	
4144 Bank charges	(81)	(102)	21		21	79.0%	
4150 Elections costs	(2,688)	(7,278)	4,591		4,591	36.9%	
<u>201 Communications</u>							
4110 Website	(940)	(2,500)	1,560		1,560	37.6%	
4200 Queens Park Voice	(4,243)	(4,500)	257		257	94.3%	
4236 Marketing	(257)	(500)	243		243	51.3%	
<u>301 Place</u>							
4300 Community Gardening	(8,124)	(17,500)	9,376		9,376	46.4%	
4301 Dog Strategy	(3,515)	(4,500)	985		985	78.1%	
4305 Park Development	0	(500)	500		500	0.0%	
4400 Neighbourhood Plan	(56)	0	(56)		(56)	0.0%	
4405 Retailers' Support	0	(500)	500		500	0.0%	
4410 Air Quality	(261)	(500)	240		240	52.1%	
4420 Public & Community Arts	(2,430)	(2,000)	(430)		(430)	121.5%	
4999 Climate Emergency	(1,046)	(1,000)	(46)		(46)	104.6%	
<u>401 Events</u>							
1410 Income Summer Festival	13,927	10,000	(3,927)			139.3%	

Detailed Receipts & Payments by Budget Heading 10/01/2023

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	661	7,500	6,839			8.8%	
1412 Income Winter Fair	0	1,500	1,500			0.0%	
1415 Income Black History Month	450	0	(450)			0.0%	
4201 Events Administration	(8,550)	(9,300)	750		750	91.9%	
4205 Winter Fair	(6,027)	(3,200)	(2,827)		(2,827)	188.3%	
4206 Winter Social	0	(100)	100		100	0.0%	
4210 Summer Festival	(17,452)	(17,000)	(452)		(452)	102.7%	
4220 Fireworks	(10,309)	(10,000)	(309)		(309)	103.1%	
<u>501 People</u>							
4107 Community engagement	(852)	(2,000)	1,148		1,148	42.6%	
4129 Volunteer Development	(299)	(1,600)	1,301		1,301	18.7%	
4425 Social Inclusion	(634)	(400)	(234)		(234)	158.6%	
4430 Children & Young People	(7,796)	(10,568)	2,772		2,772	73.8%	4,645
<u>601 Grants</u>							
4134 Community Grants	(13,320)	(45,806)	32,486		32,486	29.1%	11,350
4136 Pop Up Fund	(400)	(2,000)	1,600		1,600	20.0%	
4138 Special Grants	(24,998)	(25,000)	2		2	100.0%	
<u>999 VAT data</u>							
115 VAT refund	2,183	0	(2,183)			0.0%	
515 VAT on Payment	(2,816)	0	(2,816)		(2,816)	0.0%	
Grand Totals:- Receipts	187,593	222,183	34,590			84.4%	
Payments	204,880	294,388	89,508	0	89,508	69.6%	
Net Receipts over Payments	(17,287)	(72,205)	(54,918)				
plus Transfer From EMR	15,995						
Movement to/(from) Gen Reserve	(1,292)						

Report To:	Queen's Park Community Council		
Title:	Budget and Precept for 2023/24		
Purpose:	For decision		
Author:	Shuwanna Aaron, Director, and Cllr John McArdle, Responsible Financial Officer		
Date of Meeting	18 January 2023	Agenda Item	048 – 22/23

1 Summary

This report sets out proposals for both the budget and precept for 2023/24 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 £226,106 and expenditure of £264,636 for 2023/24 set out in Appendix 2 and summarised in Table 1;
- (2) that the precept be held at £47.31 for 2023/24 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 2022/23 has been compiled, and used together with any planned service changes to project both income and expenditure for 2023/24. The high-level figures are shown in the table below and full line by line calculations are in the Appendix.

	Budget 2022/23	Forecast 2022/23	Budget 2023/24
Total Income	£222,183	£192,248	£226,106
Total Expenditure	£263,736	£269,301	£264,636
Income less Expenditure	£41,553	£77,053	£38,524
Precept	£168,183	£166,518	£172,106

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 2023/25 this number has been calculated by the City Council as 3,637.83 Band D equivalents, an increase of 118.11 on the 3,519.72 used in the previous year.
- 4.2 As the pressure on household incomes continue it is not proposed to increase the precept in 2023/24 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 £172,106 for the year. This represents an increase of £4.003 on the previous year.
- 4.3 For 2022/23 the Income budget was increased to £35,000 with the intention of devoting staff time to bidding for external funding for projects. In the event, staff shortages prevented this from being done but the same figure has been put in for 2023/24 as additional staff will be in place.

5. Expenditure

- 5.1 In most cases the budget against a specific line will closely match that of previous year with no major changes.
- 5.2 The exception is in the Events category, where new lines to accommodate both income and expenditure on events throughout Black History Month are proposed. These represent a consolidation of activities undertaken in previous years using existing budgets, and further detail is provided in Appendix 2.

Appendix 1 Black History Month Events

Local Residents

- 1 Residents have been a driving force behind the Black History Month projects facilitated and grant-funded by the Council. In 2021/2022 residents expressed concerns to Officers about the lack of budget for BHM activities.
- 2 In 2018, 2019 and 2022 the Council receive grant applications from residents and local organisations to support Black History Month activities. Applications were successful in 2018 and 2019, but not in 2022.
- 3 In 2021 and 2022 Black History Month projects were initiated by residents and facilitated by the Council through the Community Engagement Working Group, the Public and Community Arts Working Group and with external funding from the Ward Budget and the BHM 365 programme. In 2022 the funding application to the Ward budget was rejected due to the budget being exhausted.

Significance of Black History Month

- 4 Queen's Park is home to more than 3000 Black and Black-mixed residents , many of who are decedents of the Windrush generation. The Windrush generation and its decedents have been marginalised trough national policies (the Windrush scandal), and its contribution to the fabric of life in Britain has been diluted. Queen's Park holds a 7.2 on the Simpson Diversity Score, compared to the London average of 2.7 – meaning there are proportionally more Black and Black-mixed people that other parts of the London. Marking Black History Month is integral to celebrating this Community, recognising their historical and contemporary experiences, facilitating cross-cultural exchanges and promoting critical conversation about race and equity in the local area.

Creating a Black History Month Budget Line

- 5 Whilst it is important to the Council's business plan and sustainability that external funding is sought where possible, creating a budget line for Black History Month ensures that the Council has the capacity to support this integral celebration regardless of the ebbs and flow of external funding. In addition, a budget line for Black History Month evidences the Council's recognition of this important time of the year and the Communities to which Black History Month is important.

Black History Month Planning Group

- 6 As well as being an opportunity for celebration and commemoration, Black History Month is rooted in exercises of self-determination. Given this nature, it is important that the Council empowers the Black community to lead the development and delivery Black History Month projects. With the Events Working Group and the wider community acting in a supporting capacity, a Black History Month Planning working groups will ensure that the needs of the Black Community are centred in the activities planned for Black History.

Detailed Budget 2023/24

100	General Income	Budget 22/23	Forecast 22/23	Proposed Budget	Change from 22/23 £	%
1010	Project Income	35,000	3,853	35,000	0	0%
1076	Precept	168,183	166,518	172,106	3,923	2%
	Total General Income	203,183	170,371	207,106	3,923	2%

101	Staff Costs	Original	Forecast	Proposed	Change	%
4100	Staff costs	93,559	84,892	93,559	0	0%
4105	Training	1,500	500	1,500	0	0%
	Total Staff costs	95,059	85,392	95,059	0	0%

102	Administration	Original	Forecast	Proposed	Change	%
4101	Councillor allowances	3,000	2,250	3,000	0	0%
4105	Training	1,000	873	1,000	0	0%
4120	Insurance	1,500	1,588	1,500	0	0%
4125	Office Rent	10,000	10,000	10,000	0	0%
4126	Room Bookings	1,200	1,422	1,200	0	0%
4127	Office maintenance	500	532	500	0	0%
4128	Catering	200	100	200	0	0%
4130	IT - hosting, computers, en	6,000	6,525	6,000	0	0%
4132	Stationery & Materials	700	582	700	0	0%
4133	Chair's Allowance	75	0	75	0	0%
4135	Tel & post	1,500	1,076	1,500	0	0%
4137	Subscriptions	3,000	35	3,000	0	0%
4139	Travel expenses	300	109	300	0	0%
4140	Professional fees	500	114	500	0	0%
4142	Audit fees	1,500	1,019	1,500	0	0%
4144	Bank charges	102	107	102	0	0%
4150	Elections costs	2,000	5,688	2,000	0	0%
	Total Administration	33,077	32,020	33,077	0	0%

201	Communications	Original	Forecast	Proposed	Change	%
4110	Website	2,500	1,870	2,500	0	0%
4200	Queens Park Voice	4,500	4,243	4,500	0	0%
4236	Marketing	500	507	500	0	0%
	Total Communications	7,500	6,620	7,500	0	0%

301	Place Committee	Original	Forecast	Proposed	Change	%
4300	Community Gardening	17,500	16,124	17,500	0	0%
4301	Dog Strategy	4,500	4,415	4,500	0	0%
4305	Park Development	500	0	500	0	0%
4400	Neighbourhood Plan	0	56	0	0	#DIV/0!
4405	Retailers' Support	500	0	500	0	0%
4410	Air Quality	500	261	500	0	0%
4420	Public & Community Arts	2,000	2,430	2,000	0	0%
4999	Climate Emergency	1,000	1,046	1,000	0	0%
	Total Place Committee	26,500	24,332	26,500	0	0%

401	Events	Original	Forecast	Proposed	Change	%
1410	Income Summer Festival	10,000	13,927	10,000	0	0%
1411	Income Fireworks	7,500	6,000	7,500	0	0%
1412	Income Winter Fair	1,500	1,500	1,500	0	0%
	Income BHM	0	450	0	0	#DIV/0!
4201	Events Administration	9,300	10,050	9,300	0	0%
4205	Winter Fair	3,200	6,027	3,200	0	0%
4206	Winter Social	100	0	100	0	0%
4210	Summer Festival	17,000	17,452	17,000	0	0%
4220	Fireworks	10,000	10,309	10,000	0	0%
	Black History Month	0	0	1,500	1,500	#DIV/0!
	Events Income	19,000	21,877	19,000	0	0%
	Events Expenditure	39,600	43,838	41,100	1,500	4%

501	People Committee	Original	Forecast	Proposed	Change	%
4107	Community engagement	2,000	1,352	2,000	0	0%
4129	Volunteer Development	1,600	1,099	1,000	-600	-38%
4425	Social Inclusion	400	634	400	0	0%
4430	Children & Young People	6,000	9,096	6,000	0	0%
	Total People Committee	10,000	12,181	9,400	-600	-6%

601	Grants	Original	Forecast	Proposed	Change	%
4134	Community Grants	25,000	38,320	25,000	0	0%
4136	Pop Up Fund	2,000	1,600	2,000	0	0%
4138	Special Grants	25,000	24,998	25,000	0	0%
	Total Grants	52,000	64,918	52,000	0	0%

	Original	Forecast	Proposed	Change	%
Grand Total Income	222,183	192,248	226,106	3,923	2%
Grand Total Expenditure	263,736	269,301	264,636	900	0%

Report To:	Queen's Park Community Council		
Title:	Market Testing for service contracts		
Purpose:	For decision		
Author:	Shuwanna Aaron, Proper Officer		
Date of Meeting	18 January 2023	Agenda Item	049 22-23

1 Summary

This report proposes that the Council carries out market testing for the three service contracts it current holds.

2 Recommendations

That the Council notes the contents of this report, and approves the following actions:

- (1) That during 2023/24 the Proper Officer undertakes a market testing exercise in all three service areas and brings forward proposals for any tendering to be undertaken.
- (2) To uphold the extended contracts with Canine Culture and Happy Lizzy Events Planning and Hammersmith Community Gardens' Association until such time as new proposals to tender are approved.

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	Current Annual Value
Hammersmith Community Gardens Association	Maintenance of Queen's Park Gardens and other open spaces	£16,000
Canine Culture	Undertaking dog related activities and the provision of specialised advice in Queen's Park Gardens and throughout the Council area.	£3,700
Happy Lizzie Event Planning	Organisation and management of the Council's three big events, and support for other Council events.	£9,300

- 3.1 While each of these contracts is running well, all three have been extended three times without market testing. It is good practice to test the market from time to time so as to ensure best value from outsourced services.
- 3.2 At Council Meeting in January 2022 Council approved the extension of existing services contracts (until March 2023) and soft market-testing to take place in the 2022/23 period.
- 3.3 Market testing did not take place due to the departure of the previous Proper Officer and implication on Officers' capacity. Contract extension were agreed with Canine Culture, Happy Lizzy Events and Hammersmith Gardens Association during 2021/2022.
- 3.4 Under Financial Regulation 11.1 (a) (iv) the Council is able to extend any existing contract if it chooses to do so.
- 3.5 Provision is being made within the budgets for 2023/24 for the costs of each service and the cost of market testing each service.

Report To:	Queen's Park Community Council		
Title:	Economic Development Working Group		
Purpose:	To note		
Author:	Shuwanna Aaron, Proper Officer		
Date of Meeting	18 January 2023	Agenda Item	050 22-23

1 Summary

This report provides an update of from the Economic Development Working Group and the Harrow Road Business Association.

2 Background

In 2021/22 Queen's Park Community Council issued a survey of the independent retailers on Harrow Road. Following the analysis of the data, the Economic Development Working Group worked with Officers at the City Council to re-establish the Harrow Road Business Association.

In 2022, the City Council secured funding for a fulltime co-ordinator of the HRBA. Economic Development Working Group has worked in a supportive capacity with the Harrow Road Business Association co-ordinator over the last year.

3 Main tasks / issues since last full meeting of Council

- The last Harrow Road Business Association was held in November during which businesses reported no significant changes to the footfall despite being in the run-up to the holidays.
- Suggestions were made to have seasonal lights across Harrow Road to improve footfall during festive period, this will be pursued for 2023.
- A Graffiti removal programme went ahead in November removing graffiti from building but retailers were responsible to remove graffiti from their shutters.
- Retailers are being offered assistance to redecorate their shop frontages, assistance with Hardship Relief Fund applications, and business rates relief applications.
- There will be increased enforcement against dirty pavements, over-extended forecourts and fly-tipping.
- Reports were made of a parking enforcement marshal being targeted with aggressive behaviour by a particular retailer.
- The survey for potential shared bays between residents and businesses are still being reviewed.
- The Instagram/testing for the "Shop the Harrow Road" logo, is ongoing.

The December issues of the HRBA's monthly newsletter provided updates on:

- The Waste Action Squad which visited Harrow Road from the 5th Dec - 9th Dec to hear the concerns and any issues faced by retailers.
- Free promotion on the Westminster City Save website for local business through the City Save Scheme, which also gives residents discounts

Report To:	Queen's Park Community Council		
Title:	Grants Working Group Report		
Purpose:	To note		
Author:	Shuwanna Aaron, Proper Officer		
Date of Meeting	18 January 2023	Agenda Item	050 22-23

1 Summary

This report sets out some of the activity undertaken by Officers on behalf of the Council and the Grants Working Group since the last meeting of the Council.

2 Recommendations

That the Council notes the Report.

3 Main tasks / issues since last full meeting of Council

Officers have developed a project-agreement (see below) to be agreed by successful applicants to the Queen's Park Council Community Grant's Programme. The Project Agreement outlines the specific terms upon which the grants have been funded, the terms of payment and remuneration of unspent funding and other conditions of funding and monitoring of grants projects. The project agreement has been put in place to support transparency and accountability between the Council and successful grants applicants and strengthens the legal basic upon which the Community Grant's are administered.

Following the last meetings of the Grants it was agreed that another meeting is to be organised to produce recommendations for improving the grants application process, in addition to the key documents associated with the grants process (application forms, guidance document and monitoring forms).

This meeting is due to take place before the opening of the next round of the Community Grants Programme. Officers will seek to implement any recommendations which they can action (such as amendments to grant documents) in time for the opening of the next round of funding. Other recommendations will be tabled for Council decision at the next appropriate meeting.

Grants applicants approved at the October 2022 Council Meeting have all signed and returned their project agreements, safe-guarding policies and have provided dates for Officers to observe their projects as part of the monitoring agreement.



Queen's Park Community Council Community Grants Project Agreement

Please complete, sign and return this project agreement between QUEEN'S PARK COMMUNITY Council and _____ (the provider)

Part 1: Project and Provider details

1.1 PROJECT DETAILS

Name: _____

Start date: _____

Completion date: _____

QPCC Monitoring Visit date: _____ (*The Provider is required to facilitate a monitoring visit by a QPCC representative during the project)

1.2 PROJECT MANAGER CONTACT DETAILS

Name: _____

Email: _____

Contact number: _____

1.3 PERIOD OF AGREEMENT

This Agreement covers the period from Project start and completion dates subject to clause 4.4 which allows for termination in certain circumstances.

1.4 AIMS OF THE PROJECT

1.5 GEOGRAPHICAL AREA THE PROJECT COVERS

1.6 PROJECT DESCRIPTION

1.6.1 Project outline and objectives

The project will deliver:

1.6.2 Specific measurable benefits

1.6.3 Staffing/volunteer arrangements

Part 2: Financial Details

2.1 The Council will pay a total funding of ____ which is for The Provider to deliver the project detailed in this Agreement.

2.2 Funding will be paid 50% in advance and 50% in arrears on receipt of a monitoring report containing all the relevant information (unless otherwise agreed in writing).

2.3 Invoices should be correctly dated, addressed to **Queen's Park Community Council**, include a description of the project delivered and accompanied by proof of spend. Please email invoices to grants@queensparkcommunitycouncil.gov.uk

Payment will be made within 30 days of receipt of the invoice.

2.4 The proposed breakdown of funding for the project is outlined in Appendix A.

Part 3: Monitoring

3.1 OUTCOME MONITORING

3.1.1 QPCC requires that the Provider provides a monitoring and evaluation report within one month of the completion of the project. Each report should use the standard Monitoring Form and include the following:

- a. Description of the project delivered including:
 - i. Numbers of sessions run, including times and dates
 - ii. Topics covered at these sessions
 - iii. Numbers of Queen's Park residents benefiting from sessions
 - iv. Relevant comments from clients, staff, residents and any other stakeholders
 - b. Details of any marketing/promotion, including where it has been distributed
 - c. Information about beneficiaries, including:
 - i. age group
-

- ii. Postcode of where they live
 - d. Statement of where the project has not been successful and why (where applicable)
 - e. Breakdown of how the money was spent and an account of any underspend.
 - f. Any other additional information that demonstrates the delivery of outcomes and outputs outlined in Part 1.
- 3.1.2 The Provider will also be required to facilitate a monitoring visit by a QPCC representative during the project.
- 3.1.3 The Monitoring Officer for this project is the Shuwanna Aaron, Director, Queen's Park Community Council.

3.2 FINANCIAL MONITORING

An itemised return of expenditure report against budget (as per appendix A) will be required to be included with each claim.

Part 4: Terms & Conditions

Queen's Park Community Council (QPCC) is the Accountable body responsible for the expenditure of the Community Grants funds.

4.1 OBLIGATIONS OF THE PROVIDER

The Provider shall:

- 4.1.1 Deliver the project with reasonable care and skill, to the standard expected of a reasonably competent organisation operating in the same field as the Provider.
 - 4.1.2 Appoint a Project Manager to be responsible for the administration and implementation of the project as set out in this agreement and to act as the contact for the Provider.
 - 4.1.3 Only use funding for the Project as set out in this agreement.
 - 4.1.4 Provide QPCC with the required monitoring information, as detailed in Part 3.
 - 4.1.5 Provide all necessary assistance to QPCC as it may reasonably require to enable QPCC to fulfil its obligations as the Accountable Body.
 - 4.1.6 Maintain full and detailed records of income received and expenditure incurred for the duration of the Agreement and provide this information in the monitoring to QPCC
 - 4.1.7 Be wholly responsible for any costs incurred by it in the delivery of the Project that exceed the funding made by QPCC.
 - 4.1.8 Make reasonable efforts to pursue other sources of funding to deliver the project beyond the period of this agreement, in particular through mainstreaming activities.
-

- 4.1.9 Assist QPCC with any wider publicity for the Project.
 - 4.1.10 Ensure that all workers involved in delivering the Project hold current DBS enhanced disclosures.
 - 4.1.11 Risk assess and produce a safeguarding policy that covers all aspects of the project
 - 4.1.12 The Provider agrees to ensure that they will promote Queen's Park Community Council's Community Grants Programme on any or all social media feeds and website/s associated with the project. The Provider will ensure that any publicity in relation to the project outlined in this agreement, will give acknowledgement to the financial support from the Queen's Park Community Grants Programme utilising the approved branding provided. In the event of any election for a QPCC Councillor or Councillors occurring, the provider agrees to ensure that any publicity in relation to the project is reviewed by the Director of Queen's Park Community Council within the six-week period prior to the election taking place.
- 4.2 VARIATIONS TO THE AGREEMENT**
- 4.2.1 The parties shall be entitled to agree that the Project should be varied. The Provider is required to inform QPCC at the earliest opportunity if any changes to the project (as outlined in Part 1) are sought. The variation shall only be effective once both parties have confirmed and agreed to this in writing.
 - 4.2.2 Costs may not be revised.
- 4.3 'DEFAULT'**
- 4.3.1 If either party considers the other to be in default of their obligations under this Agreement (including where projects are 50% below projected spend), they shall service a notice in writing on the other party. This notice shall specify the default and give five working days' notice of the date, time and place of a Review Meeting at which the parties shall make reasonable effort to agree a joint plan of action to remedy the situation.
 - 4.3.2 The Review Meetings shall be convened between the QPCC Director, the Providers' Project Manager and any other persons that may be considered necessary or desirable by both parties.
 - 4.3.3 If, following a Review Meeting, either party still considers the other to be in default (either because the agreed remedial action has not been followed, or because the other party did not agree that it was at fault), then if the innocent party considers the other party to be in material breach, it will service a notice on the other party (a 'default notice') specifying this and requiring remedy by a specified date. If the matter is not remedied by the other party by the date set out in the default notice, the party which served the default notice shall be entitled to refer to the Chair of the Council who shall act as arbitrator and whose decision shall be final and binding on both parties.
-

4.4 TERMINATION OF THE AGREEMENT

Both parties shall have the following rights in respect to termination:

- 4.4.1 The Provider may terminate the Agreement by giving at least two weeks' notice to Queen's Park Community Council.
- 4.4.2 Should QPCC wish to terminate the Agreement, QPCC would give the Provider at least two weeks' notice. If there is a shorter period to run on the Agreement, termination would not come into effect until the end of the Agreement period, subject to the conditions in 4.4.3 & 4.4.4 below.
- 4.4.3 Notwithstanding the provisions in Part 4.3 'Default' above, this Agreement may be terminated by QPCC at less than two weeks' in writing in the event of: -

- A serious breach of the terms of this Agreement.

In the event of a serious breach of this Agreement QPCC would notify the Provider in writing of the issue in dispute and, should the issue not be resolved within a week, then QPCC would consider terminating the Contract and would decide on the period of notice.

A serious breach is defined as the Provider not delivering an agreed element of the Service without prior agreement between all Parties.

- 4.4.4 QPCC may terminate the Agreement with immediate effect in the event of:

- Bankruptcy or liquidation of the Provider.
- Evidence of corrupt practice, gross misconduct or mismanagement or maladministration.

- 4.4.5 In the event of the Agreement being terminated by either party the Provider shall, upon expiration of the notice:

- submit a full and detailed statement of costs incurred in the delivery of the Project between the last date for which payment has been made and the date of termination
- repay to QPCC any unspent funding
- pay to QPCC the amount of any loss or damage resulting directly from a breach of the terms of this Agreement.

4.5 INSURANCE

- 4.5.1 The Provider shall take out and maintain the following insurances, if applicable,

for period of the Agreement:

- Employers liability
-

- Public liability (minimum indemnity of £2million)
- Occupiers' liability

4.6 PRICE & PAYMENT

- 4.6.1 QPCC shall pay the Provider the Agreed Sum as stated in Part 2.1, on condition of the Provider delivering the Project in accordance with the provisions set out in the Terms & Conditions and summarised in Parts 1-5 of this agreement.
- 4.6.2 Payment shall be made 50% in advance and 50% in arrears (unless otherwise agreed in writing), on production of relevant monitoring information, as outlined in Part 3.
- 4.6.3 Such sums payable to the Provider pursuant to this Agreement are exclusive of Value Added Tax (VAT) and both parties shall comply with relevant VAT legislation and QPCC's procedures in this regard.

4.7 COMPLIANCE WITH THE LAW

- 4.7.1 The Provider shall comply with all legislation required to be observed in the performance of the Project, and specifically the laws on health and safety at work, safeguarding and discrimination.
- 4.7.2 The Provider shall ensure that it does not fall within the category of a Limited liability company.
- 4.7.3 Where the Provider provides services for children or vulnerable adults (as the case may be), the Provider shall comply with all relevant legislative requirements in respect to conducting criminal record checks, including any requirements under the Police Act 1997, the Criminal Justice and Court Services Act 2000, the Children Act 2004, the Care Standards Act 2000, Working Together to Safeguard Children 2006 and the Vetting and Barring Scheme 2009.

Where this sub-clause applies the Provider must check the two new ISA (Independent Safeguarding Authority) barred lists, in order to ascertain whether any proposed employees, self-employed contractors or volunteers are listed as, or are assessed to be, unsuitable to work with children or vulnerable adults as the case may be.

4.8 PROMOTION OF EQUALITY AND COHESION

- 4.8.1 QPCC has a duty to promote equality on the grounds of race, gender, disability, religious belief, sexual orientation and age, as well as making sure that any organisation it funds or conducts business with also promotes equality in employment as well as service delivery and can satisfy QPCC that they see equality as a core function. Therefore, QPCC may seek monitoring of the make-up of the recipient's workforce and regular submission of equality information such as how equality cohesion issues have been promoted, the diversity of the clients/organisations supported and how provider's own equality policies have been reviewed or monitored. Equality updates should be provided through documentation and/or briefings to the Community
-

Council.

4.9 CARBON IMPACT

- 4.9.1 Queen's Park Community Council is a net zero Council and is supporting Westminster City Council's commitment to achieve net zero carbon across the borough by 2040. Therefore, QPCC asks that everyone it enters into partnership with considers the direct carbon impact and wider environmental implications of their project, and how they may adapt to operate in a more sustainable way. QPCC may seek monitoring of these impacts, e.g. through an indication of the carbon costs or benefits of a project, or a record of actions that support the carbon neutral aspiration.

4.10 DATA PROTECTION

- 4.10.1 Both parties will comply with all applicable requirements of the Data Protection Legislation. This clause [4.10] is in addition to, and does not relieve, remove or replace, a party's obligations or rights under the Data Protection Legislation. In this clause **Error! Reference source not found., Domestic UK Law** means the UK Data Protection Legislation and any other law that applies in the UK.
- 4.10.2 The parties acknowledge that for the purposes of the Data Protection Legislation, the Customer is the Controller and the Provider is the Processor.
- 4.10.3 Without prejudice to the generality of clause 4.10.1, the Customer will ensure that it has all necessary appropriate consents and notices in place to enable lawful transfer of the Personal Data to the Provider [and/or lawful collection of the Personal Data by the Provider on behalf of the Customer] for the duration and purposes of this agreement.
- 4.10.4 Without prejudice to the generality of clause 4.10.1, the Provider shall, in relation to any Personal Data processed in connection with the performance by the Provider of its obligations under this agreement:
- (a) process that Personal Data only on the documented written instructions of the Customer unless the Provider is required by Applicable Laws to otherwise process that Personal Data. Where the Provider is relying on Applicable Laws as the basis for processing Personal Data, the Provider shall promptly notify the Customer of this before performing the processing required by the Applicable Laws unless those Applicable Laws prohibit the Provider from so notifying the Customer;
 - (b) ensure that it has in place appropriate technical and organisational measures, reviewed and approved by the Customer, to protect against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to, Personal Data, appropriate to the harm that might result from the unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the data to be protected, having regard to the state of technological development and the cost of implementing any measures (those measures may include, where appropriate, pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of its systems and services, ensuring that availability of and access to Personal Data
-

can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it);

- (c) ensure that all personnel who have access to and/or process Personal Data are obliged to keep the Personal Data confidential; and
- (d) not transfer any Personal Data outside of the UK unless the prior written consent of the Customer has been obtained and the following conditions are fulfilled:
 - (i) the Customer or the Provider has provided appropriate safeguards in relation to the transfer;
 - (ii) the data subject has enforceable rights and effective legal remedies;
 - (iii) the Provider complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred; and
 - (iv) the Provider complies with reasonable instructions notified to it in advance by the Customer with respect to the processing of the Personal Data;
- (e) assist the Customer, at the Customer's cost, in responding to any request from a Data Subject and in ensuring compliance with its obligations under the Data Protection Legislation with respect to security, breach notifications, impact assessments and consultations with supervisory authorities or regulators;
- (f) notify the Customer without undue delay on becoming aware of a Personal Data Breach;
- (g) at the written direction of the Customer, delete or return Personal Data and copies thereof to the Customer on termination of the agreement unless required by Applicable Law to store the Personal Data; and
- (h) maintain complete and accurate records and information to demonstrate its compliance with clause 4.10.1 [and allow for audits by the Customer or the Customer's designated auditor and immediately inform the Customer if, in the opinion of the Provider, an instruction infringes the Data Protection Legislation].

4.10.5 The Provider will not appoint any third party processor without notifying and obtaining the consent of the Customer. The Provider will ensure that any intended third party contractor demonstrates compliance with UK Data Protection Legislation and undertakes to provide assurance to the Customer with respect to that compliance. As between the Customer and the Provider, the Provider shall remain fully liable for all acts or omissions of any third-party processor appointed by it pursuant to this clause.

Part 5: Certification

- 5.1 We accept, on behalf of our organisation, the terms and conditions of this Agreement

Signed for and on behalf of Queen's Park Community City Council

Signature



Name: Shuwanna Aaron

Position: Director

Date _____

Signed for and on behalf of **NAME** (The Provider)

Signature _____

Name _____

Position _____

Date _____

Part 6: Appendices

- **Appendix A:** Profile of anticipated project expenditure

Appendix A: Profile of anticipated project expenditure

EXPENDITURE

TOTAL EXPENDITURE **£2,390**

INCOME:

£0 No income (no fees charged to participants)

Cost per Unit		Total Cost	
Description	(£)	Quantity	(£)
TOTAL WARD BUDGET FUNDING REQUESTED			£
TOTAL COST OF PROJECT			£

Report To:	Queen's Park Community Council		
Title:	Queen's Park Voice Working Group		
Purpose:	To note		
Author:	Shuwanna Aaron, Proper Officer		
Date of Meeting	18 January 2023	Agenda Item	050 22-23

1 Summary

This report sets out some of the activity undertaken by the Queen's Park Voice Working Group since the last meeting and activities proposed for the next few months through the spring.

2 Recommendations

That the Council notes the report.

3 Main tasks / issues since last full meeting of Council

Since the last meeting of the Council, the Queen's Park Voice Working Group worked with officers to publish and deliver of the 34th issue of the Queen's Park Voice. The issue included established content such as the Word from the Chair, News from QPCC and other local organisations, Memory Lane with Joe Gordon and others. New content was introduced following recommendations from the Working Group meeting in September, including: Cost of Living Support, Volunteering, Vacancies and Training Opportunities and Local Stories – articles submitted by residents about local happenings. As part of the sponsorship provided by Marsh and Parson's (to the value of £1500), issues 34 also include a one-page advertising for Marsh and Parsons.

A new system for the delivering the Queen's Park Voice has been trialled, this includes a successful targeted recruitment of resident volunteers, the establishment of volunteer relationships with the City Council's Housing department and improved utilisation of volunteer organisations and corporate volunteers.

Over the next year Officers and the Working Group will be working to:

- Rebrand the Queen's Park Voice – bringing branding in line with the Council's current logo and brand guidelines
- Increase the co-production of the Queen's Park Voice through the Local Stories section and the introduction of a Youth Corner by working closely with the Avenues Youth Project, QPG Hub, local school and other local organisation to encourage young people to write for the QP Voice.
- Improve the advice, support and sign-posting for those struggling with the Cost of Living Crisis
- Increase revenue from the Queen's Park Voice and support local economic development by offering advertising and promotional space to local business.

Report To:	Queen's Park Community Council		
Title:	Chair's Report		
Purpose:	To note		
Author:	Cllr Eartha Pond, Chair of Council I		
Date of Meeting	18 January 2023	Agenda Item	051 22-23

1 Summary

This report sets out the Chair's words to the Council for the year to come.

2 Main tasks / issues since last full meeting of Council

It's great to be here and back to somewhat pre-pandemic delivery, with encouraging increased community engagement.

It is almost 10 years since being established to represent our Queens Park Community and the range of elected councillors past and present never cease to remind me how beautifully unique our constituency continues to be.

As our Director recently shared with us internally, our community need us now even more than ever. With challenging national issues such as the cost of living crisis and a decline in public services, taking a deeper dive into our community's needs will be essential going forward.

We will continue to give the community opportunities to get involved, celebrate the best of Queens Park and build cohesion through annual events such as:

- Fireworks
- Summer Festival
- Winter Festival
- Clean Up days
- Black History Month
- Voice publications

We don't just want to hear more from councillors, residents and key stakeholders, but we want more individuals to actively get involved. Whether that's through joining a working group such as community arts or entering our Queens Park in Bloom competition, together we are stronger.

I want to say thank you to anyone associated with supporting Queens Park Community Council so far and as we embark on our 9th year of existence there is still loads to do, but also loads to celebrate (e.g. 75th Anniversary of both the NHS and Windrush Generations arrival).

I have one request for the year ahead and that is please get in touch with Shuwanna to GET INVOLVED! There is still loads to do in order to keep driving the council forward!

Report To:	Queen's Park Community Council		
Title:	Officers' Report		
Purpose:	For information and discussion		
Author:	Shuwanna Aaron, Proper Officer		
Date of Meeting	18 January 2022	Agenda Item	052-22/23

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

Since returning from the winter break the Proper Officer's priorities have been planning for the year ahead. This has included a communication strategy for Council and Committees for the year. Preparing activities for the Working Groups' planning day. Restarting the recruitment for the Community Development Officer and working towards a project plan for the redesign of the Council's Website.

Strategic / Operations

- Councillor and resident members of each working group will meet on DATE to create a plan of action for the year to come.
- Council Meetings will now be held at various locations across the community to help promote greater engagement from residents.
- Advertising for each meeting will go out on noticeboards near these locations a week in advance of each meeting.
- Recruitment for the Community Development Officer vacancy will re-open this January.
- The new automated system has been added to the Council's phone system to provide signposting to residents.
- Meetings have been held with the Council's three service providers to set ambitions for the year, ascertain the support necessary and to organise working group meetings around the key activities, to help promote Councillor's and resident's engagement in the work of our service contractors.
- The Council has begun the process of migrating its website to NetWise
- The Council now has two card readers for use at events
- Considerations are still to be made regarding the recruiting to the Project worker, external funding will be sought to enable this to happen.

Events

- The next Council event will be a littler picking event with local schools and corporate volunteers.
- Officers will be supporting WCC at a pop-up event in the Queen's Park Gardens to engage residents in the consultation to split the Dog Run.

- Officers will be working with Westminster City Council in spring for a community gardening event which ties-in with the Council's ambitions for promoting greening locally.
- Officers and the event co-ordinator have carried out a debrief of the Festival and have outline ambitions for the Council's major events to come.
- Fireworks event drew a very large crowd of local residents as in previous years, The Council brought in £??? from selling toys which contributed towards the cost of the events.
- The Winter Festival was also a success despite very cold weather. The indoor space at St Jude's Centre was well attended by residents many of whom engaged with the crafting activities and made use of the free food offering.
- As the Council funded Age UK to run an over 50s Christmas lunch on December 16th, it was decided to use the budget allocated to the Winter Social to provide the warm food offering at the Winter festival which provided added value to the event.
- During winter festival and in collaboration with the Community Champions, the Council gave out 48 vouchers for residents facing food insecurity to collect a food hamper for the holiday period. In total 50 hampers were distributed to residents which consisted of food for a Christmas meal and at least two other meals, content included fresh halal chicken and a vegan alternative, fresh fruit and veg, bread, pasta rice, a range of condiments, toiletries and sanitary products. Residents were very pleased to receive the support, and expressed this to staff and volunteers across the day. Many thanks to Cllr Dalton and to the team at QPG hubs which supported the event.
- Black History Month activities which included the Out of the Picture Play and the Black History Month exhibition were well attended by residents and supported by local organisations and grant funded projects.

WCC

Officers continue to work with Ward Councillors and WCC officers to:

- Support local residents facing issues with housing, planning and other responsibilities held by the City Council.
- Supporting Greening and other improvement projects at Queen's Park Gardens, on the Mozart and in Lancefield gardens.

Immediate Plans going forward

Immediate plans are the same as reported at the last meeting of the Council. Including: Improvement to the Council Website and social media strategies

- Calling of working groups ahead of the next council meeting to strengthen processes and engagement
- Further development of the Council's Volunteer strategy
- Developing and network for community organisers and local groups to get together to share best practices.
- Writing and agreeing a Terms of use for the QP Park Hut with WCC and Continental.
- Writing a short document on the history and future of QPCC

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You are hereby summoned to attend a
Meeting of the Community Council to be held in the **Beethoven Centre**, Third
Avenue, W10 4JL
on **Wednesday 15 March 2023** commencing at **6.00pm**

Shuwanna Aaron Director and Proper Officer

8 March 2023

AGENDA

- 053-22/23 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 054-22/23 Declarations of interest** – to note any Declarations of Interest or Dispensations granted in respect of any item on the Agenda.
- 055-22/23 Minutes of the previous meeting** – to consider for approval the minutes of the Council Meeting held 18 January 2023 for confirmation and signing as a correct record.
- 056-22/23 Minutes of the Committee meetings** – to adopt the minutes of the Extraordinary People Committee meeting 30 November 2022 and the Place Committee meeting 23 November 2022.
- 057-22/23 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).*
- 058-22/23 People Committee Report** - to receive a verbal update on the work of the People Committee.
- 059-22/23 Place Committee Report** - to receive a verbal update on the work of the Place Committee.
- 060-22/23 HR Committee Report** - to receive a verbal update on the work of the HR Committee.
- 061-22/23 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.

- 062-22/23 Risk Management Policy** - to approve an update to the Council's Risk Management Policy.
- 063-22/23 Increase to the Pop-up Grant funding** – to receive a report from the grants panel recommending an increase to the maximum funded available through the Pop-up Grants fund.
- 064-22/23 Grants Recommendations** – to approve the award of Community Grants from the February 2023 round. (papers to be circulated separately)
- 065-22/23 Working Group reports** - to receive a verbal report from the Queen's Park Voice, Forward Planning and Economic Development Working Groups.
- 066-22/23 Working Group Recommendations** – to receive a report from the Public and Community Arts Working Groups,
- 067-22/23 Chair's Report** - to receive a report from the Chair.
- 068-22/23 Officers' Report** - to receive a report from the Director.

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held at The Avenue's Youth Project, 3-7 Third Avenue,
London, W10 4RS

on **Wednesday 18 January 2023** commencing at 18:00.

Present: Councillors Eartha Pond (Chair), Ryan Dalton (Vice Chair), Emma Sweeney, Roger Diamond, John McArdle, Stella Wilson, Gill Fitzhugh, Samantha Alleyne, Brian Nicholas, Orrel Lawrence.

Also present: Shuwanna Aaron (Director), Elysse Graves (Temp Community Development Officer), Lizzy Thrope-Tracey, Simon Walton, Ray Lancashire, Paddy Barnes and nine members of the public.

039-22/23 Apologies for absence – Cllr Sandra Bynoe.

040-22/23 Declarations of interest – Cllr John McArdle declaration as returning Finance Officer.

041-22/23 Minutes of the previous meeting – Minutes of the last meeting were not circulated with the meeting's papers. The meeting were allowed time to read the minutes before approval.

The minutes were proposed and seconded.

RESOLVED THAT the Minutes of the previous meeting are APPROVED.

042-22/23 Minutes of Committee Meeting – The Chair noted that minutes of HR Committee meeting (29 March 2022), People Committee meetings (Extraordinary 22nd June, 7th September) and minutes of the Place Committee meetings (22nd June and 21st September) were circulated with the meeting papers and were accepted as read.

The minutes were proposed and seconded.

RESOLVED THAT the minutes are APPROVED.

043-22/23 Public session – There was a resident suggestion that the dog run in Queen's Park Garden, should not be split but a second area of the park should be annexed to create a second dog run. Residents suggested that ongoing concerns about the safety of smaller dogs would still be a concern with a split dog run. Various other concerns about the splitting of the dog run, and the lack of resident consultation.

The Proper Officer outlined that decision regarding the dog run and general maintenance of the Queen's Park Gardens are the responsibility of Westminster City Council not Queen's Park Community Council. The Proper Officer outlined that the City Council is planning a Consultation which will enable all residents to input into the decision regarding splitting the dog run, and that Queen's Park Community Council will share information about the consultation when it goes live.

Residents raised questions about the lack of dog waste bins across the area and the removal of dog waste bins from outside the Queen's Park Gardens. The Proper Officer noted that the provision of waste bins is the responsibility of the City Council and confirms that a note will be sent to the City Council requesting further investigation into the placement of dog waste bins.

Residents raised concern about pedestrian cross on Harrow Road which does not allow sufficient time for crossing and has no audible sound. Another resident also notes the lack of directional filters at the junction between Kilburn Lane and Chamberlayne Road crossing. The Proper Officer notes that concerns will be shared with the Ward Councillors, who will be asked to investigate the installation of safety measures at the crossing.

Cllr Lawrence entered the meeting at 18:22.

Residents highlighted that meeting notices are shared solely online and the requests more information to be shared in print through the Queen's Park Voice.

The Proper Officer noted that meeting notices are published in print at the Beethoven Centre Noticeboards and that meetings dates are already available in the Queen's Park Voice, however due to the quarterly nature of the Queen's Park Voice, these notices may not be kept by residents. The Proper Officer also notes a planned campaign to provide notices of meeting dates in noticeboards and on lamp-posts across the community.

Cllr Nicholas entered the meeting at 18:26.

RESOLVED THAT Queen's Park Community Council will raise the concerns raised with Westminster City Council.

044-22/23 People Committee Report – Chair of the People Committee gave a verbal report outlining that the meeting on 9 November 2023 was cancelled.

The report was proposed and seconded.

RESOLVED THAT the report be NOTED.

045-22/23 Place Committee Report – Chair of the Place Committee gave a verbal report noting that one meeting was held since the last meeting of the full council Meeting where residents raised similar concerns about the splitting of the dog run. The Chair also gave special thanks to the Avenue's for hosting the first Full Council Meeting of 2023.

The report was proposed and seconded.

RESOLVED THAT the report be NOTED.

046-22/23 HR Committee Report – Chair of the HR Committee noting that the Committee haven't met since the last meeting of the full Council. The Chair also noted that the Council is still recruiting to the Community Developments Officer vacancy, although interviews were held, no applicant was successfully recruited. Recruitment is ongoing and is set to close at the end of January.

The report was proposed and seconded.

RESOLVED THAT the report be NOTED.

047-22/23 Financial Report – A financial report was circulated with the meetings papers. The Responsible Financial Officer noted that the only concern is that the income targets were not met due to a shortage of staff which limited fundraising capacity.

The report was proposed and seconded.

RESOLVED THAT the report be NOTED.

048-22/23 Budget and Precept – A report was circulated with the meeting's papers. There was a recommendation that there be no increase to the precept (due to financial crisis) nor any current budget lines, that a new budget line be introduced for Black History Month events which the Council has hosted over the last two years with external funding and support from the Community Engagement and Public and Community Art budgets. The recruitment of a full time CDO will enable greater capacity for fundraising in 2023/24.

The report was proposed and seconded.

RESOLVED THAT the report be NOTED.

Cllr Nicholas left the meeting at 19:05

049-22/23 Service Contracts – A report was circulated with the meeting's papers. The Proper Officer noted that market testing is necessary as existing contracts have not been tendered in three years. The tendering process will take place across the year and reported as the next possible meeting of the full council.

The report was proposed and seconded.

RESOLVED THAT the report be NOTED.

050-22/23 Working Group Reports – A report was circulated as part of the meeting's paper. The proper officer noted that the Grants Panel met in October and their recommendations were presented and approved by Council. The Queen's Park Voice working group approved the rebranded of the Queen's Park Voice – several options will be produced by officers. There are plans to engage more young people with the production of the Queen's Park Voice. Residents outlined the need the Queen's Park Voice to be made available in Arabic and other languages popularly used locally.

The report was proposed and seconded.

RESOLVED THAT the report be NOTED and effort be made to produce the Queen's Park voice in various languages.

051-22/23 Chair's Report – A report was circulated as part of the meeting's papers. Chair of the Council noted that it has been almost 10 years since the Queen's Park Community Council was established and multiple successes that have been achieved overtime. A resident highlighted that the Community Council's response to COVID was quick, efficient and extremely effective.

The report was proposed and seconded.

RESOLVED THAT the report be NOTED.

052-22/23 Officer's Report – An officer's report was circulated as part of the meeting's papers and was accepted as read. Key points from the report was been circulated.

Meeting ended at 19:27.

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

Councillor. Eartha Pond (Chair)

Minute Ref: 0__ – 22/23

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Place Committee Meeting held in the Beethoven Centre
at 6 pm on **Wednesday 23 November 2022**

Present: Councillors John McArdle (Chair), Sandra Byone (Vice-chair), Gill Fitzhugh, David Fakhr, Emma Sweeney, Roger Diamond [arrival at 19:10]

Also Present: Cllr Orrel Lawrence, Shuwanna Aaron Director, Elysse Graves Community Development Officer, Simon Walton, Ray Lancashire and three members of the public.

PL 24 22/23 Apologies of Absence – Cllrs Stella Wilson, Cllrs Samantha Alleyne

PL 25 22/23 Declarations of Interest – No declarations of interest were made in advance. Cllr Fakhr asked for dispensation to engage in the discussion about Contractors' report due to his employment as a local Dog Walker.

PL 26 22/23 Minutes of the Previous Meetings – Ray Lancashire noted that Agenda was dated June rather September.

RESOLVED THAT, that date of the minutes be will be amended to September and **APPROVED** as a correct record and signed by the chair.

PL 27 22/23 Public Session – Simon Walton raises concerns that notices in the park noticeboards are often out of date. Simon also highlighted the build-up of leaves and general lack of street-cleaning recently. Three residents raised concerns about proposed changes to the Dog Run in the Queen's Park Gardens, and the contract held for the Dog Strategy.

RESOLVED THAT, QPCC will implement a calendar to ensure notices are up-to-date and work with other partners to do the same. QPCC will raise awareness of the dissatisfaction of pavement cleaning, but notes the City Council's announcement that due to adverse weather conditions flood-prone areas will be prioritised for leave clearing. Cllr McArdle as Chair of the Place Committee, informed residents that concerns about the Dog Strategy would be addressed when the meeting proceeds to the item as outline on the agenda.

PL 28 22/23 Financial Report – Cllr McArdle outlined that the Financial report is to be accepted as read. Cllr Sweeney highlighted slightly overspend on certain budget codes and questioned whether these warrant concerns to be noted. Cllr McArdle highlighted that overspends are slight and within acceptable parameters with no cause for concerns.

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

PL 29 22/23 Reports from Contractors – Shuwanna Aaron as Proper Officer outlined that the Contractors' Report was submitted as part of the meeting papers and are to be accepted as read. Key points of the report were highlighted. Cllr Fitzhugh suggested that more advertising was necessary to inform the residents. Residents raised concerns that a significant budget is allocated to the Dog Strategy with limited impact on the community, and concerns about the lack of consultation regarding new splitting to the dog run.

Cllr McArdle highlighted that the budget for the Dog Strategy is £4000 which, in the Council's view, giving prevailing issues with Dog anti-social behaviour, and feedback from other residents constitutes acceptable use of public funds and clear need for the Dog Strategy. Shuwanna Aaron as Proper Officer confirmed that the City Council holds responsibility for the Park and the Dog Run, and that the Community Council's role is a voice for residents to the City Council regarding concerns and needs in the Park and the Dog Run. It was also highlighted that no decisions have been made to splitting the dog run and that a resident consultation is currently in development and will be used to inform the decision the City Council makes about whether to split the Dog run. Shuwanna also highlighted that the Community Council would support residents to engage with the consultation by providing information across our communications strategy.

RESOLVED THAT, the report is NOTED, that Officers work with HCGA to improve awareness about Queen's Park in Bloom and to ensure timely placing of the Plaque for the winning street. That further information regarding the Dog Run consultation be publicised when available.

PL 30 22/23 – Planning Working Group – Cllr McArdle outlined that the Planning Working Group report submitted in the meeting papers is to be accepted as read.

RESOLVED THAT, the report be NOTED.

PL 31 22/23 – Working Groups Ray Lancashire as co-ordinator of the Air quality Working group noted that volunteers will be needed in December to help put up air quality testers in order to collect new data. Shuwanna Aaron noted that the public and Community Arts Working Group supported the delivery of the Out of the Picture play during black History Month with great success.

RESOLVED THAT, the report be NOTED, that Officers support the recruitment of volunteers to put up air quality testers in December and that Officers will approach WCC asking for a further two air quality testing sites are set up locally, bringing the total to four.

PL 32 22/23 – Chair's Report Cllr McArdle noted that the Elm tree planned to be planted in recognition of Cllr Paul Dimoldenberg retirement will be postponed since the Councillors' retirement has also been postponed. QPCC will honour the contributions of Cllr Dimoldenberg when he does retire. Cllr McArdle also highlighted the City Council's consultation on the removal of Gas lamps across the City. Although there are no gas lamps in the Queen's Park Ward, a response to the consultation was submitted to reflect support for the removal of gas lamps due to its implication on the climate and the Councils' decarbonisation commitments.

RESOLVED THAT, the report be noted.

PL 33 22/23 – Officer's Report. Shuwanna Aaron outlined that an Officers' report was circulated with the meeting papers and is to be accepted as read. Key point from the report were re-stated during the meeting. Simon Walton comments that the City Council's model retrofitted home does not accurately reflect what residents in the Avenues can expect due to the architectural differences and suggests that the Community Council feedback to the City Council, and ascertains the possibility of a model home in the Avenues. Shuwanna Aaron outlines that such feedback and others have already been made to the City Council and that new communications, strategies and approaches are being developed to support the uptake of retrofitting offer in the Avenues and to

inform residents about the realities of the impact of retrofitting such as loss of space. Ray Lancashire questioned the availability of retrofitting offer to residents in other forms of social housing. Shuwanna Aaron confirmed that the City Council is working with Housing Associations to pursue appropriate retrofitting.

RESOLVED THAT, the report be noted.

The meeting concluded at 19:20

Signed by.....

Date.....

Councillor John McArdle (Chair of Place Committee)
22/23

Minute Ref: PL 24 –33

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Extraordinary People Committee Meeting held in the Beethoven Centre
on **Wednesday 30th November 2022** commencing at 18:00.

Present: Councillors David Fakhr, Orrel Lawrence, Eartha Pond, Brian Nicholas.

Also present: Shuwanna Aaron, Director, Liz Thorpe- Tracey, Events co-ordinator,
Ray Lancashire, Simon Walton.

PP 31-22/23 Apologies for absence – Councillors Stella Wilson, Samantha Alleyne,
Ryan Dalton.

Due to the absence of Cllr Alleyne and Dalton, Chair and Vice-Chair of the People
Committee a vote was taken to appoint a chair for the Meeting.

RESOLVED THAT, Cllr Fakhr be appointed to chair the meeting.

PP 32-22/23 Declarations of interest – no declarations of interests were declared.

PP 33-22/23 Minutes of the previous meetings

Ray Lancashire notes that the date on the circulated agenda and meeting papers were
not changed following the cancellation and rescheduling of the People Committee initially
set to be held 9 November.

RESOLVED THAT, the dates are corrected and the minutes APPROVED as a correct
record and signed by Cllr Fakhr.

PP 34-22/23 Public session – No questions had been received.

PP 35-22/23 Financial Report – A financial report was circulated in the meeting papers
noting that overall income and expenditure will come in close to budget although there are
some variations in spending between individual lines and proposed an additional income
line under “Events” for Black History Month as a result of donations collected at the “Out
of the Picture” performances. It was also noted that due to the scale and number of
activities undertaken during the Black History Month in the past years, a proposal to
establish this programme as a separate event will be brought to Council in January 2023.

Simon Walton asks that a simplified version of the Cost Centre Report be circulated to
promote greater clarity about budget spent and remaining.

RESOLVED THAT, the report be NOTED and that the Director discuss with the Responsible Financial Officer the possibility of circulating a simpler version of the Cost Centre Report for meetings.

PP 36-22/23 – WCC ASB Strategy Consultation – Shuwanna Aaron as Director noted that a report was circulated about the City Council’s consultation on its ASB Strategy. Details of the recommended responses were outlined and discussed by Councillors. Councillors recommended additional response points including the need for localised strategies as opposed to a one-sized fits all approach, the need for a consistent categorisation of what constitutes anti-social behaviour and the prioritisation of low-level anti-social behaviour as part of this strategy rather than the current focus on hate-crime related offences which should be the priority of a hate-crime strategy. Councillors also noted that there needs to be greater focus on overcrowding in housing and the impact in anti-social behaviours and a clear commitment from the City Council to invest into the strategy and the underlying social injustices that contribute to anti-social behaviour.

RESOLVED THAT, the report be APPROVED with the addition of recommendations made during the Committee meeting.

Cllr Nicholas leave as 18:50

PP 37-22/23 Working Groups - verbal reports from Children & Young People, Community Engagement, Events, and Social Inclusion / Care in Queen’s Park Working Groups were received as part of the Officers’ report.

PP 38-22/23 Officers’ Report – Shuwanna Aaron as Director gave a verbal Officers report noting the success of the Council’s Black History Month Exhibition the out of the picture Play which raised in excess of £400 in donations, the recruitment of two young volunteers working in the Office weekly, plans to work with the Community Champions and A2Dominion to set up a warm space at the Beethoven Centre and initial conversations with Sayer’s Croft to organise a residential trip for young people as part of the Summer in Queen’s Park Programme. It was also reported that plans for the Fireworks Display and Winter Festival were being finalised, while conversations about the Winter social were ongoing. The Officer also gave a summary of the Grants funded projects approved by Council in October and noted that no new activities would be started in the coming months due to limited capacity.

RESOLVED THAT, the report be NOTED.

The meeting closed at 19:14.

Minute Ref: PP23-30 – 22/23

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

Cllr. David Fakrh (Chair, People Committee)

Report To:	Queen's Park Community Council		
Title:	Finance Report		
Purpose:	For Decision		
Author:	Cllr John McArdle, Responsible Financial Officer and Shuwanna Aaron, Director		
Date of Meeting	15 March 2023	Agenda Item	061 – 22/23

1 Summary

This report summarises the current financial position and recommends the approval of payments made during January and February 2023.

2 Recommendations

- (1) That the contents be noted.
- (2) That payments to the value of £7,231.54 set out in Appendix 2 be approved.

3 Background

- 3.1 This report has been prepared by Councillor John McArdle as Responsible Financial Officer with the support of Proper Officer Shuwanna Aaron.
- 3.3 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 2023 which deals with the year so is very close to the year-end. It is these figures which are used to inform the budget for 2023/24.
- 3.4 The next report will be to the Annual Meeting in May 2023 which will include figures for the whole of 2022/23 and be accompanied by the Internal Audit Report and Annual Governance and Accountability return (AGAR) for the year.

4 Approval of Payments

- 4.1 Appendix 1 attached set out all payments, including redacted payments, made by the Council during the period since the last meeting. Most of these were made under delegated powers and the total paid was £26,018.21 of which £9,830.19 were redacted payments.

- 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 £7,231.54 and these are set out in Appendix 2 for approval.
- 4.3 On 30 March 2022 Council decided to obtain a bank debit card to be used for some purchases, including online payments. (088 – 21/22). This has now been done and the card was used 4 times during the period with a total transaction value of £585.18. A list of these transactions is attached at Appendix 3.

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%.
- 5.2 A detailed analysis has been undertaken of income and expenditure on each Cost Centre for 2022/23 and these are shown in Appendix 4 with a comment on each relevant line. The Council Detail Report at Appendix 5 provides details of the figures held on the Rialtas accounting system. These have been reconciled to the bank account as required.
- 5.3 While there are some overspends and underspends on individual budget lines, the overall financial picture is broadly in line with expectations and no virements to budgets are proposed.
- 5.4 The exception to the above is the Project Income line where staff shortages limited activity on seeking funding for projects resulting in a significant projected shortfall. This is largely offset by expenditure savings so the overall position is broadly neutral.
- 5.5 In addition to General Reserves the Council holds funds in Earmarked Reserves (EMR) to reflect money that had been committed but not yet spent. At the end of December, the total value of these was £13,332 made up as follows

Table 1: Summary of Earmarked Reserves

Description	Value (£)
320 EMR – Grants	5,9566
322 EMR – Elections	5,278
324 Community Infrastructure Levy	2,098

Appendix 1: All Transactions 7 January to 28 February 2023

Date Paid	Payee Name	Goods / Services	Value
09/01/2023	Barclays	Bank Charges	8.5
09/01/2023	Capsule CRM	Subscription	57.6
12/01/2023	REDACTED	REDACTED	
12/01/2023	Microshade Business Consult.Lt	Hosting	338.04
12/01/2023	HAMMERSMITH COMMUNITY	Community Gardening Q3 22/23	3206.48
12/01/2023	Netwise UK	Setting up and supporting new	1114.8
12/01/2023	Surrey & Sussex ALC	Memberships 22/23	2376.91
12/01/2023	Viking	Representing to new bank	138.8
12/01/2023	Apogee Corporation Ltd	Printer supplies	35.4
16/01/2023	Musica CIC	Community Grant Oct 22 098 Pa	1750
24/01/2023	REDACTED	REDACTED	
24/01/2023	Emma Sweeney	Cllr Allowance 22/23	200
24/01/2023	Cllr John McArdle	Expenses Poundland Hampers	151.5
24/01/2023	Dunford Wood	Volunteer lunch	337.5
24/01/2023	Job Ladder	Advert for CDO	358.8
27/01/2023	Vodafone	Calls and data	55.08
30/01/2023	Swan Products	Coffee machine	96.8
31/01/2023	REDACTED	REDACTED	
31/01/2023	REDACTED	REDACTED	
31/01/2023	Onecom	Broadband	39.15
02/02/2023	REDACTED	REDACTED	
06/02/2023	Barclays	Bank Charges	8.5
07/02/2023	Capsule CRM	CRM Fee	57.6
08/02/2023	Westminster City Council	Hire of St Jude's (inc deposit	278.75
09/02/2023	Microshade Business Consult.Lt	Hosing	338.04
09/02/2023	VISION ICT	EMAIL HOSTING	345.6
09/02/2023	ESP Foundation	Councillor Allowance donation	250
09/02/2023	ESP Foundation	Community Grant	3500
09/02/2023	Amazon	Catering supplies	89.63
21/02/2023	Grammarly	Annual Subscription	120
23/02/2023	MULBERRY & CO	CILCA training	350
23/02/2023	MULBERRY & CO	Adjust 305	15
28/02/2023	REDACTED	REDACTED	
28/02/2023	REDACTED	REDACTED	
28/02/2023	REDACTED	REDACTED	
28/02/2023	Happy Lizzy Event Planning	Events admin Jan / Feb 23	500
28/02/2023	Onecom	Voice and Broadband	69.54
		After reactions	16,188.02
		Full total	26,018.21
		Readacted	9,830.19

Appendix 2: Transactions for Approval

Date Paid	Payee Name	Goods / Services	Value
09/01/2023	Barclays	Bank Charges	8.5
09/01/2023	Capsule CRM	Subscription	57.6
12/01/2023	Microshade Business Consult.Lt	Hosting	338.04
12/01/2023	Netwise UK	Setting up and supporting new	1114.8
12/01/2023	Surrey & Sussex ALC	Memberships 22/23	2376.91
12/01/2023	Viking	Representing to new bank	138.8
12/01/2023	Apogee Corporation Ltd	Printer supplies	35.4
24/01/2023	Emma Sweeney	Cllr Allowance 22/23	200
24/01/2023	Cllr John McArdle	Expenses Poundland Hampers	151.5
24/01/2023	Dunford Wood	Volunteer lunch	337.5
24/01/2023	Job Ladder	Advert for CDO	358.8
27/01/2023	Vodafone	Calls and data	55.08
30/01/2023	Swan Products	Coffee machine	96.8
31/01/2023	Onecom	Broadband	39.15
06/02/2023	Barclays	Bank Charges	8.5
07/02/2023	Capsule CRM	CRM Fee	57.6
08/02/2023	Westminster City Council	Hire of St Jude's (inc deposit	278.75
09/02/2023	Microshade Business Consult.Lt	Hosing	338.04
09/02/2023	VISION ICT	EMAIL HOSTING	345.6
09/02/2023	ESP Foundation	Councillor Allowance donation	250
09/02/2023	Amazon	Catering supplies	89.63
21/02/2023	Grammarly	Annual Subscription	120
23/02/2023	MULBERRY & CO	CILCA training	350
23/02/2023	MULBERRY & CO	Adjust 305	15
28/02/2023	Onecom	Voice and Broadband	69.54
		For Approval	7,231.54

Appendix 3: Card Payments

Date Paid	Payee Name	Goods / Services	Value
30/01/2023	Swan Products	Coffee machine	96.8
08/02/2023	Westminster City Council	Hire of St Jude's (inc deposit	278.75
09/02/2023	Amazon	Catering supplies	89.63
21/02/2023	Grammarly	Annual Subscription	120
		Total Card Payments	585.18

Appendix 4: Budget Monitoring 2022/23
Feb-23

100	Income	Target	YTD	Year to Come	Fore cast	Variance	%	Notes
1010	Project Income	35,000	3,853	-	3,853	31,147	11%	Budget income unlikely to be achieved
1076	Precept	168,183	166,518	-	166,518	1,665	99%	Budget to be met
Total Income		203,183	170,371	-	170,371	32,812	84%	

101	Staff Costs	Target	YTD	YTC	F/C	Variance	%	Notes
4100	Staff costs	93,559	76,087	4,895	80,982	12,577	87%	Underspend due to vacancies
4105	Training	1,500	365	-	365	1,135	24%	Some underspend
4235	Recruitment Advertising	-	299	-	299	- 299		Unanticipated expenditure
Total Staff costs		95,059	76,751	4,895	81,646	13,413	86%	

102	Adminisrtation	Target	YTD	YTC	F/C	Variance	%	Notes
4101	Councillor allowances	3,000	1,000	1,250	2,250	750	75%	Some underspend likely
4105	Training	1,000	873	-	873	127	87%	Expenditure close to budget
4120	Insurance	1,500	1,588	-	1,588	- 88	106%	Expenditure close to budget
4125	Office Rent	10,000	10,000	-	10,000	-	100%	Expenditure close to budget
4126	Room Bookings	1,200	1,401	100	1,501	- 301	125%	Slight overspend due to extra meetings and cancellations
4127	Office Maintenance	500	82	-	82	418	16%	Some underspend likely
4128	Catering	200	164	30	194	6	97%	Budget to be met

4130	IT Costs	6,000	5,593	400	5,993	7	100%	Expenditure close to budget
4132	Stationery & Materials	700	727	-	727	- 27	104%	Slight overspend
4133	Chair's Allowance	75	-	-	-	75	0%	Budget to be met
4135	Tel & post	1,500	1,368	115	1,483	17	99%	Budget to be met
4137	Subscriptions	3,000	2,412	-	2,412	588	80%	Some underspend
4139	Travel expenses	300	- 191	-	- 191	491	-64%	Underspend due to refund by RingGo
4140	Professional fees	500	114	-	114	386	23%	Underspend due to not calling for external advice
4142	Audit fees	1,500	1,019	-	1,019	481	68%	Underspend likely
4144	Bank charges	102	98	9	107	- 5	104%	Budget to be met
4150	Elections costs	7,278	2,688	2,000	4,688	2,590	64%	To be adjusted by EMR

Total Administration 38,355 28,936 3,904 32,840 5,516 86%

201	Communications	Target	YTD	YTC	F/C	Variance	%	Notes
4110	Website	2,500	1,869	-	1,869	631	75%	Slight underspend as new website is developed
4200	Queens Park Voice	4,500	4,243	-	4,243	257	94%	Possible overspend
4236	Marketing	500	257	-	257	243	51%	Underspend likely

Total Communications 7,500 6,369 - 6,369 1,131 85%

301	Place Committee	Target	YTD	YTC	F/C	Variance	%	Notes
4300	Community Gardening	17,500	11,331	4,000	15,331	2,169	88%	Slight underspend
4301	Dog Strategy	4,500	3,515	900	4,415	85	98%	Expenditure close to budget
4305	Park Development	500	-	-	-	500	0%	Unlikely to be spent this year
4400	Neighbourhood Plan	-	56	-	56	- 56	N/A	Overspend due to unplanned activity
4405	Retailers' Support	500	-	-	-	500	0%	Unlikely to be spent this year
4410	Air Quality	500	261	-	261	239	52%	Slight underspend
4420	Public & Community Arts	2,000	2,430	-	2,430	- 430	122%	Slight overspend
4999	Climate Emergency	1,000	1,046	-	1,046	- 46	105%	Slight overspend
Total Place Committee		26,500	18,639	4,900	23,539	2,961	89%	

401	Events	Target	YTD	YTC	F/C	Variance	%	Notes
1410	Income Summer Festival	10,000	13,927	-	13,927	- 3,927	139%	Additional revenue
1411	Income Fireworks	7,500	661	8,955	9,616	- 2,116	128%	Additional revenue obtained
1412	Income Winter Fair	1,500	1,500	-	1,500	-	100%	Budget to be met
1415	Income BHM	-	450	-	450	- 450	N/A	New Income line
4201	Events Administration	9,300	9,050	250	9,300	-	100%	Budget to be met
4205	Winter Fair	3,200	6,308	-	6,308	- 3,108	197%	Overspend due to additional activities
4206	Winter Social	100	-	-	-	100	0%	Unlikely to be spent
4210	Summer Festival	17,000	17,452	-	17,452	- 452	103%	Slight overspend
4220	Fireworks	10,000	10,309	-	10,309	- 309	103%	Slight overspend
Events Income		19,000	16,538	8,955	25,493	- 6,493	134%	
Events Expenditure		39,600	43,119	250	43,369	- 3,769	110%	

501	People Committee	Target	YTD	YTC	F/C	Variance	%	Notes
4107	Community engagement	2,000	852	-	852	1,148	43%	Underspend as incorporated into other activities
4129	Volunteer Development	1,600	636	400	1,036	564	65%	Underspend as incorporated into other activities
4425	Social Inclusion	400	634	-	634	- 234	159%	Overspend on activities
4430	Children & Young People	10,568	7,796	-	7,796	2,772	74%	Underspend as funds drawn from EMR
Total People Committee		14,568	9,918	400	10,318	4,250	71%	

601	Grants	Target	YTD	YTC	F/C	Variance	%	Notes
4134	Community Grants	31,900	18,570	13,000	31,570	330	99%	Budget to be met
4136	Pop Up Fund	2,000	400	1,000	1,400	600	70%	Underspend likely through lack of uptake
4138	Special Grants	25,000	24,998	-	24,998	2	100%	Budget to be met
Total Grants		58,900	43,968	14,000	57,968	932	98%	

		YTD	YTC	F/C	Variance	%
Grand Total Income	222,183	191,236	8,955	195,864	26,319	88%
Grand Total Expenditure	280,482	231,051	28,349	256,049	24,434	91%

* Find this file in Citrix under Finance/BUDGET

Detailed Receipts & Payments by Budget Heading 28/02/2023

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	3,853	35,000	31,147			11.0%	
1076 Precept	166,518	168,183	1,665			99.0%	
<u>101 Staff costs</u>							
4100 Staff costs	(76,087)	(93,559)	17,472		17,472	81.3%	
4105 Training	(365)	(1,500)	1,135		1,135	24.3%	
4235 Recruitment Advertising	(299)	0	(299)		(299)	0.0%	
<u>102 Administration</u>							
4101 Councillor allowances	(1,000)	(3,000)	2,000		2,000	33.3%	
4105 Training	(873)	(1,000)	127		127	87.3%	
4120 Insurance	(1,588)	(1,500)	(88)		(88)	105.9%	
4125 Office Rent	(10,000)	(10,000)	0		0	100.0%	
4126 Room Bookings	(1,401)	(1,200)	(201)		(201)	116.8%	
4127 Office maintenance/relocation	(82)	(500)	418		418	16.4%	
4128 Catering	(164)	(200)	36		36	82.0%	
4130 IT - hosting, computers, email	(5,593)	(6,000)	407		407	93.2%	
4132 Stationery & Materials	(727)	(700)	(27)		(27)	103.9%	
4133 Chair's Allowance	0	(75)	75		75	0.0%	
4135 Tel & post	(1,368)	(1,500)	132		132	91.2%	
4137 Subscriptions	(2,412)	(3,000)	588		588	80.4%	
4139 Travel expenses	191	(300)	491		491	(63.8%)	
4140 Professional fees	(114)	(500)	386		386	22.8%	
4142 Audit fees	(1,019)	(1,500)	481		481	67.9%	
4144 Bank charges	(98)	(102)	4		4	95.7%	
4150 Elections costs	(2,688)	(7,278)	4,591		4,591	36.9%	
<u>201 Communications</u>							
4110 Website	(1,869)	(2,500)	631		631	74.8%	
4200 Queens Park Voice	(4,243)	(4,500)	257		257	94.3%	
4236 Marketing	(257)	(500)	243		243	51.3%	
<u>301 Place</u>							
4300 Community Gardening	(11,331)	(17,500)	6,169		6,169	64.7%	
4301 Dog Strategy	(3,515)	(4,500)	985		985	78.1%	
4305 Park Development	0	(500)	500		500	0.0%	
4400 Neighbourhood Plan	(56)	0	(56)		(56)	0.0%	
4405 Retailers' Support	0	(500)	500		500	0.0%	
4410 Air Quality	(261)	(500)	240		240	52.1%	
4420 Public & Community Arts	(2,430)	(2,000)	(430)		(430)	121.5%	
4999 Climate Emergency	(1,046)	(1,000)	(46)		(46)	104.6%	

Detailed Receipts & Payments by Budget Heading 28/02/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401 Events							
1410 Income Summer Festival	13,927	10,000	(3,927)			139.3%	
1411 Income Fireworks	661	7,500	6,839			8.8%	
1412 Income Winter Fair	1,500	1,500	0			100.0%	
1415 Income Black History Month	450	0	(450)			0.0%	
4201 Events Administration	(9,050)	(9,300)	250		250	97.3%	
4205 Winter Fair	(6,308)	(3,200)	(3,108)		(3,108)	197.1%	
4206 Winter Social	0	(100)	100		100	0.0%	
4210 Summer Festival	(17,452)	(17,000)	(452)		(452)	102.7%	
4220 Fireworks	(10,309)	(10,000)	(309)		(309)	103.1%	
501 People							
4107 Community engagement	(852)	(2,000)	1,148		1,148	42.6%	
4129 Volunteer Development	(636)	(1,600)	964		964	39.8%	
4425 Social Inclusion	(634)	(400)	(234)		(234)	158.6%	
4430 Children & Young People	(7,796)	(10,568)	2,772		2,772	73.8%	4,645
601 Grants							
4134 Community Grants	(18,570)	(45,806)	27,236		27,236	40.5%	14,850
4136 Pop Up Fund	(400)	(2,000)	1,600		1,600	20.0%	
4138 Special Grants	(24,998)	(25,000)	2		2	100.0%	
999 VAT data							
115 VAT refund	4,327	0	(4,327)			0.0%	
515 VAT on Payment	(3,351)	0	(3,351)		(3,351)	0.0%	
Grand Totals:- Receipts	191,236	222,183	30,947			86.1%	
Payments	231,048	294,388	63,340	0	63,340	78.5%	
Net Receipts over Payments	(39,812)	(72,205)	(32,393)				
plus Transfer From EMR	19,495						
Movement to/(from) Gen Reserve	(20,317)						



Report To:	Queen's Park Community Council		
Title:	Review of Risk Management Policy		
Purpose:	For Approval		
Author:	Shuwanna Aaron, Director		
Date of Meeting	15 March 2023	Agenda Item	062 – 22/23

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 2022 (076 – 21/22).
- 3.3 Only one new risk has been identified, that the identity of the Council might become lost due to the increased profile that the City Council is taking in North Paddington under the Fairer Westminster policies of the new administration. This will be addressed by more thorough communications and promotion of our own involvement in activities.
- 3.4 No risks have been removed, although 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.
- 3.5 A copy of the amended document in full is attached as an appendix.

Queen's Park Community Council Risk Management Policy	Revised March 2023
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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.

1 Management				
Subject	Risk(s) Identified	High/ Medium/ Low	Management/Control of Risk	Review/ Assess/ Revise
1.1 Business continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	M/H	The Council uses a hosted service and all computer files are backed up on an ongoing basis onto Citrix. Remote working is now fully embedded with all staff, volunteers and contractors capable of working remotely. 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	During 2022/23 the use of alternative meeting locations was successfully piloted and 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. Personnel documents and original minutes are kept in fireproof cabinets.	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

Subject	Risk(s) Identified	High/ Medium/ Low	Management/Control of Risk	Review/ Assess/ Revise
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	An audit is undertaken of the Council's systems and their operation and the results reported to full Council. Fidelity guarantee in place via insurance.	Review Procedures regularly review with auditor.
	Actions carried out	L	A bank reconciliation is undertaken every month and a system put in place to have the outcome inspected by councillors..	
	Emergency response	L	An Action Log is in place with reporting of actions completed and outstanding via meetings with Chairs and reports to Council. And Committees Officers' personal contact details held by Officers and Chair with 'next of kin' contact details in the personnel files.	
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	L	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	L	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

2 Finance				
Subject	Risk(s) Identified	High/ Medium/ Low	Management/Control of Risk	Review/ Assess/ Revise
2.1 Precept	Adequacy	L	Sound budgeting to underlie annual precept. Council receives regular budget updates. Precept is an agenda item at January meeting and the process is reviewed by Internal audit.	Existing procedure adequate. Annual review of Financial Regulations.
2.2 Insurance	Adequacy Cost Compliance Fidelity Guarantee	L	Cost reviewed and cover assessed annually at renewal date and checked for every major event. No additional measures required.	Reviewed annually
2.3 Banking	Inadequate procedures	L	Control identified in a Financial Regulations, process via sign off by councillors, review by internal audit and internal controls.	Review via Financial Regulations annually
2.4 Cash	Loss via theft or dishonesty	L	Limited cash transactions and petty cash system discontinued. Income receipted and banked in accordance with Financial Regulations. All card payments are reported to the next council meeting.	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 and vice-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 24 April 2023. Annual return to be completed and signed by the Council at the meeting on 17 May 2023.	Existing procedures adequate

3 Information and Data				
Subject	Risk(s) Identified	High/ Medium/ Low	Management/Control of Risk	Review/ Assess/ Revise
3.1 Freedom of information	Non-compliance with act	L	Documented procedure for dealing with requests approved in May 2016. Occasional requests received and answered promptly.	Review annually.
3.2 Data protection	Non-compliance with act	L	The Council registered with the Information Commissioner's Office in April 2018 and renews this annually. GDPR procedures documented May 2018	Review annually.

4 Liability				
Subject	Risk(s) Identified	High/ Medium/ Low	Management/Control of Risk	Review/ Assess/ Revise
4.1 Legal powers	Illegal activity or payments. Working Groups taking decisions	L L	All activities and payments made within the powers of the council, resolved and clearly reported in the minutes. Working Group coordinators clearly briefed, reporting regularly to Director and council. Quarterly meetings held with the monitoring Officer at WCC.	Ongoing review Ongoing review
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 study leading to a qualification in this area.	Maintain membership Associations

5 Council Reputation				
Subject	Risk(s) Identified	High/ Medium/ Low	Management/Control of Risk	Review/ Assess/ Revise
5.1 Code of conduct	Non-compliance	L	The current Code was adopted 2016 and the Director provides advice. Support is available for the Monitoring Officer at WCC who also is assisting with the implementation of a new national code together with online recording and reporting	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, now via an online portal. 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.
5.4 Council Independence	Electors unable to distinguish between QPCC and the City Council.	M	Although the increases support from the City Council is welcome, there is a risk that the council will lose its identity and be seen as no more than a 'department'. Officers will ensure that QPCC events and initiatives are clearly identified as such.	Reviewed annually

6 Assets				
Subject	Risk(s) Identified	High/ Medium/ Low	Management/Control of Risk	Review/ Assess/ Revise
6.1 Asset Register	Assets not recorded	L	Council has agreed a <i>de minimus</i> threshold of £1,000 so holds no assets.	Review annually
First draft prepared: November 2016 Revised: March 2021, March 2022, March 2023				
Approved by Council: 15 March 2023 (062 – 22/23) Next Review: March 2024				

Report To:	Council		
Title:	Increase to maximum allowed funding through the Pop-up Grant fund		
Purpose:	For APPROVAL		
Author:	Shuwanna Aaron, Director and Officer co-ordinator of the Grant's Working Group		
Date of Meeting	15 th March 2023	Agenda Item	063-22/23

1 Summary

1.1 The report sets out recommendation from the Grant Panel that the Council increases the funding available through the Pop-up Grant programme from £200 to £250.

2 Recommendations

2.1 It is recommended that the Council increases the maximum funding available through the Pop-up grants to £250. The increase is intended to reflect the rising cost of living – and therefore the increase in costs associated with facilitating projects, events and services. The increase will also act as an incentive for residents.

3 Background

3.1 Since the establishment of the pop-up grants programme, the Council has budgeted £2000 toward the programme annually.

3.2 Since its establishment the Pop-up Grant budget has never been met.

3.3 In 2022 several pop-up grant applications were approved by the Proper Officer under delegated authority from the Council. Applicants provided feedback that the maximum £200 funding was not sufficient to meet the requirements of the projects planned.

3.4 A further application in 2023 was withdrawn as the applicant felt the funding was insufficient and the applicant had difficulty accessing additional funding.

3.5 Following a discussion, the Grants Panel recommended that the Council increases the maximum funding to £250 to reflect rising costs and to further incentivise residents to apply to the Pop-up Grants Programme. It was recommended that the Council amend the Pop-up Grants documents to make clearer that the fund is intended to trial small scale projects and as a stepping stone to making applications to the Community Grants Programme. Further recommendations included that the Council should consider an additional increase to £300, if the increase to £250 is successful at incentivising increased applications to the programme.

Report To:	Council		
Title:	Grants recommendations		
Purpose:	For discussion and approval		
Author:	Shuwanna Aaron, Director and Proper Officer		
Date of Meeting	15 th March 2023	Agenda Item	064 22-23

1. Summary

- 1.1 The first round of applications to the Community Grants Programme 2023 closed on 28th February. Of the eleven applications submitted, ten have been forwarded to the Grants Panel for assessment and recommendation to Council. One application was rejected as it did not meet the requirements of the grant's guidelines.
- 1.2 Due to the limited time between the close of applications and the Council meeting and the limited availability of the Grants Panel, the Panel's recommendation will not be available to Council until the meeting date.

2. Recommendations

That the Council discusses the Grant's Panel recommendations and approve successful applications with consideration of the Panel's recommendations and the discussions of the meeting.

Report To:	Council		
Title:	Planting Air Pollution busting plants		
Purpose:	For discussion and approval		
Author:	Shuwanna Aaron, Director and Proper Officer on behalf of the Air Quality Working Group		
Date of Meeting	15 th March 2023	Agenda Item	066 22-23

1. Summary

- 1.1 This report on behalf of the Air Quality Working Group recommends that the Council supports local initiatives to increase the number of air-purifying plants as a means of combatting poor air-quality in the area.

2. Recommendations

- 2.1 That the Council approves the purchase and distribution of air purifying plants to residents through HCGA's plant swap/sale events and as prizes to residents awarded in the Queen's Park in Bloom project and
- 2.2 That the Council campaigns for the use of air-purifying plants in areas managed and maintained by the City Council.
- 2.3 That the Council continues to monitor and promote awareness of local air quality.

3. Background

- 3.1 Among other things, the Air Quality Working Group exists:

- To raise awareness of the importance of air quality for the residents of Queen's Park and to publicise actions by the council and others.

- 3.2 Academic at Goldsmith university have found that a number of outdoor plants can "reduce or 'bioindicate' different types of air pollution in the urban environment and help to build "air-quality gardens"¹

- 3.3 Helping to increase the number of air-purifying plants in the local area would add to QPCC's active approach to combatting poor air quality.

- 3.4 Working with HCGA to provide air-purifying plants to residents will not only help to improve air-quality for individual's gardens, but for the area as a whole, in addition to helping to beautify the area in line with the missions of the Queen's Park in Bloom project.

¹ <https://www.gold.ac.uk/news/phyto-sensor/>

<https://www.museumoflondon.org.uk/discover/phyto-sensor-toolkit-citizen-sense-air-pollution>

Report To:	Council		
Title:	Facilitating the Summer In Queen's Park Programme		
Purpose:	For discussion and approval		
Author:	Shuwanna Aaron, Director and Proper Officer on behalf of the Air Quality Working Group		
Date of Meeting	15 th March 2023	Agenda Item	066 22-23

1. Summary

- 1.1 This report on behalf of the Children and Young People Working Group recommends that the Council facilitates the Summer in Queen's Park Programme for another year.

2. Recommendations

- 2.1 That the Council approves the utilisation of the Children and Young People Working Group's budget and other raised funds to facilitate the Summer in Queen's Park Programme of activities for children and families during Summer, ensuring that due consideration is given to prioritising those with the greatest need.
- 2.2 That the Council continues to facilitate Community Engagement activities with children and young people by working with the Avenues' Youth Project, QPG Clubs and local primary schools to understand the need.
- 2.3 That the Council improves the offer provided through the Summer in Queen's Park Programme including vocational and entrepreneurial activities for children and young people.

3. Background

- 3.1 Among other things, the Children and Young People Working Group exists:
- Monitor the provision of activities for children and young people in Queen's Park, and training opportunities for young people within and beyond Queen's Park; identify gaps; and seek to have them filled.
- 3.2 Last year the Summer in Queen's Park Programme engaged more than 500 residents – the majority of whom were children and young people – in a range of social, sport, educational and other activities.
- 3.3 In feedback about the programme, residents outlined continued need for affordable activities for local children and young people.
- 3.4 Ensuring the local provision of activities for children and young people during the Summer will provide supplementary support for families struggling with the cost of living, and will provide opportunities for children and young people which they may not normally have access to.
- 3.5 The programme will also provide opportunities for young people at risk of involvement in anti-social behaviour and youth violence.

Report To:	Council		
Title:	Bi Monthly Community events		
Purpose:	For discussion and approval		
Author:	Shuwanna Aaron, Director and Proper Officer on behalf of the Community Engagement Working Group		
Date of Meeting	15 th March 2023	Agenda Item	066 22-23

1. Summary

1.1 The recent meeting of the Community Engagement Working Group recommended that the Council starts a bi-monthly Community event of a social nature. As community events of this nature already exist (Beethoven Warm space, and Community Champions Community Lunch) this report outlines and recommends how the Council can play a more active and visible role in this form of service provision.

2. Recommendations

2.1 That the Council approves the establishment of an active partnership with the Community champions and other local organisations to facilitate a bi-monthly community social space utilising the budget of the Community Engagement Working Group.

2.2 That the project aims to promote resident engagement, provide a space that meets the needs of vulnerable and isolated residents, promotes volunteering with QPCC and adds to the offer of warm food, advice and support for local residents.

2 Background

2.2 Among other things, the Community Engagement working groups exists to:

- To establish and maintain various open channels of communication with residents, businesses and organisations to encourage comments and contributions.

2.3 A regular community event would provide a consistent opportunity for residents to engage with the Council, Councillors and officers, thereby strengthening the channels of communication between QPCC and residents.

2.4 At the January meeting of the full Council, residents shared concerns about the lack of visibility of the Council – a bi-monthly event of this nature would help to address the issue and improve the Council's profile locally.

2.5 Whilst QPCC has a number of registered volunteers, opportunities to volunteer are irregular which result in significant drop-off. A bi-monthly event would promote volunteer retention by providing regular volunteering opportunities and providing a space for perspective volunteers to gather and socialise.

2.6 The Community Champion's monthly community lunch has been a successful project, providing a social space, food and health advice to local residents. However, cuts to to budget and the withdrawal of in-kind support (free venue hire) has put the project at risk. In partnership with QPCC, this vital service could be retained and improved.

Report To:	Council		
Title:	Theatre and Storytelling Workshops		
Purpose:	For discussion and approval		
Author:	Shuwanna Aaron, Director and Proper Officer on behalf of the Public and Community Arts Working Group		
Date of Meeting	15 th March 2023	Agenda Item	066 22-23

1. Summary

- 1.1 This report on behalf of the Public and Community Arts Working Group recommends that the Council develops a weekly theatre and storytelling project – bringing the community together to develop local Arts offering which will culminate in a Community showcase.

2. Recommendations

- 1.2 That the Council approves the recommendation to start a weekly theatre and storytelling workshops and a Community showcase.
- 1.3 That the Council delegates officers to work with residents and local organisations utilising the Public and Community Arts budgets and other raised funds to facilitate the project.

3. Background

- 3.1 Among other things, the Public and Community Arts Working Group exists to:

- To encourage, support and promote all art activities in Queen's Park
- To fundraise for and run community arts projects
- To make recommendations to Council as appropriate

- 3.2 Community theatre and storytelling can positively impact neighbourhoods by:

- Providing residents with the opportunity to express themselves
- Promoting education and creativity by exposing residents to the perspectives, experiences, skills and knowledge of others
- Addressing local issues, cultural and social inequalities and addressing the need for social change
- Providing accessible, local arts and entertainments that promotes a sense of community¹

- 3.3 Last year, the Public and Community Arts Working Group facilitated two performances of the Play Out of the Picture – written by a local resident. The play was attended by around 200 residents and raised in excess of £400 in donations. It is clear from these outcomes that residents' value local theatre productions, and that such projects are effective at engaging residents and promoting a sense of community.

- 3.4 Residents testimonies about the shows suggest clear interest and need for more local productions:

- "Loved that this was put on for the community and to have art accessible for people to see."

¹ <https://theplayers.org/five-ways-community-theatre-leaves-a-lasting-impact/>

- “It was amazing to see this play. I love that the community have put this together and come to support the play.”
- “Fantastic evening - great attendance, lovely to go to something in our local community centre.”
- “Fantastic evening - great attendance, lovely to go to something in our local community centre. “It was lovely to see an outstanding show in my local community - more please. Start a writing group (for) local residents.”

Report To:	Council		
Title:	Officer's Report		
Purpose:	TO NOTE		
Author:	Shuwanna Aaron, Director and Proper Officer		
Date of Meeting	15 th March 2023	Agenda Item	067-22/23

1 Summary

- 1.1 The report sets out actions undertaken by the Officer's since the last meeting of the full Council.

2 Recommendations

- 2.1 That the report be noted

3 Main tasks / issues since last full meeting of Council

Income

- Two applications for external funding have been made since January to support Council events and services – the outcome of both are outstanding. There are also a number of funding streams being considered which will become the priority for the incoming temporary CDO.

Staff

- A temporary Community Development Officer has been recruited and will be working with the Council from March – June 2023 until a full-time officer can be recruited. Officers are working with Westminster City Council to explore a year-long secondment to QPCC. Elysse will be leaving the Council as temporary CDO at the end of March.

Administration

- The Director/Proper Officer and Responsible financial officer have written to the bank requesting an additional card for officer's use.
- Venues for Council and Committee meetings have been confirmed for the year to come. All Place meetings will be held at St Jude's Hall, (Ilbert Street) all People Committee meetings will be held at St Luke's Church (Fernhead road) and all Full Council Meeting will be held at the Beethoven Centre (Third Avenue).

Communications

- Queen's Park Voice: The QPV logo and design have been updated, the next issue has been sent to the publishers and is expected to go out to delivery by the beginning of the April.
- E-bulletin: The Council's monthly e-bulletin has been updated with a layout, standardised content and is not in line with a broader strategy for Council communications.
- Website: The Council's website is currently in redevelopment and will be launched at the end of March.
- Social Media: The Council has joined Next door and is using the site alongside other major social media platforms. A Women's History Month Campaign is ongoing across March to recognise women making a difference in Queen's Park (#WomenMakingQP)

Place

- The Proper Officer has met with HCGA to discuss additional collaborative work and support required for promoting Queen's Park in Bloom. A Plant sale/swap is planned for the Easter Holidays.
- Officers supported the Dog Run consultation event in St Jude's Hall with a significant turn out from residents concerned with dog matters. Officers will support a follow up in-person consultation on March 20th.
- The Proper Officer has met with representatives of the City Council – and will now have monthly meeting to discuss various issues and needs regarding the Queen's Park Gardens.
- The Public and Community Arts, Air Quality and the Climate Emergency Working Groups met following the last meeting of the Place Committee and has produced a number of recommendations to the Council for events/projects/services to take place under the working groups' remit in the year to come. These recommendations will be presented to March Council for approval and will become a priority for the new CDO.

Events

- A first litter picking event of the year will go ahead on Sunday 26th March – promotion has begun and will continue across the month.
- The recommendations made by the Events Working Group are being explored by the events co-ordinator and costings and risk assessments will be presented at May Council. Recommendations include:

SUMMER Festival	WINTER Festival	FIREWORKS
<ul style="list-style-type: none"> - Stronger QPCC branding - Develop the enterprise zone with greater representation from residents - An outdoor Climbing Wall - Massage and reflexology sessions - Cost of Living support – advice and services and the presence of Food banks - Legal advice 	<ul style="list-style-type: none"> - Ice rink - Warm food provision in the park and the retention of the St Jude's as the over 50s space - Steel Pan Christmas carolling - Knitting/ Crochet sessions - Free Wreath Making 	<ul style="list-style-type: none"> - A refreshment stall run by QPCC / volunteers - Fire breathers/ street entertainers

People

- The Community Engagement, Children and Young People and Social Inclusion Working Groups met following the last meeting of the People Committee and has produced a number of recommendations to the Council for events/projects/services to take place under the working groups' remit in the year to come. These recommendations will be presented to March Council for approval and will become a priority for the new CDO.
- Officers have met with Tempo Time and will now once again be offering time credits to volunteers – there will be a review of the volunteer development approach to incentivise and support volunteer recruitment.

Grants

- The first round of the QPCC's Community Grants programme closed on 28th February. Of the 11 applications that were received, one was rejected as the applicant was not a QPCC resident nor someone working in QPCC, the application also included costs barred under the grants guidelines and the applicant did not provide the necessary updates within the extended time frame. NO applications have been made to the Pop-up grant project.
- Officers are pursuing a workshop event with young people at the Avenues' youth project to develop ideas and applicants to the Po-up grants programme.

Other Strategic/ Operations

- Officers have worked with the Forward Planning working group and a number of recommendations have been made on improvements to the Council's Strategic Plan which will be presented to the May full council.

Work with Westminster City Council

- The Proper Officer has joined the North Paddington Board supporting the City Council's strategy for various development I services and infrastructure in the North Paddington Area, including Queen's Park. The First meeting has gone ahead, setting out the remit and role of the board.

Immediate plans going forward

- Inducting the new temporary Community Development Officer
- Launching the new QPCC website
- Reviewing QPCC's Strategic Plan
- Preparing for the Council's Community Meeting
- Initiating plans for Working group projects



You are hereby summoned to attend a
Meeting of the Community Council to be held in the **Beethoven Centre**, Third
Avenue, W10 4JL
on **Wednesday 29 March 2023** commencing at **6.00pm**

Shuwanna Aaron Director and Proper Officer

23 March 2023

AGENDA

- 069-22/23 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 070-22/23 Declarations of interest** – to note any Declarations of Interest or Dispensations granted in respect of any item on the Agenda.
- 071-22/23 Minutes of the previous meeting** – to consider for approval the minutes of the Council Meeting held 18 January 2023 for confirmation and signing as a correct record.
- 072-22/23 Minutes of the Committee meetings** – to adopt the minutes of the Extraordinary People Committee meeting 30 November 2022 and the Place Committee meeting 23 November 2022.
- 073-22/23 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).*
- 074-22/23 People Committee Report** - to receive a verbal update on the work of the People Committee.
- 075-22/23 Place Committee Report** - to receive a verbal update on the work of the Place Committee.
- 076-22/23 HR Committee Report** - to receive a verbal update on the work of the HR Committee.
- 077-22/23 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.

- 078-22/23 Risk Management Policy** - to approve an update to the Council's Risk Management Policy.
- 079-22/23 Increase to the Pop-up Grant funding** – to receive a report from the grants panel recommending an increase to the maximum funded available through the Pop-up Grants fund.
- 080-22/23 Grants Recommendations** – to approve the award of Community Grants from the February 2023 round. (papers to be circulated separately)
- 081-22/23 Working Group Recommendations** – to receive recommendations from the Public and Community Arts, Air Quality, Community Engagement and Children and Young People Working Groups.
- 082-22/23 Working Group reports** - to receive a verbal report from the Queen's Park Voice, Forward Planning and Economic Development Working Groups.
- 083-22/23 Chair's Report** - to receive a report from the Chair.
- 084-22/23 Officers' Report** - to receive a report from the Director.

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held at The Avenue's Youth Project, 3-7 Third Avenue,
London, W10 4RS

on **Wednesday 18 January 2023** commencing at 18:00.

Present: Councillors Eartha Pond (Chair), Ryan Dalton (Vice Chair), Emma Sweeney, Roger Diamond, John McArdle, Stella Wilson, Gill Fitzhugh, Samantha Alleyne, Brian Nicholas, Orrel Lawrence.

Also present: Shuwanna Aaron (Director), Elysse Graves (Temp Community Development Officer), Lizzy Thrope-Tracey, Simon Walton, Ray Lancashire, Paddy Barnes and nine members of the public.

039-22/23 Apologies for absence – Cllr Sandra Bynoe.

040-22/23 Declarations of interest – Cllr John McArdle declaration as returning Finance Officer.

041-22/23 Minutes of the previous meeting – Minutes of the last meeting were not circulated with the meeting's papers. The meeting were allowed time to read the minutes before approval.

The minutes were proposed and seconded.

RESOLVED THAT the Minutes of the previous meeting are APPROVED.

042-22/23 Minutes of Committee Meeting – The Chair noted that minutes of HR Committee meeting (29 March 2022), People Committee meetings (Extraordinary 22nd June, 7th September) and minutes of the Place Committee meetings (22nd June and 21st September) were circulated with the meeting papers and were accepted as read.

The minutes were proposed and seconded.

RESOLVED THAT the minutes are APPROVED.

043-22/23 Public session – There was a resident suggestion that the dog run in Queen's Park Garden, should not be split but a second area of the park should be annexed to create a second dog run. Residents suggested that ongoing concerns about the safety of smaller dogs would still be a concern with a split dog run. Various other concerns about the splitting of the dog run, and the lack of resident consultation.

The Proper Officer outlined that decision regarding the dog run and general maintenance of the Queen's Park Gardens are the responsibility of Westminster City Council not Queen's Park Community Council. The Proper Officer outlined that the City Council is planning a Consultation which will enable all residents to input into the decision regarding splitting the dog run, and that Queen's Park Community Council will share information about the consultation when it goes live.

Residents raised questions about the lack of dog waste bins across the area and the removal of dog waste bins from outside the Queen's Park Gardens. The Proper Officer noted that the provision of waste bins is the responsibility of the City Council and confirms that a note will be sent to the City Council requesting further investigation into the placement of dog waste bins.

Residents raised concern about pedestrian cross on Harrow Road which does not allow sufficient time for crossing and has no audible sound. Another resident also notes the lack of directional filters at the junction between Kilburn Lane and Chamberlayne Road crossing. The Proper Officer notes that concerns will be shared with the Ward Councillors, who will be asked to investigate the installation of safety measures at the crossing.

Cllr Lawrence entered the meeting at 18:22.

Residents highlighted that meeting notices are shared solely online and the requests more information to be shared in print through the Queen's Park Voice.

The Proper Officer noted that meeting notices are published in print at the Beethoven Centre Noticeboards and that meetings dates are already available in the Queen's Park Voice, however due to the quarterly nature of the Queen's Park Voice, these notices may not be kept by residents. The Proper Officer also notes a planned campaign to provide notices of meeting dates in noticeboards and on lamp-posts across the community.

Cllr Nicholas entered the meeting at 18:26.

RESOLVED THAT Queen's Park Community Council will raise the concerns raised with Westminster City Council.

044-22/23 People Committee Report – Chair of the People Committee gave a verbal report outlining that the meeting on 9 November 2023 was cancelled.

The report was proposed and seconded.

RESOLVED THAT the report be NOTED.

045-22/23 Place Committee Report – Chair of the Place Committee gave a verbal report noting that one meeting was held since the last meeting of the full council Meeting where residents raised similar concerns about the splitting of the dog run. The Chair also gave special thanks to the Avenue's for hosting the first Full Council Meeting of 2023.

The report was proposed and seconded.

RESOLVED THAT the report be NOTED.

046-22/23 HR Committee Report – Chair of the HR Committee noting that the Committee haven't met since the last meeting of the full Council. The Chair also noted that the Council is still recruiting to the Community Developments Officer vacancy, although interviews were held, no applicant was successfully recruited. Recruitment is ongoing and is set to close at the end of January.

The report was proposed and seconded.

RESOLVED THAT the report be NOTED.

047-22/23 Financial Report – A financial report was circulated with the meetings papers. The Responsible Financial Officer noted that the only concern is that the income targets were not met due to a shortage of staff which limited fundraising capacity.

The report was proposed and seconded.

RESOLVED THAT the report be NOTED.

048-22/23 Budget and Precept – A report was circulated with the meeting's papers. There was a recommendation that there be no increase to the precept (due to financial crisis) nor any current budget lines, that a new budget line be introduced for Black History Month events which the Council has hosted over the last two years with external funding and support from the Community Engagement and Public and Community Art budgets. The recruitment of a full time CDO will enable greater capacity for fundraising in 2023/24.

The report was proposed and seconded.

RESOLVED THAT the report be NOTED.

Cllr Nicholas left the meeting at 19:05

049-22/23 Service Contracts – A report was circulated with the meeting's papers. The Proper Officer noted that market testing is necessary as existing contracts have not been tendered in three years. The tendering process will take place across the year and reported as the next possible meeting of the full council.

The report was proposed and seconded.

RESOLVED THAT the report be NOTED.

050-22/23 Working Group Reports – A report was circulated as part of the meeting's paper. The proper officer noted that the Grants Panel met in October and their recommendations were presented and approved by Council. The Queen's Park Voice working group approved the rebranded of the Queen's Park Voice – several options will be produced by officers. There are plans to engage more young people with the production of the Queen's Park Voice. Residents outlined the need the Queen's Park Voice to be made available in Arabic and other languages popularly used locally.

The report was proposed and seconded.

RESOLVED THAT the report be NOTED and effort be made to produce the Queen's Park voice in various languages.

051-22/23 Chair's Report – A report was circulated as part of the meeting's papers. Chair of the Council noted that it has been almost 10 years since the Queen's Park Community Council was established and multiple successes that have been achieved overtime. A resident highlighted that the Community Council's response to COVID was quick, efficient and extremely effective.

The report was proposed and seconded.

RESOLVED THAT the report be NOTED.

052-22/23 Officer's Report – An officer's report was circulated as part of the meeting's papers and was accepted as read. Key points from the report was been circulated.

Meeting ended at 19:27.

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

Councillor. Eartha Pond (Chair)

Minute Ref: 0__ – 22/23

Report To:	Queen's Park Community Council		
Title:	Finance Report		
Purpose:	For Decision		
Author:	Cllr John McArdle, Responsible Financial Officer and Shuwanna Aaron, Director		
Date of Meeting	29 March 2023	Agenda Item	077 – 22/23

1 Summary

This report summarises the current financial position and recommends the approval of payments made during January and February 2023.

2 Recommendations

- (1) That the contents be noted.
- (2) That payments to the value of £7,231.54 set out in Appendix 2 be approved.

3 Background

- 3.1 This report has been prepared by Councillor John McArdle as Responsible Financial Officer with the support of Proper Officer Shuwanna Aaron.
- 3.3 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 2023 which deals with the year so is very close to the year-end. It is these figures which are used to inform the budget for 2023/24.
- 3.4 The next report will be to the Annual Meeting in May 2023 which will include figures for the whole of 2022/23 and be accompanied by the Internal Audit Report and Annual Governance and Accountability return (AGAR) for the year.

4 Approval of Payments

- 4.1 Appendix 1 attached set out all payments, including redacted payments, made by the Council during the period since the last meeting. Most of these were made under delegated powers and the total paid was £26,018.21 of which £9,830.19 were redacted payments.

- 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 £7,231.54 and these are set out in Appendix 2 for approval.
- 4.3 On 30 March 2022 Council decided to obtain a bank debit card to be used for some purchases, including online payments. (088 – 21/22). This has now been done and the card was used 4 times during the period with a total transaction value of £585.18. A list of these transactions is attached at Appendix 3.

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%.
- 5.2 A detailed analysis has been undertaken of income and expenditure on each Cost Centre for 2022/232 and these are shown in Appendix 4 with a comment on each relevant line. The Council Detail Report at Appendix 5 provides details of the figures held on the Rialtas accounting system. These have been reconciled to the bank account as required.
- 5.3 While there are some overspends and underspends on individual budget lines, the overall financial pictures is broadly in line with expectations and no virements to budgets are proposed.
- 5.4 The exception to the above is the Project Income line where staff shortages limited activity on seeking funding for projects resulting in a significant projected shortfall. This is largely offset by expenditure savings so the overall position is broadly neutral.
- 5.5 In addition to General Reserves the Council holds funds in Earmarked Reserves (EMR) to reflect money that had been committed but not yet spent. At the end of December, the total value of these was £13,332 made up as follows

Table 1: Summary of Earmarked Reserves

Description	Value (£)
320 EMR – Grants	5,9566
322 EMR – Elections	5,278
324 Community Infrastructure Levy	2,098

Appendix 1: All Transactions 7 January to 28 February 2023

Date Paid	Payee Name	Goods / Services	Value
09/01/2023	Barclays	Bank Charges	8.5
09/01/2023	Capsule CRM	Subscription	57.6
12/01/2023	REDACTED	REDACTED	
12/01/2023	Microshade Business Consult.Lt	Hosting	338.04
12/01/2023	HAMMERSMITH COMMUNITY	Community Gardening Q3 22/23	3206.48
12/01/2023	Netwise UK	Setting up and supporting new	1114.8
12/01/2023	Surrey & Sussex ALC	Memberships 22/23	2376.91
12/01/2023	Viking	Representing to new bank	138.8
12/01/2023	Apogee Corporation Ltd	Printer supplies	35.4
16/01/2023	Musica CIC	Community Grant Oct 22 098 Pa	1750
24/01/2023	REDACTED	REDACTED	
24/01/2023	Emma Sweeney	Cllr Allowance 22/23	200
24/01/2023	Cllr John McArdle	Expenses Poundland Hampers	151.5
24/01/2023	Dunford Wood	Volunteer lunch	337.5
24/01/2023	Job Ladder	Advert for CDO	358.8
27/01/2023	Vodafone	Calls and data	55.08
30/01/2023	Swan Products	Coffee machine	96.8
31/01/2023	REDACTED	REDACTED	
31/01/2023	REDACTED	REDACTED	
31/01/2023	Onecom	Broadband	39.15
02/02/2023	REDACTED	REDACTED	
06/02/2023	Barclays	Bank Charges	8.5
07/02/2023	Capsule CRM	CRM Fee	57.6
08/02/2023	Westminster City Council	Hire of St Jude's (inc deposit	278.75
09/02/2023	Microshade Business Consult.Lt	Hosing	338.04
09/02/2023	VISION ICT	EMAIL HOSTING	345.6
09/02/2023	ESP Foundation	Councillor Allowance donation	250
09/02/2023	ESP Foundation	Community Grant	3500
09/02/2023	Amazon	Catering supplies	89.63
21/02/2023	Grammarly	Annual Subscription	120
23/02/2023	MULBERRY & CO	CILCA training	350
23/02/2023	MULBERRY & CO	Adjust 305	15
28/02/2023	REDACTED	REDACTED	
28/02/2023	REDACTED	REDACTED	
28/02/2023	REDACTED	REDACTED	
28/02/2023	Happy Lizzy Event Planning	Events admin Jan / Feb 23	500
28/02/2023	Onecom	Voice and Broadband	69.54
		After reactions	16,188.02
		Full total	26,018.21
		Readacted	9,830.19

Appendix 2: Transactions for Approval

Date Paid	Payee Name	Goods / Services	Value
09/01/2023	Barclays	Bank Charges	8.5
09/01/2023	Capsule CRM	Subscription	57.6
12/01/2023	Microshade Business Consult.Lt	Hosting	338.04
12/01/2023	Netwise UK	Setting up and supporting new	1114.8
12/01/2023	Surrey & Sussex ALC	Memberships 22/23	2376.91
12/01/2023	Viking	Representing to new bank	138.8
12/01/2023	Apogee Corporation Ltd	Printer supplies	35.4
24/01/2023	Emma Sweeney	Cllr Allowance 22/23	200
24/01/2023	Cllr John McArdle	Expenses Poundland Hampers	151.5
24/01/2023	Dunford Wood	Volunteer lunch	337.5
24/01/2023	Job Ladder	Advert for CDO	358.8
27/01/2023	Vodafone	Calls and data	55.08
30/01/2023	Swan Products	Coffee machine	96.8
31/01/2023	Onecom	Broadband	39.15
06/02/2023	Barclays	Bank Charges	8.5
07/02/2023	Capsule CRM	CRM Fee	57.6
08/02/2023	Westminster City Council	Hire of St Jude's (inc deposit	278.75
09/02/2023	Microshade Business Consult.Lt	Hosing	338.04
09/02/2023	VISION ICT	EMAIL HOSTING	345.6
09/02/2023	ESP Foundation	Councillor Allowance donation	250
09/02/2023	Amazon	Catering supplies	89.63
21/02/2023	Grammarly	Annual Subscription	120
23/02/2023	MULBERRY & CO	CILCA training	350
23/02/2023	MULBERRY & CO	Adjust 305	15
28/02/2023	Onecom	Voice and Broadband	69.54
		For Approval	7,231.54

Appendix 3: Card Payments

Date Paid	Payee Name	Goods / Services	Value
30/01/2023	Swan Products	Coffee machine	96.8
08/02/2023	Westminster City Council	Hire of St Jude's (inc deposit	278.75
09/02/2023	Amazon	Catering supplies	89.63
21/02/2023	Grammarly	Annual Subscription	120
		Total Card Payments	585.18

Appendix 4: Budget Monitoring 2022/23
Feb-23

100	Income	Target	YTD	Year to Come	Fore cast	Variance	%	Notes
1010	Project Income	35,000	3,853	-	3,853	31,147	11%	Budget income unlikely to be achieved
1076	Precept	168,183	166,518	-	166,518	1,665	99%	Budget to be met
Total Income		203,183	170,371	-	170,371	32,812	84%	

101	Staff Costs	Target	YTD	YTC	F/C	Variance	%	Notes
4100	Staff costs	93,559	76,087	4,895	80,982	12,577	87%	Underspend due to vacancies
4105	Training	1,500	365	-	365	1,135	24%	Some underspend
4235	Recruitment Advertising	-	299	-	299	- 299		Unanticipated expenditure
Total Staff costs		95,059	76,751	4,895	81,646	13,413	86%	

102	Adminisrtation	Target	YTD	YTC	F/C	Variance	%	Notes
4101	Councillor allowances	3,000	1,000	1,250	2,250	750	75%	Some underspend likely
4105	Training	1,000	873	-	873	127	87%	Expenditure close to budget
4120	Insurance	1,500	1,588	-	1,588	- 88	106%	Expenditure close to budget
4125	Office Rent	10,000	10,000	-	10,000	-	100%	Expenditure close to budget
4126	Room Bookings	1,200	1,401	100	1,501	- 301	125%	Slight overspend due to extra meetings and cancellations
4127	Office Maintenance	500	82	-	82	418	16%	Some underspend likely
4128	Catering	200	164	30	194	6	97%	Budget to be met

4130	IT Costs	6,000	5,593	400	5,993	7	100%	Expenditure close to budget
4132	Stationery & Materials	700	727	-	727	- 27	104%	Slight overspend
4133	Chair's Allowance	75	-	-	-	75	0%	Budget to be met
4135	Tel & post	1,500	1,368	115	1,483	17	99%	Budget to be met
4137	Subscriptions	3,000	2,412	-	2,412	588	80%	Some underspend
4139	Travel expenses	300	- 191	-	- 191	491	-64%	Underspend due to refund by RingGo
4140	Professional fees	500	114	-	114	386	23%	Underspend due to not calling for external advice
4142	Audit fees	1,500	1,019	-	1,019	481	68%	Underspend likely
4144	Bank charges	102	98	9	107	- 5	104%	Budget to be met
4150	Elections costs	7,278	2,688	2,000	4,688	2,590	64%	To be adjusted by EMR

Total Administration 38,355 28,936 3,904 32,840 5,516 86%

201	Communications	Target	YTD	YTC	F/C	Variance	%	Notes
4110	Website	2,500	1,869	-	1,869	631	75%	Slight underspend as new website is developed
4200	Queens Park Voice	4,500	4,243	-	4,243	257	94%	Possible overspend
4236	Marketing	500	257	-	257	243	51%	Underspend likely

Total Communications 7,500 6,369 - 6,369 1,131 85%

301	Place Committee	Target	YTD	YTC	F/C	Variance	%	Notes
4300	Community Gardening	17,500	11,331	4,000	15,331	2,169	88%	Slight underspend
4301	Dog Strategy	4,500	3,515	900	4,415	85	98%	Expenditure close to budget
4305	Park Development	500	-	-	-	500	0%	Unlikely to be spent this year
4400	Neighbourhood Plan	-	56	-	56	- 56	N/A	Overspend due to unplanned activity
4405	Retailers' Support	500	-	-	-	500	0%	Unlikely to be spent this year
4410	Air Quality	500	261	-	261	239	52%	Slight underspend
4420	Public & Community Arts	2,000	2,430	-	2,430	- 430	122%	Slight overspend
4999	Climate Emergency	1,000	1,046	-	1,046	- 46	105%	Slight overspend
Total Place Committee		26,500	18,639	4,900	23,539	2,961	89%	

401	Events	Target	YTD	YTC	F/C	Variance	%	Notes
1410	Income Summer Festival	10,000	13,927	-	13,927	- 3,927	139%	Additional revenue
1411	Income Fireworks	7,500	661	8,955	9,616	- 2,116	128%	Additional revenue obtained
1412	Income Winter Fair	1,500	1,500	-	1,500	-	100%	Budget to be met
1415	Income BHM	-	450	-	450	- 450	N/A	New Income line
4201	Events Administration	9,300	9,050	250	9,300	-	100%	Budget to be met
4205	Winter Fair	3,200	6,308	-	6,308	- 3,108	197%	Overspend due to additional activities
4206	Winter Social	100	-	-	-	100	0%	Unlikely to be spent
4210	Summer Festival	17,000	17,452	-	17,452	- 452	103%	Slight overspend
4220	Fireworks	10,000	10,309	-	10,309	- 309	103%	Slight overspend
Events Income		19,000	16,538	8,955	25,493	- 6,493	134%	
Events Expenditure		39,600	43,119	250	43,369	- 3,769	110%	

501	People Committee	Target	YTD	YTC	F/C	Variance	%	Notes
4107	Community engagement	2,000	852	-	852	1,148	43%	Underspend as incorporated into other activities
4129	Volunteer Development	1,600	636	400	1,036	564	65%	Underspend as incorporated into other activities
4425	Social Inclusion	400	634	-	634	- 234	159%	Overspend on activities
4430	Children & Young People	10,568	7,796	-	7,796	2,772	74%	Underspend as funds drawn from EMR
Total People Committee		14,568	9,918	400	10,318	4,250	71%	

601	Grants	Target	YTD	YTC	F/C	Variance	%	Notes
4134	Community Grants	31,900	18,570	13,000	31,570	330	99%	Budget to be met
4136	Pop Up Fund	2,000	400	1,000	1,400	600	70%	Underspend likely through lack of uptake
4138	Special Grants	25,000	24,998	-	24,998	2	100%	Budget to be met
Total Grants		58,900	43,968	14,000	57,968	932	98%	

		YTD	YTC	F/C	Variance	%
Grand Total Income	222,183	191,236	8,955	195,864	26,319	88%
Grand Total Expenditure	280,482	231,051	28,349	256,049	24,434	91%

* Find this file in Citrix under Finance/BUDGET

Detailed Receipts & Payments by Budget Heading 28/02/2023

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	3,853	35,000	31,147			11.0%	
1076 Precept	166,518	168,183	1,665			99.0%	
<u>101 Staff costs</u>							
4100 Staff costs	(76,087)	(93,559)	17,472		17,472	81.3%	
4105 Training	(365)	(1,500)	1,135		1,135	24.3%	
4235 Recruitment Advertising	(299)	0	(299)		(299)	0.0%	
<u>102 Administration</u>							
4101 Councillor allowances	(1,000)	(3,000)	2,000		2,000	33.3%	
4105 Training	(873)	(1,000)	127		127	87.3%	
4120 Insurance	(1,588)	(1,500)	(88)		(88)	105.9%	
4125 Office Rent	(10,000)	(10,000)	0		0	100.0%	
4126 Room Bookings	(1,401)	(1,200)	(201)		(201)	116.8%	
4127 Office maintenance/relocation	(82)	(500)	418		418	16.4%	
4128 Catering	(164)	(200)	36		36	82.0%	
4130 IT - hosting, computers, email	(5,593)	(6,000)	407		407	93.2%	
4132 Stationery & Materials	(727)	(700)	(27)		(27)	103.9%	
4133 Chair's Allowance	0	(75)	75		75	0.0%	
4135 Tel & post	(1,368)	(1,500)	132		132	91.2%	
4137 Subscriptions	(2,412)	(3,000)	588		588	80.4%	
4139 Travel expenses	191	(300)	491		491	(63.8%)	
4140 Professional fees	(114)	(500)	386		386	22.8%	
4142 Audit fees	(1,019)	(1,500)	481		481	67.9%	
4144 Bank charges	(98)	(102)	4		4	95.7%	
4150 Elections costs	(2,688)	(7,278)	4,591		4,591	36.9%	
<u>201 Communications</u>							
4110 Website	(1,869)	(2,500)	631		631	74.8%	
4200 Queens Park Voice	(4,243)	(4,500)	257		257	94.3%	
4236 Marketing	(257)	(500)	243		243	51.3%	
<u>301 Place</u>							
4300 Community Gardening	(11,331)	(17,500)	6,169		6,169	64.7%	
4301 Dog Strategy	(3,515)	(4,500)	985		985	78.1%	
4305 Park Development	0	(500)	500		500	0.0%	
4400 Neighbourhood Plan	(56)	0	(56)		(56)	0.0%	
4405 Retailers' Support	0	(500)	500		500	0.0%	
4410 Air Quality	(261)	(500)	240		240	52.1%	
4420 Public & Community Arts	(2,430)	(2,000)	(430)		(430)	121.5%	
4999 Climate Emergency	(1,046)	(1,000)	(46)		(46)	104.6%	

Detailed Receipts & Payments by Budget Heading 28/02/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>401 Events</u>							
1410 Income Summer Festival	13,927	10,000	(3,927)			139.3%	
1411 Income Fireworks	661	7,500	6,839			8.8%	
1412 Income Winter Fair	1,500	1,500	0			100.0%	
1415 Income Black History Month	450	0	(450)			0.0%	
4201 Events Administration	(9,050)	(9,300)	250		250	97.3%	
4205 Winter Fair	(6,308)	(3,200)	(3,108)		(3,108)	197.1%	
4206 Winter Social	0	(100)	100		100	0.0%	
4210 Summer Festival	(17,452)	(17,000)	(452)		(452)	102.7%	
4220 Fireworks	(10,309)	(10,000)	(309)		(309)	103.1%	
<u>501 People</u>							
4107 Community engagement	(852)	(2,000)	1,148		1,148	42.6%	
4129 Volunteer Development	(636)	(1,600)	964		964	39.8%	
4425 Social Inclusion	(634)	(400)	(234)		(234)	158.6%	
4430 Children & Young People	(7,796)	(10,568)	2,772		2,772	73.8%	4,645
<u>601 Grants</u>							
4134 Community Grants	(18,570)	(45,806)	27,236		27,236	40.5%	14,850
4136 Pop Up Fund	(400)	(2,000)	1,600		1,600	20.0%	
4138 Special Grants	(24,998)	(25,000)	2		2	100.0%	
<u>999 VAT data</u>							
115 VAT refund	4,327	0	(4,327)			0.0%	
515 VAT on Payment	(3,351)	0	(3,351)		(3,351)	0.0%	
Grand Totals:- Receipts	191,236	222,183	30,947			86.1%	
Payments	231,048	294,388	63,340	0	63,340	78.5%	
Net Receipts over Payments	(39,812)	(72,205)	(32,393)				
plus Transfer From EMR	19,495						
Movement to/(from) Gen Reserve	(20,317)						



Report To:	Queen's Park Community Council		
Title:	Review of Risk Management Policy		
Purpose:	For Approval		
Author:	Shuwanna Aaron, Director		
Date of Meeting	29 March 2023	Agenda Item	078 – 22/23

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 2022 (076 – 21/22).
- 3.3 Only one new risk has been identified, that the identity of the Council might become lost due to the increased profile that the City Council is taking in North Paddington under the Fairer Westminster policies of the new administration. This will be addressed by more thorough communications and promotion of our own involvement in activities.
- 3.4 No risks have been removed, although 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.
- 3.5 A copy of the amended document in full is attached as an appendix.

Queen's Park Community Council Risk Management Policy	Revised March 2023
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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.

1 Management				
Subject	Risk(s) Identified	High/ Medium/ Low	Management/Control of Risk	Review/ Assess/ Revise
1.1 Business continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	M/H	The Council uses a hosted service and all computer files are backed up on an ongoing basis onto Citrix. Remote working is now fully embedded with all staff, volunteers and contractors capable of working remotely. 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	During 2022/23 the use of alternative meeting locations was successfully piloted and 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. Personnel documents and original minutes are kept in fireproof cabinets.	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

Subject	Risk(s) Identified	High/ Medium/ Low	Management/Control of Risk	Review/ Assess/ Revise
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	An audit is undertaken of the Council's systems and their operation and the results reported to full Council. Fidelity guarantee in place via insurance.	Review Procedures regularly review with auditor.
	Actions carried out	L	A bank reconciliation is undertaken every month and a system put in place to have the outcome inspected by councillors..	
	Emergency response	L	An Action Log is in place with reporting of actions completed and outstanding via meetings with Chairs and reports to Council. And Committees Officers' personal contact details held by Officers and Chair with 'next of kin' contact details in the personnel files.	
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	L	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	L	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

2 Finance				
Subject	Risk(s) Identified	High/ Medium/ Low	Management/Control of Risk	Review/ Assess/ Revise
2.1 Precept	Adequacy	L	Sound budgeting to underlie annual precept. Council receives regular budget updates. Precept is an agenda item at January meeting and the process is reviewed by Internal audit.	Existing procedure adequate. Annual review of Financial Regulations.
2.2 Insurance	Adequacy Cost Compliance Fidelity Guarantee	L	Cost reviewed and cover assessed annually at renewal date and checked for every major event. No additional measures required.	Reviewed annually
2.3 Banking	Inadequate procedures	L	Control identified in a Financial Regulations, process via sign off by councillors, review by internal audit and internal controls.	Review via Financial Regulations annually
2.4 Cash	Loss via theft or dishonesty	L	Limited cash transactions and petty cash system discontinued. Income receipted and banked in accordance with Financial Regulations. All card payments are reported to the next council meeting.	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 and vice-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 24 April 2023. Annual return to be completed and signed by the Council at the meeting on 17 May 2023.	Existing procedures adequate

3 Information and Data				
Subject	Risk(s) Identified	High/ Medium/ Low	Management/Control of Risk	Review/ Assess/ Revise
3.1 Freedom of information	Non-compliance with act	L	Documented procedure for dealing with requests approved in May 2016. Occasional requests received and answered promptly.	Review annually.
3.2 Data protection	Non-compliance with act	L	The Council registered with the Information Commissioner's Office in April 2018 and renews this annually. GDPR procedures documented May 2018	Review annually.

4 Liability				
Subject	Risk(s) Identified	High/ Medium/ Low	Management/Control of Risk	Review/ Assess/ Revise
4.1 Legal powers	Illegal activity or payments. Working Groups taking decisions	L L	All activities and payments made within the powers of the council, resolved and clearly reported in the minutes. Working Group coordinators clearly briefed, reporting regularly to Director and council. Quarterly meetings held with the monitoring Officer at WCC.	Ongoing review Ongoing review
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 study leading to a qualification in this area.	Maintain membership Associations

5 Council Reputation				
Subject	Risk(s) Identified	High/ Medium/ Low	Management/Control of Risk	Review/ Assess/ Revise
5.1 Code of conduct	Non-compliance	L	The current Code was adopted 2016 and the Director provides advice. Support is available for the Monitoring Officer at WCC who also is assisting with the implementation of a new national code together with online recording and reporting	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, now via an online portal. 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.
5.4 Council Independence	Electors unable to distinguish between QPCC and the City Council.	M	Although the increases support from the City Council is welcome, there is a risk that the council will lose its identity and be seen as no more than a 'department'. Officers will ensure that QPCC events and initiatives are clearly identified as such.	Reviewed annually

6 Assets				
Subject	Risk(s) Identified	High/ Medium/ Low	Management/Control of Risk	Review/ Assess/ Revise
6.1 Asset Register	Assets not recorded	L	Council has agreed a <i>de minimus</i> threshold of £1,000 so holds no assets.	Review annually
First draft prepared: November 2016				
Revised: March 2021, March 2022, March 2023				
Approved by Council: 15 March 2023 (062 – 22/23)				
Next Review: March 2024				

Report To:	Council		
Title:	Increase to maximum allowed funding through the Pop-up Grant fund		
Purpose:	For APPROVAL		
Author:	Shuwanna Aaron, Director and Officer co-ordinator of the Grant's Working Group		
Date of Meeting	29 March 2023	Agenda Item	079-22/23

1 Summary

1.1 The report sets out recommendation from the Grant Panel that the Council increases the funding available through the Pop-up Grant programme from £200 to £250.

2 Recommendations

2.1 It is recommended that the Council increases the maximum funding available through the Pop-up grants to £250. The increase is intended to reflect the rising cost of living – and therefore the increase in costs associated with facilitating projects, events and services. The increase will also act as an incentive for residents.

3 Background

3.1 Since the establishment of the pop-up grants programme, the Council has budgeted £2000 toward the programme annually.

3.2 Since its establishment the Pop-up Grant budget has never been met.

3.3 In 2022 several pop-up grant applications were approved by the Proper Officer under delegated authority from the Council. Applicants provided feedback that the maximum £200 funding was not sufficient to meet the requirements of the projects planned.

3.4 A further application in 2023 was withdrawn as the applicant felt the funding was insufficient and the applicant had difficulty accessing additional funding.

3.5 Following a discussion, the Grants Panel recommended that the Council increases the maximum funding to £250 to reflect rising costs and to further incentivise residents to apply to the Pop-up Grants Programme. It was recommended that the Council amend the Pop-up Grants documents to make clearer that the fund is intended to trial small scale projects and as a stepping stone to making applications to the Community Grants Programme. Further recommendations included that the Council should consider an additional increase to £300, if the increase to £250 is successful at incentivising increased applications to the programme.

Report To:	Council		
Title:	Grants recommendations		
Purpose:	For discussion and approval		
Author:	Shuwanna Aaron, Director and Proper Officer		
Date of Meeting	29 March 2023	Agenda Item	080 22-23

1. Summary

- 1.1 The first round of applications to the Community Grants Programme 2023 closed on 28th February. Of the eleven applications submitted, ten have been forwarded to the Grants Panel for assessment and recommendation to Council. One application was rejected as it did not meet the requirements of the grant's guidelines.
- 1.2 Due to the limited time between the close of applications and the Council meeting and the limited availability of the Grants Panel, the Panel's recommendation will not be available to Council until the meeting date.

2. Recommendations

That the Council discusses the Grant's Panel recommendations and approve successful applications with consideration of the Panel's recommendations and the discussions of the meeting.

Report To:	Council		
Title:	Planting Air Pollution busting plants		
Purpose:	For discussion and approval		
Author:	Shuwanna Aaron, Director and Proper Officer on behalf of the Air Quality Working Group		
Date of Meeting	29 March 2023	Agenda Item	081 22-23

1. Summary

- 1.1 This report on behalf of the Air Quality Working Group recommends that the Council supports local initiatives to increase the number of air-purifying plants as a means of combatting poor air-quality in the area.

2. Recommendations

- 2.1 That the Council approves the purchase and distribution of air purifying plants to residents through HCGA's plant swap/sale events and as prizes to residents awarded in the Queen's Park in Bloom project and
- 2.2 That the Council campaigns for the use of air-purifying plants in areas managed and maintained by the City Council.
- 2.3 That the Council continues to monitor and promote awareness of local air quality.

3. Background

- 3.1 Among other things, the Air Quality Working Group exists:

- To raise awareness of the importance of air quality for the residents of Queen's Park and to publicise actions by the council and others.

- 3.2 Academic at Goldsmith university have found that a number of outdoor plants can "reduce or 'bioindicate' different types of air pollution in the urban environment and help to build "air-quality gardens"¹

- 3.3 Helping to increase the number of air-purifying plants in the local area would add to QPCC's active approach to combatting poor air quality.

- 3.4 Working with HCGA to provide air-purifying plants to residents will not only help to improve air-quality for individual's gardens, but for the area as a whole, in addition to helping to beautify the area in line with the missions of the Queen's Park in Bloom project.

¹ <https://www.gold.ac.uk/news/phyto-sensor/>

<https://www.museumoflondon.org.uk/discover/phyto-sensor-toolkit-citizen-sense-air-pollution>

Report To:	Council		
Title:	Facilitating the Summer In Queen's Park Programme		
Purpose:	For discussion and approval		
Author:	Shuwanna Aaron, Director and Proper Officer on behalf of the Air Quality Working Group		
Date of Meeting	29 March 2023	Agenda Item	081 22-23

1. Summary

- 1.1 This report on behalf of the Children and Young People Working Group recommends that the Council facilitates the Summer in Queen's Park Programme for another year.

2. Recommendations

- 2.1 That the Council approves the utilisation of the Children and Young People Working Group's budget and other raised funds to facilitate the Summer in Queen's Park Programme of activities for children and families during Summer, ensuring that due consideration is given to prioritising those with the greatest need.
- 2.2 That the Council continues to facilitate Community Engagement activities with children and young people by working with the Avenues' Youth Project, QPG Clubs and local primary schools to understand the need.
- 2.3 That the Council improves the offer provided through the Summer in Queen's Park Programme including vocational and entrepreneurial activities for children and young people.

3. Background

- 3.1 Among other things, the Children and Young People Working Group exists:
- Monitor the provision of activities for children and young people in Queen's Park, and training opportunities for young people within and beyond Queen's Park; identify gaps; and seek to have them filled.
- 3.2 Last year the Summer in Queen's Park Programme engaged more than 500 residents – the majority of whom were children and young people – in a range of social, sport, educational and other activities.
- 3.3 In feedback about the programme, residents outlined continued need for affordable activities for local children and young people.
- 3.4 Ensuring the local provision of activities for children and young people during the Summer will provide supplementary support for families struggling with the cost of living, and will provide opportunities for children and young people which they may not normally have access to.
- 3.5 The programme will also provide opportunities for young people at risk of involvement in anti-social behaviour and youth violence.

Report To:	Council		
Title:	Bi Monthly Community events		
Purpose:	For discussion and approval		
Author:	Shuwanna Aaron, Director and Proper Officer on behalf of the Community Engagement Working Group		
Date of Meeting	29 March 2023	Agenda Item	081 22-23

1. Summary

1.1 The recent meeting of the Community Engagement Working Group recommended that the Council starts a bi-monthly Community event of a social nature. As community events of this nature already exist (Beethoven Warm space, and Community Champions Community Lunch) this report outlines and recommends how the Council can play a more active and visible role in this form of service provision.

2. Recommendations

2.1 That the Council approves the establishment of an active partnership with the Community champions and other local organisations to facilitate a bi-monthly community social space utilising the budget of the Community Engagement Working Group.

2.2 That the project aims to promote resident engagement, provide a space that meets the needs of vulnerable and isolated residents, promotes volunteering with QPCC and adds to the offer of warm food, advice and support for local residents.

2 Background

2.2 Among other things, the Community Engagement working groups exists to:

- To establish and maintain various open channels of communication with residents, businesses and organisations to encourage comments and contributions.

2.3 A regular community event would provide a consistent opportunity for residents to engage with the Council, Councillors and officers, thereby strengthening the channels of communication between QPCC and residents.

2.4 At the January meeting of the full Council, residents shared concerns about the lack of visibility of the Council – a bi-monthly event of this nature would help to address the issue and improve the Council's profile locally.

2.5 Whilst QPCC has a number of registered volunteers, opportunities to volunteer are irregular which result in significant drop-off. A bi-monthly event would promote volunteer retention by providing regular volunteering opportunities and providing a space for perspective volunteers to gather and socialise.

2.6 The Community Champion's monthly community lunch has been a successful project, providing a social space, food and health advice to local residents. However, cuts to to budget and the withdrawal of in-kind support (free venue hire) has put the project at risk. In partnership with QPCC, this vital service could be retained and improved.

Report To:	Council		
Title:	Theatre and Storytelling Workshops		
Purpose:	For discussion and approval		
Author:	Shuwanna Aaron, Director and Proper Officer on behalf of the Public and Community Arts Working Group		
Date of Meeting	29 March 2023	Agenda Item	081 22-23

1. Summary

- 1.1 This report on behalf of the Public and Community Arts Working Group recommends that the Council develops a weekly theatre and storytelling project – bringing the community together to develop local Arts offering which will culminate in a Community showcase.

2. Recommendations

- 1.2 That the Council approves the recommendation to start a weekly theatre and storytelling workshops and a Community showcase.
- 1.3 That the Council delegates officers to work with residents and local organisations utilising the Public and Community Arts budgets and other raised funds to facilitate the project.

3. Background

- 3.1 Among other things, the Public and Community Arts Working Group exists to:

- To encourage, support and promote all art activities in Queen's Park
- To fundraise for and run community arts projects
- To make recommendations to Council as appropriate

- 3.2 Community theatre and storytelling can positively impact neighbourhoods by:

- Providing residents with the opportunity to express themselves
- Promoting education and creativity by exposing residents to the perspectives, experiences, skills and knowledge of others
- Addressing local issues, cultural and social inequalities and addressing the need for social change
- Providing accessible, local arts and entertainments that promotes a sense of community¹

- 3.3 Last year, the Public and Community Arts Working Group facilitated two performances of the Play Out of the Picture – written by a local resident. The play was attended by around 200 residents and raised in excess of £400 in donations. It is clear from these outcomes that residents' value local theatre productions, and that such projects are effective at engaging residents and promoting a sense of community.

- 3.4 Residents testimonies about the shows suggest clear interest and need for more local productions:

- "Loved that this was put on for the community and to have art accessible for people to see."

¹ <https://theplayers.org/five-ways-community-theatre-leaves-a-lasting-impact/>

- “It was amazing to see this play. I love that the community have put this together and come to support the play.”
- “Fantastic evening - great attendance, lovely to go to something in our local community centre.”
- “Fantastic evening - great attendance, lovely to go to something in our local community centre. “It was lovely to see an outstanding show in my local community - more please. Start a writing group (for) local residents.”

Report To:	Council		
Title:	Officer's Report		
Purpose:	TO NOTE		
Author:	Shuwanna Aaron, Director and Proper Officer		
Date of Meeting	29 March 2023	Agenda Item	084-22/23

1 Summary

- 1.1 The report sets out actions undertaken by the Officer's since the last meeting of the full Council.

2 Recommendations

- 2.1 That the report be noted

3 Main tasks / issues since last full meeting of Council

Income

- Two applications for external funding have been made since January to support Council events and services – the outcome of both are outstanding. There are also a number of funding streams being considered which will become the priority for the incoming temporary CDO.

Staff

- A temporary Community Development Officer has been recruited and will be working with the Council from March – June 2023 until a full-time officer can be recruited. Officers are working with Westminster City Council to explore a year-long secondment to QPCC. Elysse will be leaving the Council as temporary CDO at the end of March.

Administration

- The Director/Proper Officer and Responsible financial officer have written to the bank requesting an additional card for officer's use.
- Venues for Council and Committee meetings have been confirmed for the year to come. All Place meetings will be held at St Jude's Hall, (Ilbert Street) all People Committee meetings will be held at St Luke's Church (Fernhead road) and all Full Council Meeting will be held at the Beethoven Centre (Third Avenue).

Communications

- Queen's Park Voice: The QPV logo and design have been updated, the next issue has been sent to the publishers and is expected to go out to delivery by the beginning of the April.
- E-bulletin: The Council's monthly e-bulletin has been updated with a layout, standardised content and is not in line with a broader strategy for Council communications.
- Website: The Council's website is currently in redevelopment and will be launched at the end of March.
- Social Media: The Council has joined Next door and is using the site alongside other major social media platforms. A Women's History Month Campaign is ongoing across March to recognise women making a difference in Queen's Park (#WomenMakingQP)

Place

- The Proper Officer has met with HCGA to discuss additional collaborative work and support required for promoting Queen's Park in Bloom. A Plant sale/swap is planned for the Easter Holidays.
- Officers supported the Dog Run consultation event in St Jude's Hall with a significant turn out from residents concerned with dog matters. Officers will support a follow up in-person consultation on March 20th.
- The Proper Officer has met with representatives of the City Council – and will now have monthly meeting to discuss various issues and needs regarding the Queen's Park Gardens.
- The Public and Community Arts, Air Quality and the Climate Emergency Working Groups met following the last meeting of the Place Committee and has produced a number of recommendations to the Council for events/projects/services to take place under the working groups' remit in the year to come. These recommendations will be presented to March Council for approval and will become a priority for the new CDO.

Events

- A first litter picking event of the year will go ahead on Sunday 26th March – promotion has begun and will continue across the month.
- The recommendations made by the Events Working Group are being explored by the events co-ordinator and costings and risk assessments will be presented at May Council. Recommendations include:

SUMMER Festival	WINTER Festival	FIREWORKS
<ul style="list-style-type: none"> - Stronger QPCC branding - Develop the enterprise zone with greater representation from residents - An outdoor Climbing Wall - Massage and reflexology sessions - Cost of Living support – advice and services and the presence of Food banks - Legal advice 	<ul style="list-style-type: none"> - Ice rink - Warm food provision in the park and the retention of the St Jude's as the over 50s space - Steel Pan Christmas carolling - Knitting/ Crochet sessions - Free Wreath Making 	<ul style="list-style-type: none"> - A refreshment stall run by QPCC / volunteers - Fire breathers/ street entertainers

People

- The Community Engagement, Children and Young People and Social Inclusion Working Groups met following the last meeting of the People Committee and has produced a number of recommendations to the Council for events/projects/services to take place under the working groups' remit in the year to come. These recommendations will be presented to March Council for approval and will become a priority for the new CDO.
- Officers have met with Tempo Time and will now once again be offering time credits to volunteers – there will be a review of the volunteer development approach to incentivise and support volunteer recruitment.

Grants

- The first round of the QPCC's Community Grants programme closed on 28th February. Of the 11 applications that were received, one was rejected as the applicant was not a QPCC resident nor someone working in QPCC, the application also included costs barred under the grants guidelines and the applicant did not provide the necessary updates within the extended time frame. NO applications have been made to the Pop-up grant project.
- Officers are pursuing a workshop event with young people at the Avenues' youth project to develop ideas and applicants to the Po-up grants programme.

Other Strategic/ Operations

- Officers have worked with the Forward Planning working group and a number of recommendations have been made on improvements to the Council's Strategic Plan which will be presented to the May full council.

Work with Westminster City Council

- The Proper Officer has joined the North Paddington Board supporting the City Council's strategy for various development I services and infrastructure in the North Paddington Area, including Queen's Park. The First meeting has gone ahead, setting out the remit and role of the board.

Immediate plans going forward

- Inducting the new temporary Community Development Officer
- Launching the new QPCC website
- Reviewing QPCC's Strategic Plan
- Preparing for the Council's Community Meeting
- Initiating plans for Working group projects

