

QUEEN'S PARK TEMPORARY COMMUNITY COUNCIL

You are summoned to attend the first meeting of the **Queen's Park Temporary Community Council** on **Wednesday 2nd April 2013 at 6pm** to be held at **Office 1, Beethoven Centre, Third Avenue, London W10 4JL**

Linda A Butcher
Locum Clerk

- 1. ELECTION OF CHAIRMAN**
- 2. APOLOGIES FOR ABSENCE**
- 3. MINUTES**
 - 3.1. To **RESOLVE** that the minutes of the Development Group Meeting of the 5th March 2014 be taken as read, confirmed as a correct record and signed by the Chairman.
 - 3.2. Update on committee meetings.
- 4. TO CONFIRM STRUCTURE OF THE COUNCIL and STANDING COMMITTEES**
 - 4.1. To agree membership of each standing committee
- 5. TO CONFIRM THE STANDING ORDERS as amended** (enclosed)
- 6. DRAFT OPERATIONS MANUAL and BUSINESS PLAN** (enclosed)
- 7. MEMBERS CODE OF CONDUCT**
 - 7.1. To adopt a Code of Conduct (enclosed)
- 8. DRAFT CALENDAR OF MEETINGS and EVENTS** (to follow)
- 9. FINANCE**
 - 9.1. Council's Bank Account details to be confirmed
 - 9.2. External funding report [NALC]
 - 9.3. Details of RBS Alpha Finance Package for councils (report enclosed)
 - 9.4. To consider Financial Regulations (enclosed)
 - 9.5. Insurance Quote (enclosed)
 - 9.10. Council Tax and Precept 2014/15
- 10. RESOURCES**
 - 10.1. Office Accommodation (see minutes 05.03.2014 above)
 - 10.2. Interim staffing/recruitment arrangements

QUEEN'S PARK TEMPORARY COMMUNITY COUNCIL

You are summoned to attend a meeting of the **Queen's Park Temporary Community Council** on **Wednesday 16th April 2013 at 6.30pm** to be held at **Office 1, Beethoven Centre, Third Avenue, London W10 4JL**

Linda A Butcher
Locum Director

1. APOLOGIES FOR ABSENCE

2. MINUTES

2.1. To **RESOLVE** that the minutes of the First Meeting of the Queen's Park Temporary Community Council held on 2nd April 2014 be taken as read, confirmed as a correct record and signed by the Chairman.

2.2. Matters Outstanding
(a) additional cost of hiring meeting room in view of change to meeting times

2.3. Update on committee meetings.

3. DISCLOSURE OF INTERESTS

To deal with any disclosure by Members of any disclosable pecuniary interests and interest other than pecuniary interests, as defined under Queen's Park Community Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

4. PUBLIC PARTICIPATION

To receive any questions, or brief representations, from members of the public in accordance with Standing Order No. 3 e, f, g and h.

5. ELECTION OF VICE CHAIRMAN

6. DRAFT CALENDAR OF MEETINGS and EVENTS (attached)

7. REGISTER OF MEMBERS' INTERESTS (attached)

8. MEMBERS' ALLOWANCES (attached)

9. RESIDENT CONSULTATION – INTERIM UPDATE

Minutes of a meeting of the **Queen's Park Temporary Community Council** held on **Wednesday 2nd April 2014 at 6pm at Office 1, Beethoven Centre, Third Avenue, London W10 4JL**

PRESENT Cllrs. Kimberley Durrance, Joseph Fernandez, Gill FitzHugh, Joe Gordon (7.15pm), Julius Hogben, Susanna Rustin, Angela Singhate, Emma Sweeney and Esther Young

Also in attendance Linda Butcher – Locum Director
4 members of the public

ELECTION OF CHAIRMAN

C.001 **RESOLVED** to elect Cllr Angela Singhate chairman of the Queen's Park Temporary Community Council

APOLOGIES FOR ABSENCE

Cllr Sam Alleyne
Cllr Amil Khan
Cllr Tony Reilley

MINUTES

Minutes of the Development Group Meeting – 5th March 2014

C.002 **RESOLVED** that the minutes of the Development Group Meeting of the 5th March 2014 be taken as read, confirmed as a correct record and signed by the Chairman.

Update on committee meetings

It was noted that there had been no committee meetings since the last Development Group meeting. Cllr Gill FitzHugh informed the Council that she would shortly be applying for the Locality grant.

TO CONFIRM STRUCTURE OF THE COUNCIL and STANDING COMMITTEES

C.003 **RESOLVED** to confirm the structure of the Council and Standing committees as previously discussed although it was AGREED that the Planning committee would meet just once a month and that there would be a Youth Working Group which could be made up of people other than Councillors in order to facilitate the needs of this part of the community.

To agree membership of each standing committee

It was AGREED each committee should be made up of five Members and so far those people present put themselves forward as follows:

Policy and Resources: Emma Sweeney, Esther Young, Gill FitzHugh, Kimberley Durrance, Angela Singhate

Environment and Open Spaces: Emma Sweeney, Julius Hogben, Susanna Alleyne, Tony Reilly
Communications and Events: Kimberley Durrance, Julius Hogben, Jo Gordon, Angela Singhate
Planning: Gill FitzHugh, Julius Hogben, Joseph Fernandez, Susanna Rustin, Esther Young

TO CONFIRM THE STANDING ORDERS as amended (previously emailed to all Councillors)

There was a discussion about the start time for meetings as it was felt that people who worked would find it difficult to arrive in time for a 6pm meeting. After consideration it was

C.004 **RESOLVED** that if the Beethoven Centre can accommodate the change, the Council and all its committee meetings would start at 6.30pm and that Standing Orders would be amended to reflect this change.

The Director was instructed to negotiate this change with the Beethoven Centre.

C.005 **RESOLVED** to adopt the Standing Orders as amended above.

DRAFT OPERATIONS MANUAL and BUSINESS PLAN (previously emailed to all Councillors)

C.006 **RESOLVED** to adopt the Draft Operations Manual and Business Plan and to acknowledge that this is a working document and will be reviewed regularly.

6.45pm Cllr Julius Hogben left the meeting for another appointment as pre-arranged.

MEMBERS CODE OF CONDUCT

To adopt a Code of Conduct (previously emailed to all Councillors)

C.007 **RESOLVED** to adopt the Code of Conduct which is based on the Code adopted by Westminster City Council.

DRAFT CALENDAR OF MEETINGS and EVENTS (to follow)

The Director advised the Council that she had had a meeting with officers at Westminster City Council earlier in the day and two dates had been put forward for the Queen's Park Community Council First Annual Statutory Meeting. However, the main hall of the Beethoven Centre had not been available for one of the dates so the date for consideration is Thursday 5th June at 6.30pm. In future meetings would revert to Wednesdays and the Director will prepare a calendar of meetings for approval by Council.

- C.008** **RESOLVED** to hold the Queen's Park Community Council First Annual Statutory Meeting on Thursday 5th June at 6.30pm in the Main Hall at the Beethoven Centre.

The Director informed the Council that Charlie Parker would chair the first two items on the agenda, i.e. Election of Chairman and Chairman's Declaration of Acceptance of Office.

6.55pm Cllr Julius returned to the meeting.

FINANCE

Council's Bank Account details to be confirmed

- C.009** **RESOLVED** to open an account with Barclays as per the Officer's Report and to review the situation after six months. In the meantime, the Director was asked to seek information from NALC about ethical banking arrangements.

External funding report [NALC]

The Director advised that the application was due to be presented to NALC on Tuesday of the following week.

Details of RBS Alpha Finance Package for councils (report previously emailed to all Councillors)

- C.010** **RESOLVED** to purchase the Alpha system as per the Officer's Report.

To consider Financial Regulations (previously emailed to all Councillors)

- C.011** **RESOLVED** to adopt the simpler form of Financial Regulations as recommended by the Director.

Insurance Quote (previously emailed to all Councillors)

- C.012** **RESOLVED** to accept the insurance quotation from Came and Company as detailed in the report.

Council Tax and Precept 2014/15

The Chairman explained the situation as she understood it and it was AGREED the Clerk would be asked to contact Westminster City Council to see if they would be writing to all Council Tax Benefit people to explain the situation.

7.15pm Cllr Joe Gordon arrived having previously advised that he would be late to the meeting due to a previous engagement.

RESOURCES

Office Accommodation (see minutes 05.03.2014 above)

C.013

RESOLVED to endorse formally the agreement to maintain an office for the Community Council within the PDT space in the Beethoven Centre.

Interim staffing/recruitment arrangements

There was a discussion about the current arrangement whereby Linda Butcher is employed by PDT on a consultancy basis which will continue until the end of September.

After the election on 22nd May (when the Council formally comes into being) the Council will acknowledge the two statutory posts of Proper Officer and Responsible Finance Officer held by Linda under this consultancy arrangement.

It was AGREED the Council would like Linda to continue as long as possible and at the present time she has agreed to be the Director until the end of September 2014. However, it is hoped that during that time it will be possible to recruit a new Director who will be able to take over from this temporary arrangement. Linda has confirmed she is willing to assist in the recruitment, handover and also training if required.

The meeting concluded at 7.30pm.

QUEEN'S PARK TEMPORARY COMMUNITY COUNCIL

You are summoned to attend a meeting of the **Queen's Park Temporary Community Council** on **Wednesday 14th May 2014 at 6.00pm** to be held at **Office 1, Beethoven Centre, Third Avenue, London W10 4JL**

Linda A Butcher
Locum Director

1. APOLOGIES FOR ABSENCE

2. MINUTES

2.1. To **RESOLVE** that the minutes of the Meeting of the Queen's Park Temporary Community Council held on 16th April 2014 be taken as read, confirmed as a correct record and signed by the Chairman.

2.2. Matters Outstanding

2.3. Minutes of the meetings of the committee meetings.

3. DISCLOSURE OF INTERESTS

To deal with any disclosure by Members of any dis-closable pecuniary interests and interest other than pecuniary interests, as defined under Queen's Park Community Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

4. PUBLIC PARTICIPATION

To receive any questions, or brief representations, from members of the public in accordance with Standing Order No. 3 e, f, g and h.

5. REVISED DRAFT CALENDAR OF MEETINGS and EVENTS (attached)

6. REVISED REGISTER OF MEMBERS' INTERESTS FORM (attached)

7. FINANCIAL MATTERS UPDATE

8. REGISTRATION OF COMMUNITY ASSETS (see attached)

9. POLICY DOCUMENTS FOR CONSIDERATION

9.1. Press/Media

9.2. Public's Right to Speak at Council meetings

9.3. Complaints Policy and Procedure

10. TRAINING and TEAM BUILDING