



You are hereby summoned to attend the **Annual Meeting** of the **Community Council** to be held in the **Beethoven Centre** on **Wednesday 24 May 2023** commencing at **6.00pm**.

Shuwanna Aaron, Proper Officer

17 May 2023

---

### **AGENDA**

- 001-23/24 Election of Chair** – to elect a Chair of the Community Council for the 2023/24 municipal year.
- 002-23/24 Chair's declaration of acceptance of office** – to receive the Chair's declaration of acceptance of office.
- 003-23/24 Election of Vice-Chair** – to elect a Vice-Chair of the Community Council for the 2023/24 municipal year.
- 004-23/24 Apologies for absence** – to receive and approve any apologies for absence.
- 005-23/24 Declarations of interest** – to note any Declarations of Interest or Dispensations granted in respect of any item on the Agenda.
- 006-23/24 Minutes of the previous meeting** – to consider for approval the minutes of the Council Meeting held 29 March 2023 for confirmation and signing as a correct record.
- 007-23/24 Public session** – to receive any questions, representations or petitions from members of the Public. (Members of the Public may speak for up to 3 minutes at the discretion of the Chair).
- 008-23/24 Diary of Meetings and other Committee Matters** - to decide various aspects of committees for 2023/24.
- 009-23/24 Working Groups** - to decide various aspects of Working Groups for 2023/24.
- 010-23/24 Representation on external bodies** - to decide on representation for 2023/24.
- 011-23/24 Standing orders** – to review the council's Standing Orders for re-adoption.
- 012-23/24 Financial regulations** - to review the council's Financial Regulations for re-adoption.

**013-23/24    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

**014-23/24    Adoption of Strategic Plan** - to adopt the Strategic Plan for 2022 to 2026.

**015-23/24    Matters to be considered at an Annual Meeting** - to review various matters that should be considered.

**016-23/24    Internal Audit Report** - to receive and note the report of the Internal Auditor for 2022/23.

**017-23/24    Approval of Annual Governance Statement** - to approve the Annual Governance Statement for 2022/23.

**018-23/24    Approval of Accounting Statement** - to approve the Accounting Statement for 2022/23.

**019-23/24    Financial Report** - to receive a report on the current financial position and approve payments for April 2023.

**020-23/24    Officers' Report** – to receive and note a verbal report from the Proper Officer.

**QUEEN'S PARK COMMUNITY COUNCIL**

Minutes of the Extra-ordinary Meeting of Council held at The Beethoven Centre, Third Avenue  
W10 4JL

on **Wednesday 29 March 2023** commencing at 18:00.

---

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

**Also present:** Shuwanna Aaron (Director), Sarah Lasoye (Temporary Community Development Officer), Elizabeth Thorpe-Tracey (Events Contractor), Simon Walton, Ray Lancashire, and two other members of the public.

**069-22/23 Apologies for absence** – No apologies were issues.

**070-22/23 Declarations of interest** – Cllr John McArdle declaration as returning Finance Officer, Councillors Dalton, Pond and Diamond declared interests as representatives of organisation which are applicants to the QPCC Community Grants Programme.

**071-22/23 Minutes of the previous meeting** – Minutes of the last meeting were circulated with the meeting's papers and accepted as read.

The minutes were proposed and seconded.

**RESOLVED THAT** the Minutes of the previous meeting are APPROVED.

**072-22/23 Minutes of Committee Meeting** – The Chair noted that minutes of The Extraordinary People Committee meeting 30 November 2022 and the Place Committee meeting 23 November 2022 were circulated as part of the meeting's papers.

The minutes were proposed and seconded.

**RESOLVED THAT** the minutes are APPROVED.

**743-22/23 Public session** – A member of the public posed a question about the status of the Dog Run Consultation. The Director confirmed that the consultation was ongoing, that a petition handed into the City Council and the QPCC could not be accepted as part of the consultation and that the deadline for closing the consultation was extended by a request from QPCC to ensure that residents who signed the petition would have the opportunity to complete the official consultation survey. The Director also informed the resident that the survey would be printed in the next issue of the Queen's Park Voice allowing residents who could not get online to complete the form and return it to QPCC at the Beethoven Centre.

**RESOLVED THAT** the response be NOTED.

**074-22/23 People Committee Report** – Chair of the People Committee gave a verbal report outlining the outcomes of the previous meeting, including that the Community Engagement, Social Inclusion, Children & Young People working groups met and produced a number of recommendations for the Council's consideration.

The report was proposed and seconded.

**RESOLVED THAT** the report be NOTED.

**075-22/23 Place Committee Report** – Chair of the Place Committee gave a verbal report highlighting the ongoing support from QPCC to WCC on the Dog Run consultation. The Chair noted that he and the Chair of Council attended a viewing of the newly refurbished Jubilee Community Centre and outlined that the Director is working with the City Council to ensure there is free community access and a community management group established at the centre.

The report was proposed and seconded.

**RESOLVED THAT** the report be NOTED.

**076-22/23 HR Committee Report** – Chair of the HR Committee gave a verbal report that the Council has not been successful recruiting a permanent Community Development Officer, but a temporary Officer has been brought on as interim support. The Chair of HR also noted that the Director is meeting with the Communities Department at Westminster City Council to explore options for secondment, and that the annual appraisal of the Director is due to be completed in the months to come.

The report was proposed and seconded.

**RESOLVED THAT** the report be NOTED.

**077-22/23 Financial Report** – A financial report was circulated with the meetings papers. The Responsible Financial Officer noted that the budget in January 2022 was ambitious in its fundraising target but staff shortages affected bid-making which has affected the Council's reserves. However, Officers will be working to ensure there is sufficient bid-making in the year to come. The RFO also noted the reports recommendation to approve payments made in the course of Council activity since the last meeting. The RFO is also expecting the return of a deposit from the hire of St Jude's Hall.

The report was proposed and seconded.

**RESOLVED THAT** the report be APPROVED

**078-22/23 Risk Management Policy** – An amended Risk Management Policy was circulated as part of the meeting's papers. The Director outlined that only one new risk has been identified, that is that the identity of the Council might become lost due to the increased profile of the City Council in North Paddington under the Fairer Westminster policies which challenges the Community Council to increase its own profile and promote the distinction between the remits of WCC and QPCC. No risks have been removed although some risk have been reduced.



The report was proposed and seconded.

**RESOLVED THAT** the report be NOTED.

**079-22/23 Increase to the Pop-up Grant funding** – A report was circulated with the meeting's papers outlining the Grant's Panel recommendation to increase the Pop-up Grant to £250 with immediate effect, followed by another increase to £300. Councillors discussed the recommendation and Cllr Dalton proposed an amendment to increase the Pop-up grant to £300 with immediate effect.

The amendment was proposed and seconded.

**RESOLVED THAT** the amendment be Approved

The amended report was proposed and seconded.

**RESOLVED THAT** the amended report be Approved

**080-22/23 Grant Recommendations** – The Grant Report was not circulated with the meetings' papers. Councillors were provided with a copy of the report at the start of the meeting. The Director presented the report and its recommendation during the meeting. Councillors discussed the report's recommendations, posed questions to the director regarding:

- How the Grants panel is selected
- What considerations do the panel give when making decision?
- The regulations regarding funding big organisations
- The reasons behind delays producing the Grant recommendation report
- The reasons behind the rejection of some application
- Various questions regarding individual applications

The Director provided responses and clarity to the questions posed specifically:

- The panel is made up of Councillors nominated other panel at Annual meeting and a number of residents who volunteer to sit on the panel.
- The panel makes decision on consideration of the Grant Guidelines and knowledge of need within the community.
- That there are no guidelines preventing funding big organisations – though the grant panel recommends that the Council considers whether or not it should fund big organisations.
- The Grant Panel Report was produced late, as the grant panel meeting has to be rescheduled on multiple occasions due to absence and availability of members in addition to Officer's annual Leave.
- Two applications were rejected on the basis that they did not meet the criteria for funding namely: one organisation was a limited company and the other applicant requested funding for staff costs which did not meet the requirements of the guideline.

Council discusses the necessity of a review of the Grant Guideline and grant processes, Thanks were expressed for the Grant's Panel before a final discussion on the panel's recommendation.

The report was proposed and seconded.

**RESOLVED THAT** the report be APPROVED

**081-22/23 Working Group Recommendations** – Reports outlining recommendations from the Public and Community Arts, Air Quality, Community Engagement and Children and Young People Working Groups were circulated as part of the meeting's papers.

Report from the Air Quality working group recommended supplementing the funding to Hammersmith Community Gardens Association to provide out air purifying plants as prizes for Queen's Park in Bloom in order to promote better air quality locally as well as lobbying the city Council to utilise more air purifying plants in their local greening projects. Ray Lancashire suggested a better approach would be to provide indoor air purifying plants as recent report from the Air Quality Monitoring showed the presence of significant levels of unhealthy air in the home which were tested.

The amendment was proposed and seconded.

**RESOLVED THAT** the amendment be Approved

Council discussed the need to improve promotion around the Queen's Park in Bloom project and ideas to raise local awareness about the levels of air pollution in the area and how residents can help to address the issue

The amended report was proposed and seconded.

**RESOLVED THAT** the report be Approved

The report from the Children and Young People Working group recommended that the Council funds the programme for a second consecutive year. Councillors discussed the report and requested that additional processes be put in place to ensure that families most in need were prioritised. The director noted that additional funds for the project were secured through bid-making. Council requested that additional listening exercises be undertaken with children and young people in addition to the results of last year's children and young people's survey to ensure the programme's activities meets resident's needs.

The report was proposed and seconded.

**RESOLVED THAT** the report be Approved

The report from the Social inclusion working group recommended working in partnership with e Community Champions to facilitate bi-monthly community events to tackle social isolation and community cohesion. Councillors discuss the report, requesting that the activities are also facilitated in the evening to attract engagement from working residents. Councillor noted that community Champions run a successful project of this nature which is at risk due to decline in funding and noted that the proposed project had great benefit to the Community.

The report was proposed and seconded.

**RESOLVED THAT** the report be Approved

The report from the Public and Community Arts Working Group recommended that the Council facilitates a programme of performance-based classes which culminated with a community showcase. The report highlighted the success of the Black History Month programme and the positive feedback from residents requesting more community arts programme. Council discusses the report's recommendations.

The report was proposed and seconded.

**RESOLVED THAT** the report be Approved

**082-22/23 Working Groups Officer's Report** – The Director noted that reports from the working groups were delivered at part of the recommendations from the working group and more information would be included in the Officer's report.

The report was proposed and seconded.  
**RESOLVED THAT** the report be NOTED.

**083-22/23 Chair's Report-** The Chair of Council noted that most updates were covered in the course of the meeting and that the next issue of the Queen's Park Voice would soon be published

The report was proposed and seconded.  
**RESOLVED THAT** the report be NOTED.

**084-22/23 Officer's Report-** The Director noted that the Officer's Report was circulated as part of the meeting's paper and is to be accepted as read. The Director also outlined:

- Two funding application were already made – one successful bringing in £8500
- A bank card has been issued in the Director's name
- A Public Meeting calendar has been produced and distributed in noticeboards across the community.
- The Council's new website is still under development.
- The Council has joined Nextdoor
- Monthly meetings with officers at Westminster council were established to address ongoing issues and areas of work it the Queen's Park Gardens.
- 

The report was proposed and seconded.  
**RESOLVED THAT** the report be NOTED.

*Meeting ended at 19:58.*

Signed by.....	Date.....
Councillor. Eartha Pond (Chair)	Minute Ref: 069-083 22/23

Report To:	Queen's Park Community Council		
Title:	Diary of Meetings and other Committee Matters		
Purpose:	For Decision		
Author:	Shuwanna Aaron, Proper Officer		
Date of Meeting	24 May 2023	Agenda Item	008 – 23/24

## 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 2023/24 have previously been published and these are shown below.

Month	Council	People	Place
May (23/24)	24		
July		26	12
September			
October	18	25	11
November		22	8
January	17		
February		21	7
March	13		
April			
May (24/25)	22		

## 4 Proposals

- 4.1 That the Council makes no change to the delegation arrangements or to the Terms of Reference for the Place, HR, and Appeals Committees as set out in the Appendix.
- 4.2 That the Council approves changes to the Terms of Reference of the People Committee to meet 4 times a year instead of 5
- 4.3 That the Council appoints members of the People Committee and then appoints a Chair and Vice-chair
- 4.4 That the Council appoints members of the Place Committee and then appoints a Chair and Vice-chair.
- 4.5 That the Council appoints members of the HR Committee and then appoints a Chair and Vice-

chair.

- 4.6 That the Council appoints 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	<b>People Committee</b>
Chair, vice chair	
Membership (councillors & co-opted members)	
Frequency of meetings	4 times a year
Terms of reference	<ol style="list-style-type: none"><li>1. Promote community cohesion, neighborliness and community spirit.</li><li>2. Work with state and voluntary service providers to help identify gaps in services to local people and help fill these gaps where possible with a focus on children and young people and groups in need or at risk of exclusion, such as unemployed people, older people and people with disabilities.</li><li>3. Advocate for the preservation and improvement of existing services and facilities for residents.</li><li>4. Support initiatives that address issues of crime and anti-social behavior in Queen's Park.</li><li>5. Identify and set up projects that fulfil QPCC's mission and objectives which are within the Health and Well Being objectives.</li><li>6. To agree, and work within, an Annual plan.</li><li>7. To authorise expenditure that is allocated to the committee.</li><li>8. To fundraise where necessary to support the work of the committee.</li></ol>
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	<b>Place Committee</b>
Chair, vice chair	
Membership (councillors & co-opted members)	
Frequency of meetings	4 times a year
Terms of reference	<p><b>1. ENVIRONMENT AND OPEN SPACES</b></p> <p>1.1 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>1.2 To monitor and improve open spaces in the council area, including:</p> <ul style="list-style-type: none"> <li>• Queen's Park Gardens</li> <li>• Harrow Road Open Space</li> <li>• Sports areas, facilities and equipment</li> <li>• Children's play areas</li> <li>• Streets</li> <li>• Edges and Verges</li> </ul> <p>1.3 To raise awareness of the importance of air quality, to monitor air pollution locally and take steps to reduce it.</p> <p>1.4 To ensure that the council meets its climate change targets</p> <p>1.5 To promote walking and cycling and other healthy outdoor activities</p> <p><b>2. PLANNING</b></p> <p>2.1 To work towards achieving the implementation of policies and projects of The Neighbourhood Plan.</p> <p>2.2 To oversee the planning working group which is responsible for monitoring planning applications in Queen's Park.</p> <p>2.3 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>2.4 To represent QPCC at the Westminster Amenity Society Forum meetings.</p> <p><b>3. PUBLIC AND COMMUNITY ART</b></p>

	<p>3.1 To encourage art activities in Queen's Park</p> <p>3.2 To develop plans for public and community art in Queen's Park</p> <p>4. OVERALL STRATEGY</p> <p>4.1 to support, monitor and implement relevant objectives in the Neighbourhood Plan and other strategic documents; to make recommendations to Council as appropriate</p> <p>4.2 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

Name of group	<b>HR Committee</b>
Chair, vice chair	
Membership (councillors & co-opted members)	
Frequency of meetings	
Terms of reference	<p><b>1. Purpose</b></p> <p>Responsible for the human resources of the Council including volunteers.</p> <p><b>2. Responsibilities</b></p> <p>2.1 To advise Council on issues of the terms and conditions of service including pay and pension provision of employees.</p> <p>2.2 To review and appraise the performance of employees and to recommend adjustment of salary levels.</p> <p>2.3 To ensure the Council complies with all legislative requirements relating to the employment of staff.</p> <p>2.4 To review all employment policies and procedures periodically.</p> <p>2.5 To oversee the appointment and recruitment process of Council employees.</p> <p>2.6 To refer any staff disciplinary matter in accordance with the Council's Disciplinary Procedure.</p> <p>2.7 To refer any staff grievance in accordance with the Council's Grievance Procedure.</p> <p>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.</p> <p>2.9 To oversee the deployment of volunteers.</p> <p><b>3. Membership</b></p> <p>This committee shall have five councillors</p>
Points of reference?	

## **D Appeals Committee Terms of Reference**

Name of group	<b>Appeals Committee</b>
Chair, vice chair	
Membership (councillors & co-opted members)	
Frequency of meetings	
Terms of reference	<p><b>1. Purpose</b></p> <p>Responsible for the Council's appeals process in respect of employee and public complaints made in accordance with the Council's agreed procedures.</p> <p><b>2. Responsibilities</b></p> <p>2.1 To hear and determine appeals under the council's Grievance and Disciplinary procedures from employees.</p> <p>2.2 To hear and determine complaints made against a decision in respect of any provision under the Council's Complaints Procedure.</p> <p><b>3. Membership</b></p> <p>This committee shall comprise those councillors not on the HR Committee from which any three may hear an appeal.</p>
Points of reference?	

Report To:	Queen's Park Community Council		
Title:	Working Groups		
Purpose:	For Decision		
Author:	Shuwanna Aaron, Proper Officer		
Date of Meeting	24 May 2023	Agenda Item	009 – 23/24

## 1. Summary

This report recommends amendments to the Air Quality, Climate Emergency, Social Inclusions/ Care in Queen's Park and Public and Community Arts Working Groups, and that appointments be made to all Council working Groups.

## 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.
- 3.2 A number of the Council's Working Groups can improve the quality of output and impact through amalgamation or amendments to the terms of reference. Appendix A

## 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 Forward Planning Group agrees at its first meeting, subsequent monthly meeting across the year until May 2024.
- 4.3 That the Council amalgamate the terms of reference of the Air Quality and Climate Emergency Working Groups to establish the Air, Environment and Climate emergency Working Group. Appendix C
- 4.4 That the Council amend the terms of reference and change the name of the Social Inclusion/ Care in Queen's Park Working group to establish the Health, Well-being and Social Care Working Group. Appendix D
- 4.5 That the Council appoints a Coordinator for each Working Group as outlined in Appendix B
- 4.6 That the Council appoint councillors to sit on each Group, noting that anyone may join at a later point in time.

## Appendix A

Proposed Changes	Reasoning
<p>Amalgamate the terms of reference of the Air Quality and Climate Emergency Working Groups to establish the <b>Air, Environment and Climate emergency Working Group</b>.</p>	<p>The Air Quality and Climate Emergency Working Groups currently work in silos despite both areas of work being closely aligned. Among other things pollutants into the air not only affect the quality of breathable air but are also known as climate forcers because they affect the Ozone which in turn affects the climate.</p> <p>Bringing together these working groups will:</p> <ol style="list-style-type: none"> <li>1. Increase capacity as both groups have only a handful of members.</li> <li>2. Enable the working group to devise holistic approaches towards combating the air, environmental and climate concerns.</li> </ol>
<p>Amend the terms of reference and change the name of the Social Inclusion/ Care in Queen's Park Working group to establish the <b>Health, Well-being and Social Care Working Group</b></p>	<p>In addition to the promotion of resident's health and well-being already being established in the Council's Mission, the ward profile identifies that 73% of residents are worried about their mental health or the mental health of their friends and 49% are concerned about their physical health of the physical health of their friends and family. Additionally, there was a clear appetite from the community – following responses from the Community Meeting – that the Council improves the work it does to address health and wellbeing concerns across the Community. Extending the remit of the Social Inclusion /Social Care in Queen's Park Working group will help to plug the gaps in services that meet resident's health and well-being concerns but will also continue to have a focus on provision for older and vulnerable residents, including producing more opportunities for intergenerational approaches, and social inclusion of those at social isolation and marginalisation.</p>

## Appendix B

<b>Working group</b>	<b>Coordinator</b>	
Air, environment and Climate Emergency Working Group		
Children & Young People		
Community Engagement		
Economic Development		
Events		
Grants Panel		
Health, Well-being and Social Care		
Planning		
Public and Community Art		
The Voice/Communications		

## Appendix C: Working Group Terms of Reference

Name of group	<b>Air, Environment and Climate Emergency Working Group</b>
Convenor	
Membership	
Frequency of meetings	As Necessary
Terms of reference <ul style="list-style-type: none"> <li>To agree a programme of projects within a time frame to implement in QPCC</li> </ul>	<ul style="list-style-type: none"> <li>To ensure annual air quality monitoring and annual review of QPCC's emissions inventories; AND to produce a report of these findings and recommendations on how the Council can:               <ul style="list-style-type: none"> <li><input type="checkbox"/> raise awareness and support residents to tackle low air quality and high carbon emissions in the area.</li> <li><input type="checkbox"/> ensure that QPCC maintains a net zero status.</li> <li><input type="checkbox"/> support, monitor and implement relevant objectives in the Strategic, Neighbourhood and Business Plans and other requirements of the Council</li> </ul> </li> <li>To campaign for increased energy efficiency in properties across Queen's Park, through retrofitting and renewable energy production helping to alleviate fuel poverty, tackle poor air quality indoors, and reduce emissions in the ward.</li> <li>To review the Council's environmental policies and an environmental charter for procurement, to include actions which address air quality and other environmental concerns.</li> <li>To investigate and develop local options for offsetting the residual emissions of the Council.</li> <li>To work with Westminster City Council (WCC) and other local partners to become a net zero ward by 2040 and develop strategies to maintain net-zero emissions.</li> <li>To work with WCC, HCGA and other local partners to help protect and promote biodiversity in the ward.</li> <li>To publicise actions by the council and others organisations to tackle poor air quality and other environmental and climate concerns.</li> </ul>
Strategic Plan Points of reference	15. Improve the Planning <i>Information Guide</i> for homes in the conservation area 16. Continuing to implement the climate emergency / environmental strategy

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.

Approved by council

Date:

Minute:

## Appendix D: Working Group Terms of Reference

Name of group	<b>Health, wellbeing and Social Care</b>
Co-ordinator	
Membership	
Terms of reference	<ul style="list-style-type: none"> <li>• To develop the Council's role promoting the health, well-being and Care for residents in Queen's Park.</li> <li>• To carry out research and work with Westminster City Council and other organisations to raise awareness and address the range of health inequalities experienced by residents in Queen's Park.</li> <li>• To identify and address any gaps in support for older people, people on low incomes, people with disabilities, people with mental health difficulties, and other groups at risk of exclusion/marginalisation; and to work to mobilise support for those groups.</li> <li>• To establish and maintain a practical level of available information about health, well-being and social care provision and social action in Queen's Park.</li> <li>• To work in partnership to deliver activities which help to meet resident's health, well-being and social care needs.</li> <li>• To support, monitor and implement relevant objectives in the Strategic Plan and other requirements of the Council; and to make recommendations to Council as appropriate.</li> </ul>
Points of reference to Strategic Plan	<p>8. Provide Physical and Mental Health support</p> <p>11. Support and engage older and vulnerable adults</p> <p>12. Support Women and girls to live healthy and independent lives</p>

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.

Approved by Council

Date:

Minute:

Report To:	Queen's Park Community Council		
Title:	Representation on External Bodies		
Purpose:	For Discussion and Approval		
Author:	Shuwanna Aaron, Proper Officer		
Date of Meeting	24 May 2023	Agenda Item	010 – 23/24

## 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 2022/23 the Council was formally represented on three organisations, Westminster Amenities Societies Forum (WASF) by Simon Walton and the BT Garden Management Group and the Harrow Road Business Association Steering Group by Councillor Fitzhugh.
- 3.4 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.
- 3.5 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. On the unavailability of both the Director shall arrange for another person to be nominated instead.
- 4.2 Subject to his acceptance, 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 2023/24.
- 4.3 It is proposed that Councillor Fitzhugh continue to represent the Council on the Management Committee for the "St John's Gardens" (formally the BT Garden) in Droop Street.
- 4.4 It is proposed that Councillor Fitzhugh continue to represent the Council on Harrow Road Business Association Steering Group.



- 4.5 The Director continues to liaise with the City Council on the establishment of a Management Committee for the Jubilee Community Sports Centre, this being requested by the Community Council in February 2022(PL 43-21/22). It is proposed that when the Committee is formed the Council be represented by the Director and Councillor Alleyne.
- 4.6 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, Proper Officer		
Date of Meeting	24 May 2023	Agenda Item	011 – 23/24

## 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 2022.

## 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 being in April 2022 which was implemented by the Council in May 2022 (012 – 22/23).
- 3.3 There has been no such update in 2023 so the document is considered to be still fit for purpose. It is recommended, therefore, that it be readopted.
- 3.4 A copy of the document can be found on the Policies & Procedures page on the Council's website.

<https://queensparkcommunitycouncil.gov.uk/document-category/policies-procedures/>

Report To:	Queen's Park Community Council		
Title:	Review of Financial Regulations		
Purpose:	For Approval		
Author:	Shuwanna Aaron, Proper Officer		
Date of Meeting	24 May 2023	Agenda Item	012 – 23/24

## 1 Summary

This report recommends that the existing Financial Regulations be readopted by the Council.

## 2 Recommendation

It is recommended that the Council readopts the Financial Regulations as an published on the website in May 2022.

## 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 Amendments were made to these in May 2022 following recommendations from the Internal Auditor and that version is currently in use. The 2022/23 audit report contained no recommendations for changes so none are proposed.
- 3.3 A copy of the document is available under "Policies and Procedures" on the Councils website.

<https://queensparkcommunitycouncil.gov.uk/wp-content/uploads/2023/04/Financial-Regulation-2022.pdf>

Report To:	Queen's Park Community Council		
Title:	Re-adoption of Policies		
Purpose:	For Approval		
Author:	Shuwanna Aaron, Proper Officer		
Date of Meeting	24 May 2023	Agenda Item	013 – 23/24

## 1 Summary

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

## 2 Recommendations

That the Council readopts the policies listed in section 4 below.

## 3 Background and context

- 3.1 At each Annual Meeting of the Council various policy documents are reviewed then amended where necessary before re-adoption.
- 3.2 The documents in section 4 below, adopted by the Council at its meeting on 18 May 2022 (014 – 22/23) have been examined and are considered to be still fit for purpose so are recommended for re-adoption without amendment, with the exception of the Safeguarding Policy which has been amended to correct to contact details of the Chief Officer and to include the Contact details of the Council's Safeguarding Lead.
- 3.3 There is an additional note to 4.3 members Code of Conduct in that a new Model Code has been prepared by NALC and is available for use. It is not recommended that this be used as the current Code is identical to that used by the City of Westminster and both are administered by the Monitoring officer at the City Council. In the event that this is changed at any future date a separate report will be brought to the Council.

## 4 Policies to be re-adopted

- 4.1 Procedure for handling complaints from the public
- 4.2 Member and Officer Protocol
- 4.3 Members' Code of Conduct
- 4.4 Disciplinary Policy and Procedure
- 4.5 Environmental Policy
- 4.6 Grievance Procedure
- 4.7 Document Retention Policy
- 4.8 Office Security Policy
- 4.9 Scheme of Delegation
- 4.10 Safeguarding Policy

## 5 Existing documents

- 5.1 Copies of the documents can be found on the Policies & Procedures page on the Council's website.

<https://queensparkcommunitycouncil.gov.uk/document-category/policies-procedures/>

## Queen's Park Community Council

### Policy and Procedures

#### Safeguarding Children, Young People and Vulnerable Adults

##### Introduction

1. Queens Park Community Council (QPCC) fully accepts its role and responsibility in safeguarding children and vulnerable people. This policy is for all staff, elected members, volunteers and contractors. This Policy is vital to the Council's role as owner, provider and operator of children's play areas, open spaces and sporting facilities including any facility that the Council provides.

Any outside partner agency/groups/individual we fund or joint work with that are working with children and vulnerable people has full responsibility to ensure that the users are safeguarded.

*(Please see Appendix 4 – 'The Core Statement for grant applicants and partner groups & organisations')*

2. Queens Park Community Council (QPCC) aims to work in a way that helps, as far as possible, to safeguard the welfare of children, young people and vulnerable adults.
3. QPCC will ensure that:
  - all employees involved in working in close proximity to children, young people and vulnerable adults implement good working practices to ensure a safe and healthy environment;
  - all employees are aware of welfare protection issues both in the context of organised activities and within the home and community;
  - all staff, elected members, volunteers and contractors are aware of child protection and shall know the procedure to follow if there is a protection issue.
  - all staff, elected members, volunteers and contractors are in receipt of this policy.
  - all staff, elected members, volunteers and contractors are aware of and alert to the main types of abuse and the procedure in reporting any concerns. *(See Appendix 1: 'Categories and Signs of Abuse').*
4. QPCC recognises that in providing facilities for children, young people and vulnerable adults there is a need to provide and maintain a high degree of physical and emotional wellbeing. Therefore, the following procedures will be implemented:
  - ensure employees are aware of the safeguarding children, young people and vulnerable adults policy and procedures;
  - ensure employees and members of the public can effectively report concerns about children, young people and vulnerable adults at risk;
  - operate sound recruitment and selection procedures for employees to ensure suitability for working with children, young people and vulnerable adults; identify

and enable appropriate welfare protection training to take place for employees who work with children, young people and vulnerable adults;

- maintain appropriate records of training, risk assessments, referrals and escalation of concerns
- demonstrate best practice in ensuring the safety of children, young people and vulnerable adults.

For all levels of training the implementation of a 'refresher' programme will ensure the maintenance of levels of awareness and provide details of any change.

In addition, safer recruitment training will be provided for staff involved with recruitment of these groups.

*(See Appendix 2: 'Promoting Good Practice when working with children, young people and vulnerable adults')*

## **Responding to Disclosure, Suspicions and Allegations of Abuse**

5. It is not the responsibility of QPCC employees to decide whether or not abuse is taking place. False allegations of abuse do occur, although they are extremely rare. If a person says or indicates that they are being abused or information is obtained which gives concern that a person may be being abused, immediate action should be taken.
6. QPCC will inform the appropriate authority of any suspected cases of abuse reported to them.

## **Confidentiality**

7. Confidentiality is a key issue in safeguarding children, young people and vulnerable adults. Whilst information generally should not be shared, it must be shared with appropriate agencies to ensure that a person is not left unprotected.

## **Data Protection**

8. Occasionally there will be a need or requirement to collect and use certain types of information on children, young people and vulnerable adults. This personal information must be dealt with properly however it is collected, recorded and used – whether on paper, in a computer, or recorded on other material - and there are safeguards to ensure this in the Data Protection Act 1998. (Personal information is data that relates to a living individual who can be identified from the data).
9. The lawful and correct treatment of personal information is very important and wherever such information is kept there is a need to comply and adhere to the principles of data protection, as enumerated in the Data Protection Act 1998. BTC's Data Protection Policy is available on the website.

## Reporting Concerns

10. If you have any concerns you should write down what you have seen or heard that gives you concern, keep that document safe and confidential. Complete a reporting form and contact QPCC's Chief Officer as soon as possible. *(See Appendix 3)*
11. If there is an imminent risk of harm, then you should phone 999; otherwise you may phone 101. A form will also need to be completed and submitted to the Chief Officer as soon as possible.

## Nominated Officer (Chief Officer)

12. This person is available to advise employees and elected members and are required to:
  - be familiar with protection procedures;
  - ensure there are effective internal procedures to handle concerns;
  - be the link person with relevant agencies;
  - attend appropriate training.

## Suspected Abuse or Bullying by Council Employees

13. If an allegation of abuse is made against a Council employee, the Council's Grievance and/or Disciplinary Procedures will be followed and appropriate action taken.
14. All allegations of abuse against an employee must be reported to the Chief Officer. In cases involving employees in an allegation of sexual abuse, including the observing, handling or distributing of materials in any media that involve the sexual abuse of children, young people and vulnerable adults, the matter will be immediately referred to the police by the Chief Officer.
15. QPCC assures all employees that it will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concerns about a colleague's practise or the possibility that a person may be being abused or bullied.

## Acceptable and Unacceptable Behaviour

16. QPCC has a duty to have a **designated Councillor** to be involved in the management and oversight of individual cases. This person has responsibility for:
  - Ensuring that QPCC operates procedures for dealing with allegations in accordance to Westminster's Safeguarding Boards' guidance resolving interagency issues;
  - Liaison with the Westminster Safeguarding Boards on any issues.

## Child Death Review Process

17. All members of the Westminster Safeguarding Board are required to provide a senior officer contact to the Board. This person will act as a first point of contact for any deaths of children, young people and vulnerable adults that the organisation may be the first to be aware of and to ensure that there is an effective response.

**18.** If you become aware of the death of a child, young person or vulnerable adult in the course of your professional duties you should immediately contact the Chief Officer.

Adopted: 05 May 2021

Minute ref: 013-21/22

Next Review Due: May 2022



### Categories and signs of abuse

#### Physical Abuse

May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a person for whom they are caring.

#### Emotional abuse

Is the persistent emotional ill-treatment such as to cause severe adverse effects. For example, it may involve conveying to children, young people and vulnerable adults that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed. It may involve causing children, young people and vulnerable adults to frequently feel frightened or in danger, or their exploitation or corruption. Some level of emotional abuse is involved in all types of ill-treatment, though it may occur alone.

#### Sexual abuse

Involves forcing or enticing a person to become involved in any way in sexual activities, whether or not they are aware of what is happening.

#### Sexual Exploitation

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's or young person's immediate recognition; for example, being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

#### Neglect

Neglect is the persistent failure to meet basic physical and/or psychological needs, and is likely to result in the serious impairment of health or development.

#### Financial or material abuse

Financial abuse, including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions or the misuse or misappropriation of property, possessions or benefits of vulnerable adults.

## **The Signs of Abuse**

The following factors should act as indicators in situations of potential or actual abuse:

- unexplained or suspicious marks, bruises, fractures, burns/scalds or injuries to the mouth and eyes;
- poor physical condition or delayed speech and language development in children
- a change in behaviour or appearance;
- inappropriate sexual awareness in children
- a statement by a child or person that he or she has been victimised;
- distrust of others, particularly those with whom a close relationship would normally be expected;
- difficulty making friends or socialising;
- prevention from socialising with other children, young people or adults. It should be recognised that this list is not exhaustive and the presence of one or more of these indicators is not proof that abuse is actually taking place.

### **Promoting Good Practice when working with children, young people and vulnerable adults**

It is possible to reduce situations in which abuse can occur and help protect employees by promoting good practice. The following guidelines should be used to ensure this can be achieved:

- Always ensure that you follow safer recruitment practices always work in an open environment, avoiding private or unobserved situations;
- Treat all children, young people and vulnerable adults with equal dignity and respect
- always put the welfare of the person first;
- maintain a safe, appropriate and professional distance with children, young people and vulnerable adults
- build balanced relationships based on mutual trust which empowers children, young people and vulnerable adults to share in the decision making process;
- make activities fun, enjoyable and promote fair play;
- ensure that if any form of manual / physical support is required, it should be provided openly and with due care;
- keep up to date with the appropriate technical skills and qualifications; ensure that if children are supervised that they are accompanied by at least two employees;
- be an excellent role model - this includes not smoking or drinking alcohol in the company of children, young people and vulnerable adults give enthusiastic and constructive feedback rather than negative criticism;
- recognise the developmental needs and capacity of children, young people and vulnerable adults;
- ensure that equipment and facilities are safe and appropriate to the age and ability of the person;
- ensure that high standards are maintained at all times.

### **Practice to be avoided**

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of a senior officer, guardian or carer or the child's parent, for example:

- spending excessive amounts of time alone with children, young people and vulnerable adults away from others oversight;
- taking unaccompanied children, young people or vulnerable adults on car journeys, however short, on your own;
- taking children, young people and vulnerable adults to your home.

### **Employees should never:**

- engage in rough, physical or sexually provocative games, including horseplay;
- allow or engage in any form of inappropriate touching;
- allow children to use inappropriate language unchallenged;
- make sexually suggestive comments to a person, even in fun;
- allow allegations made by a person to go unrecorded or not acted upon;

- do things of a personal nature for children, young people and vulnerable adults that they can do for themselves;
- invite or allow children, young people and vulnerable adults to stay at their home;
- constantly shout at and/or taunt a person.

## Safeguarding Incident Reporting Form

Guidance Notes: in all cases of a safeguarding incident or concern, this form should be completed and submitted to Chief Officer (Shuwanna Aaron) as soon as possible after the incident. At the time of the incident, a handwritten note may be made by the employee to include date, time, signature and printed name. But this information must be transferred onto this form and submitted, ideally within 24 hours of the incident.

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

Information only		Requires action	
------------------	--	-----------------	--

### Person reporting the incident or concern

Name	
Job Title (if internal)	
Address (if external)	
Contact number	
Relationship	
Method of referral (Phone/in person)	

Time and date of record being made	Time	Date

Is the person a (please tick):

Child	Young Person	Vulnerable Adult	Other (please state)

Perceived gender	
Name of child/vulnerable adult if known	

Details of the individuals to whom the concern relates eg:

- Family details
- Address
- Age (state months if under 1 year old)

- Are there any other children in the house (give details)
- Details of other occupants (if known)

Time and date of the incident	Time	Date

Describe the incident or reason for the concern. Please give a factual account and specify the location where the incident took place. Include the person's own words where possible. Please add any other useful information.

Please specify the action taken by you and others so far (as applicable)

--

Please specify any other agencies informed, including names, dates and times of anyone spoken to.

--

Declaration and Signature
---------------------------

I confirm that I have completed this form giving factual information and it is a record of what I saw and /or heard.
--

Signature	
-----------	--

Print name	
------------	--

Date	
------	--

Privacy Statement
-------------------

The information collected on this form is strictly private and confidential and should only be shared on a need to know basis.
--

### Queen's Park Community Council Safeguarding of Children and Vulnerable Adults Statement for applicants and those we fund and work with Core Statement

All Queen's Park Community Council (QPCC) funded organisations, individuals and projects that work with children and young people or vulnerable adults are required to have a safeguarding policy and active procedures in place.

#### Requirements

QPCC expects those that it funds who work with children, young people or vulnerable adults to have the following in place:

- A good understanding of the issues around safeguarding and their obligations in law;
- Have in place a safeguarding policy and procedure that is up to date with the legislative and policy requirements of the relevant nation;
- Be able to demonstrate good quality leadership and management, including clarity around leadership on safeguarding issues;
- Have enough staff to provide a safe service;
- Have the necessary checks in place for relevant staff eg: Disclosure and Barring Services checks;
- Promote a culture of openness and transparency;
- To work in partnership with their local safeguarding services

QPCC's project funding agreements have terms and conditions about safeguarding so that the requirements are clear.

QPCC cannot offer advice on developing a safeguarding policy and procedures as this is a specialist area of expertise. A number of advisors are available, and we recommend that those seeking advice contact the National Society for the Prevention of Cruelty to Children (NSPCC) who offer a range of information, advice, training and resources for organisations and individuals who work with children, young people and vulnerable adults.

#### Our Staff

QPCC staff do not work directly with children and young people or vulnerable adults as part of their jobs and therefore do not have Disclosure and Barring Services (DBS) checks.

Our staff cannot be left in sole charge of children, young people or vulnerable adults when visiting project/group we fund and will refuse to do so if asked.

#### If we receive an allegation or identify an issue of concern.

If we receive an allegation in good faith or identify an issue of concern ourselves and believe that children, young people or vulnerable adults may be at risk through a funded organisation, individual or project we will contact the appropriate authorities.



## Appendix 5

### Useful Contacts for Safeguarding

Please contact Queen's Park Community Council's Proper Officer in the first instance:  
Email: [properofficer@queensparkcommunitycouncil.gov.uk](mailto:properofficer@queensparkcommunitycouncil.gov.uk) Tel 020 8960 5644

QPCCs Designated Councillor is Councillor Eartha Pond  
Email: [epond@queensparkcommunitycouncil.gov.uk](mailto:epond@queensparkcommunitycouncil.gov.uk)

#### **Consultation and Advice about a child/young person resident in the City of Westminster**

To report a concern about a child or young person in Westminster please contact:

Westminster Access Team – Tel: 020 7641 4000  
(Out of hours – 020 7641 6000)  
Email:  
[AccesstoChildrensServices@westminster.gov.uk](mailto:AccesstoChildrensServices@westminster.gov.uk)

For case consultations or follow-up enquiries please contact the Duty Child Protection Adviser in the first instance on 020 7641 7668.

Gourita Gibbs  
Child Protection Adviser  
Telephone: 020 7641 4199  
Email: [ggibbs@westminster.gov.uk](mailto:ggibbs@westminster.gov.uk)

John Griffin  
Child Protection Adviser  
Telephone: 020 7641 1615  
Email: [jgriffin@westminster.gov.uk](mailto:jgriffin@westminster.gov.uk)

Gabby Bernard  
Child Protection Adviser  
Telephone: 020 7641 4003  
Email: [gbernard@westminster.gov.uk](mailto:gbernard@westminster.gov.uk)

For LADO consultations and referrals please contact the duty Child Protection Adviser on:

Telephone: 020 7641 7668  
Email: [LADO@westminster.gov.uk](mailto:LADO@westminster.gov.uk)

Safeguarding and Child Protection Training,  
Consultation and Advice for Schools and Education  
Di Donaldson  
Safeguarding Lead for Schools and Education  
Mobile: 07890 397 061  
Email: [di.donaldson@rbkc.gov.uk](mailto:di.donaldson@rbkc.gov.uk)

Tri-borough FGM  
Rochelle-Ann Naidoo  
Tri-borough Senior Practitioner  
Telephone: 020 7641 1610  
Email: [rnaidoo@westminster.gov.uk](mailto:rnaidoo@westminster.gov.uk)

#### **Consultation and Advice about a child/young person resident in the City of Westminster (Conti)**

PREVENT  
Kiran Malik  
Prevent Programme Manager, Westminster enquiries only  
Telephone: 020 7641 5071  
Email: [kmalik@westminster.gov.uk](mailto:kmalik@westminster.gov.uk)

Tri-borough Multi-Agency Safeguarding Hub (MASH)  
Karen Duncan  
Tri-Borough MASH Business Support Officer  
Telephone: 020 7641 3991  
Email: [kduncan1@westminster.gov.uk](mailto:kduncan1@westminster.gov.uk)

Bi-Borough Admissions and Access to Education (Children Missing Education, Child Employment and Elective Home Education enquiries)  
Wendy Anthony  
Bi-Borough Head of Admissions and Access to Education  
Telephone: 020 7745 6440  
Email: [wendy.anthony@rbkc.gov.uk](mailto:wendy.anthony@rbkc.gov.uk)

#### **Safeguarding Adults in Westminster**

If you have concerns that a vulnerable adult is being subjected to abuse or neglect

Safeguarding helpline: 020 7641 2176 and for out of hours ring 020 7641 6000 Email: [adultsocialcare@westminster.gov.uk](mailto:adultsocialcare@westminster.gov.uk)

SAFEGUARDING ADULTS in K&C (if you have concerns that a vulnerable adult is being subjected to abuse or neglect)

Safeguarding helpline: Tel: 020 7361 3013 (9am to 5pm) / Tel: 020 7373 2227 (out-of-office-hours)  
Email: [socialservices@rbkc.gov.uk](mailto:socialservices@rbkc.gov.uk)

Designated Adult Safeguarding Manager (Westminster & K&C) is Molly Larkin:  
[molly.larkin@nhs.net](mailto:molly.larkin@nhs.net)

**In an emergency call the police on 999.**

<b>Report To:</b>	Queen's Park Community Council		
<b>Title:</b>	Strategic Plan 2022 – 2026		
<b>Purpose:</b>	For Approval		
<b>Author:</b>	Shuwanna Aaron, Proper Officer		
<b>Date of Meeting</b>	24 May 2023	Agenda Item	014 – 23/24

## 1 Summary

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

## 2 Recommendations

That the Strategic Plan 2022 – 2026 be approved.

## 3 Background

- 3.1 In April 2018 the Council adopted a Strategic Plan 2018 – 2020 (120 – 17/18) and in January 2021 approved an updated version as the Strategic Plan 2018 – 2022 (047 – 20/21).
- 3.2 This Strategic Plan set out the Council's Vision and Vision, and the priorities and principles that will underpin Council activities for the term. The Plan acknowledges that some objectives are short-term while other require a longer-term approach, it also recognises that new needs and concerns will arise in the course of the term and allows for Council to adapt its approach as and when necessary.
- 3.3 The Strategic Plan 2022- 2026 is informed by the Neighbourhood Plan, the Strategic Plan 2018 -2022, the Community Engagement Survey 2021/2022, the Children and Young People's Survey 2021/2022, the Forward Planning Working Group and various other engagement with residents and Councillors.
- 3.4 The Strategic Plan was also presented to Councillors, residents and other stakeholders at the Community Meeting on 14 May, and has been amended to include crucial feedback from the event.
- 3.5 The final version of the Plan is attached as an appendix to this report.



**QUEEN'S PARK  
COMMUNITY COUNCIL**

# QUEEN'S PARK COMMUNITY COUNCIL

## Strategic Plan 2022- 2026



BEETHOVEN CENTRE, THIRD AVENUE, W10 4JL  
020 8960 5644 |  
[INFO@QUEENSPARKCOMMUNITYCOUNCIL.GOV.UK](mailto:INFO@QUEENSPARKCOMMUNITYCOUNCIL.GOV.UK)



QueensParkCouncil



QPCouncil



QueensParkCouncil



## Queen's Park Community Council: a short Introduction

A Community Council is a statutory body, also known as a Local Council and constitutes the first tier of government in England and Wales. Local Councils carry out a unique role separate from a Borough or City Council.

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

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

While Local Councils have long existed in rural areas, a change of legislation in 2007 permitted the establishment of Local Councils in London. Queen's Park residents took advantage of this new power and initiated a campaign to form a Community Council. After years of campaigning and community engagement, residents succeeded in establishing the Queen's Park Community Council (QPCC) on 5<sup>th</sup> June 2014.

Queen's Park Community Council remains the first and only Community Council in London and is non-party-political. The Council represents nearly 14000 people living in Queen's Park, Westminster – extending between Kilburn Lane in the north and west, Harrow Road in the south and Portnall Road in the east, including the Queen's Park Court, Avenues' Gardens and Mozart estates.

The Community Council has twelve Councillors – residents elected every four years by the Community to decide on projects, services and activities in the area. QPCC raises funds through a small addition (a 'precept') to the Council Tax collected by Westminster City Council and various fundraising activities.

On average, the precept costs £46.50 per household annually, which is reinvested into the Community by providing events, services and other activities. Including but not limited to:

- The Summer Festival
- The Winter Festival
- The Fireworks Display
- The Queen's Park in Bloom Project
- The Queen's Park Community Grants Programme



# The local population

## Demographics<sup>1</sup>

- 48% are of Global South heritage/ ancestry
- 12% are aged 65+
- 26% are under the age of 18
- 37% speak Arabic as a second, first or only language
- 4% do not use the internet
- 57% have a disability
- 17 % are in work despite 62 per cent being of working age (18 – 64 years old)
- One-third of residents are among the top 10 per cent most deprived in England

## Concerns<sup>2</sup>

- 95% are concerned about their economic well-being or the economic well-being of their friends and family
- 73% are worried about their mental health or the mental health of their friends and family
- 49% are worried about their physical health or the physical health of their friends and family
- 25% of residents are concerned about violence among young people
- 62% are concerned about increases in inequalities

## Responses from QPCC's Community Engagement Survey 2021/2022

- 64% are proud to be Queen's Park residents
- 57% believe QPCC makes the Community stronger
- 76% are interested in the development of our parks, green and open spaces
- 57% are interested in the development of our Community facilities
- 52% are interested in strategies that tackle anti-social behaviours
- 51% are interested in improvements to support local people
- 49% are interested in community events
- 45% are interested in projects which address the climate emergency

---

<sup>1</sup> See <https://www.westminster.gov.uk/about-council/democracy/ward-profiles/2022-ward-profiles>

<sup>2</sup> See <https://www.westminster.gov.uk/about-council/democracy/ward-profiles/2022-ward-profiles>

## Our Vision

QPCC aims to promote a strong sense of Community and increase the quality of life for all residents. Our vision is of a neighbourhood with a strong sense of Community: a place where people of all ages, cultures, religious and social backgrounds live, work and socialise together.



## Our Mission

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

## How the Council Works

**Councillors and Officers** – The Council consists of twelve Councillors, working alongside two Officers (staff) who advise the Council on legal issues and regulations, manage Council finances, projects, and information and carry out the Council's decisions. Officers also have delegated decision-making powers which ensure the day-to-day running of the Council. The Council also works closely with volunteers, other statutory bodies and agencies and local organisations and groups to raise awareness and address local concerns and needs.

**Funding** – Queen's Park Community Council raises approximately £160,000 annually through a precept collected from households in the area, except those receiving full Council Tax Benefits. This income is supplemented through sponsorship and fundraising for specific projects as appropriate.

**Policies and Procedures** – The Council has adopted a range of policies and procedures that govern how the Council operates, including the Council's Standing Orders, a legally binding operational document. All policies and procedures are available on the Council's website.

**Decision Making** – Individual Councillors do not have decision-making powers. Councillors make decisions democratically at Council Meetings. These meetings are open to the public, and the agenda and papers are available to residents at least three days before. All Council meetings have a formal structure to ensure all policies and procedures are followed.

**Committees** – The Council delegates some decision-making to four Committees: People Committee, Place Committee, HR Committee and Appeals Committee. At least four Councillors sit on each committee. Committees have delegated decision-making aligned with a specific remit and must report all decisions at Council Meetings.

**Working Groups** – The Council has several Working Groups (each with a specific remit) comprising residents and Councillors. Working Groups do not have decision-making powers; their primary function is gathering information, discussing new ideas, organising activities and making recommendations to Committees and the Council. Sometimes, the Council and Committees request a Working Group to consider particular issues or carry out specific tasks, such as producing surveys, facilitating projects or writing reports. All working group activities are reported at Council and Committee Meetings.

**Accountability and responsibilities** – QPCC adhere to the government's guidance on accountability and transparency in the spending of public money and data protection. We also seek to follow good practice beyond what is legally required and are recently (January 2023) committed to publishing a record of Councillors' declaration of interests and statements of any gifts received.

**Partnership, collaboration and volunteering** – QPCC works with Westminster City Council, ward councillors, the ward panel, local community groups, schools, police, housing providers and residents to raise awareness, lobby and deliver various activities and services across the year. We also work closely with volunteers who contribute to the Council's priorities and projects, supporting and rewarding them as appropriate.

**Grants** – We fund individuals and groups to facilitate projects and services to residents through our Community Grants, Special Grants and Pop-up Grants Programme. Decisions about which projects receive funding are made at Council Meetings with recommendations from a Grants Panel of residents and Councillors. QPCC has reinvested more than £200,000 into the Community through grant funding since 2015.

**Events** – We organise several annual and smaller events each year, including the Queen's Park Summer Festival, Fireworks Display, Winter Festival, Community Lunches, Black History Month Celebrations, etc.

**Communications** – QPCC regularly updates its website and social media channels to engage with and keep residents informed about its work and how to get involved. We periodically update noticeboards across the Community, produce a monthly e-bulletin, and publish the Queen's Park Voice Newsletter three times a year. Residents can email or call us for information, support and advice at any time during our open hours. Monday - Friday 10:00 - 17:30.

**Evaluation and Monitoring** – Our ambition is to develop our evaluation and monitoring processes to demonstrate outcomes from our work better.

## The Strategic Plan 2023 – 2026: Purpose

This document sets out a strategic plan for the Council's work in the 2022 – 2026 term (following elections in May 2022), including how we aim to fulfil our mission and vision in partnership with those who live and work here – residents, businesses, community groups and organisations, and statutory services.

This plan was presented to the residents and other stakeholders at QPCC's Community Meeting on 14<sup>th</sup> May 2023, allowing for comments, input and feedback which was used to amend this document. An amended plan was put to the Annual Meeting of the full Council (24<sup>th</sup> May 2023) to be formally adopted.

Residents will have many opportunities to help make this plan a reality through formal and informal volunteering channels and ongoing consultation. Residents can find more information about getting involved on the Council's website under the "Get Involved" tab.

While the main scope of the plan covers 2022 - 2026, some activities require longer timeframes and others shorter timeframes.

## Contact information

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

Monday - Friday 10:00- 17:00

[info@queensparkcommunitycouncil.gov.uk](mailto:info@queensparkcommunitycouncil.gov.uk)

<http://queensparkcommunitycouncil.gov.uk>



## Projects and priorities 2022-2026

### Democracy, citizenship and engagement

<b>1. To strengthen our role as a voice for the people of Queen's Park</b> by continuing to represent local interests and increases opportunities for residents to feed-in to the Council.	
<b>Current, we:</b> <ul style="list-style-type: none"> <li>- Work closely with Westminster Ward Councillors and meet frequently with Council Officers to raise local concerns, develop and implement new approaches to address local needs.</li> <li>- Respond in an official capacity to National and Borough Council consultations and strategies providing local insight and understanding.</li> <li>- Raises awareness and encourages residents' response to consultations, strategies and other developments.</li> </ul>	<b>Our Ambition for 2022- 2026 are to:</b> <ul style="list-style-type: none"> <li>- Improve channels through which residents can raise concerns with the Community Council including:               <ol style="list-style-type: none"> <li>1. Embedded forms in the QPCC website.</li> <li>2. Drop boxes at key sites across the community.</li> <li>3. Increased signage/notices about the Council and how to get involved.</li> <li>4. Increased awareness about communication channels through social media.</li> <li>5. Strengthened social media strategy which increases engagement with residents.</li> </ol> </li> </ul>
<b>2. To make Council processes more accessible.</b>	
<b>Currently, we:</b> <ul style="list-style-type: none"> <li>- Publish information about the Council's work, including meetings and how to get involved through our website, social media and printed publications.</li> <li>- Publish information about Council and Committee Meetings on the QPCC noticeboard outside the Beethoven Centre.</li> </ul>	<b>Our Ambition for 2022- 2026 are to:</b> <ul style="list-style-type: none"> <li>- Provide greater clarity to residents about Council processes and how to get involved. Including:               <ol style="list-style-type: none"> <li>1. Providing greater clarity on our website.</li> <li>2. Increasing print notices of Council and Committee Meeting on lampposts and noticeboards.</li> <li>3. Creating a mailing list for Council and Committee Meetings.</li> <li>4. Providing opportunities for residents to pose questions to Councils or Committees and receive responses through email or over the phone.</li> <li>5. Publishing details of key decisions made at Council and Committee meetings through social media, the monthly e-bulletin and the Queen's Park Voice.</li> </ol> </li> <li>- Explore opportunities to engage with local radio stations to promote Council activities and engage with residents.</li> <li>- Explore options of providing digital versions of the Queen's Park Voice and other publications in Arabic and Bengali.</li> </ul>

	<ul style="list-style-type: none"> <li>- Improve the visibility of Councillors through online and print publications and community events.</li> </ul>
<b>3. To increase the number of volunteers and activist</b> involved in the Council's activities and strengthen the support they receive.	
<b>Current, we:</b> <ul style="list-style-type: none"> <li>- Work with a number of resident and corporate volunteers who are members of working groups, support the delivery of the Queen's Park Voice or are involved with community gardening and community clean up projects. Including volunteers with programmes facilitated by Hammersmith Community Gardens Association and Friends of Queen's Park Gardens.</li> <li>- Frequently advertise volunteering opportunities and provide a volunteer handbook which showcases a range of opportunities and incentives available.</li> <li>- Facilitate volunteers' events, provide time-credits for volunteers to claim rewards and host a VIP section at the annual Fireworks display to say thanks to those who volunteer.</li> </ul>	<b>Our Ambition for 2022- 2026 are to:</b> <ul style="list-style-type: none"> <li>- Organise a "listening" event to:               <ol style="list-style-type: none"> <li>1. Better understand barriers to volunteering, how we can overcome them and better support residents to get involved.</li> <li>2. Better understand how we can focus our volunteering offer to attract residents interested in specific activities.</li> </ol> </li> <li>- Strengthen the information provided to prospective volunteers through our website and streamline the sign-up process with an online form embedded in our website.</li> <li>- Increase the visibility of our volunteers by promoting their work across our communication channels and initiating a "volunteer of the year" award.</li> <li>- Utilise the Community Access Scheme to provide more opportunities for Volunteers to socialise together and gain new experiences.</li> </ul>
<b>4. To undertake community mapping,</b> collecting basic data about residents, community groups and organisations, in order to better understand local needs and provisions.	
<b>Current, we:</b> <ul style="list-style-type: none"> <li>- Utilise the data from our 2022 Community Engagement survey and 2022 Children and Young People's survey (2022), the annual Ward Profile and feedback from meetings, events and various other activities, to inform understanding of community needs.</li> <li>- Utilise data from QPCC Grant's Programme to build a profile of local groups and organisations.</li> </ul>	<b>Our Ambition for 2022- 2026 are to:</b> <ul style="list-style-type: none"> <li>- Improve input from residents through methods already mentioned.</li> <li>- Produce promotional materials for the Community Grants programme which specifically targeted residents with ideas about how to address local needs and concerns and increasing the support offered to these residents to write grant applications.</li> <li>- Establish a regular networking event for local groups and organisations to share concerns, resources, news and develop collaborative projects.</li> </ul>

	<ul style="list-style-type: none"> <li>- Host an annual community meeting as a listening exercise to hear from residents and representatives of local organisations about ongoing and developing concerns and to develop ideas on how to address these issues.</li> </ul>
--	---

## Health, well-being and community

<b>5. To promote identity and belonging</b> by creating opportunities for residents to see themselves as members of a unique and diverse community in which they have pride, feel valued and can actively engage in, Including strengthening the <i>Community Brand</i>	
<b>Current, we:</b> <ul style="list-style-type: none"> <li>- Host three annual events (Summer Festival, Winter Festival and Fireworks Display) and a range of smaller events, such as Eid and Black History Month celebrations, events for older and vulnerable residents, and events for children and young people to bring residents together, develop cross- cultural and intergeneration understandings and promote community cohesion.</li> <li>- Provide grant funding to residents, groups and organisation to facilitate activities which enable residents to come together.</li> </ul>	<b>Our Ambition for 2022- 2026 are to:</b> <ul style="list-style-type: none"> <li>- Increase opportunities for residents to feel a part of the community by celebrating a range of cultural and religious celebrations through events in addition to online and print communication channels.</li> <li>- Improve communications about our Community Grants to target and support residents and organisations whose activities are specifically concerned with promoting cross-cultural and intergenerational community spirit.</li> <li>- Empower residents to see themselves as community leaders and decision-makers by improving opportunities for residents to input into the Council's activities (through methods previously mentioned)</li> <li>- Explore and implement different ways of visual branding across the community – such as road signage – to promote Queen's Park's distinct identity within the borough and the city.</li> </ul>
<b>6. To tackle crime and anti-social behaviours</b> through approaches which are holistic, addresses the underlying causes, challenges biases, empowers local people and provides vital support to those affected by crime and anti-social behaviour.	
<b>Currently, we:</b> <ul style="list-style-type: none"> <li>- Respond in an official capacity to relevant consultations regarding safety and crime, and engage with the Ward Panel to discuss local concerns and police interventions.</li> </ul>	<b>Our ambitions for 2022 -2026 are to:</b> <ul style="list-style-type: none"> <li>- Continue making formal representation on behalf of the community to relevant consultations and strategies intended to address crime and antisocial behaviour, and encouraging residents to make individual responses.</li> </ul>

<ul style="list-style-type: none"> <li>- Fund local organisations to provide opportunities for young people as at risk of involvement in crime and anti-social behaviour. Including after-school music classes, afterschool boxing classes and activities at the Avenues' Youth Project.</li> <li>- Maintain a positive relationship with the local policing team and Ward Councillors through which we make representation on behalf of residents including calling for support to those affected by crime and anti-social behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>- Continue to promote holistic approaches to combating crime and anti-social behaviour, addressing the underlying role of poverty, insufficient service provision, and continuing to make meaningful interventions by funding local organisation to work with those at risk.</li> <li>- Continue working with local policing teams to ensure residents' concerns are heard and adequately addressed in a timely manner.</li> </ul>
<b>7. To provide economic wellbeing support and opportunities for residents.</b>	
<p><b>Current, we:</b></p> <ul style="list-style-type: none"> <li>- Share training and employment opportunities through our social media channels and our monthly e-bulletin.</li> <li>- Signpost financial advice and support services, schemes and other interventions across our communication channels</li> <li>- Provide and fund local organisations to offer free events and opportunities so residents struggling financially are not excluded from community life as a result.</li> <li>- Support regeneration initiatives on Harrow Road, following our 2021 survey of retailers, and campaign to restart the Harrow Road Business Association (HRBA) with support from the City Council.</li> </ul>	<p><b>Our ambitions for 2022-2026 are to:</b></p> <ul style="list-style-type: none"> <li>- Continue working with Westminster City Council, North Paddington partners and others to develop schemes and services which support residents' through the cost of living crisis, promote financial resilience, and increase sign-posting to services and support for those at risk.</li> <li>- Continue sharing employment and training opportunities and develop partnerships with the Rebel Business School and other organisations to provide business and enterprise training and support for residents – with a focus on young entrepreneurs.</li> <li>- Work in partnership to provide more opportunities for training and development within the area.</li> <li>- Provide more opportunities for local entrepreneurs to showcase their business and build their brands by increasing the number of local providers at our community events and profiling resident-led businesses on the Council's communication channels.</li> </ul>
<b>8. To provide physical and mental health support.</b>	

<p><b>Current, we:</b></p> <ul style="list-style-type: none"> <li>- Share information about projects, services and activities to help residents keep fit and address mental health concerns.</li> <li>- Fund residents and local organisations to run projects which support residents physical and mental health through a range of mediums including, sports, arts, music and talking therapies.</li> </ul>	<p><b>Our ambitions for 2022 to 2026 are to:</b></p> <ul style="list-style-type: none"> <li>- Work with the Mozart Community Champions and other partners to facilitate a programme of Well-being activities to help residents care for their physical and mental health.</li> <li>- Continue to work collaboratively and fund local service providers to facilitate free projects and services which help residents maintain physical and mental health.</li> <li>- Continue raising awareness about various forms of mental and physical health issues and how residents can take steps and gain support to address their concerns.</li> </ul>
<p><b>9. To provide educational support,.</b></p>	
<p><b>Currently we:</b></p> <ul style="list-style-type: none"> <li>- Fund a range of organisation to provide educational opporuntites of children and young people, including the Doorstrp Library, the Learning Centre and Avenue's Youth Project.</li> <li>- Provide sign-posting to a range of educational services and opportunites.</li> </ul>	<p><b>Our ambitions for 2022- 2026 are to:</b></p> <ul style="list-style-type: none"> <li>- Continue supporting orngaisations which carry out vital educational services and opportunities for children and young people through our Community Grants Programme and other forms of inkind support and partnership work, including as part of the Summer In Queen's Park Programme.</li> <li>- Improve the educational support offered to adults through ESOL and digital Inclusion courses by developing partnership work with Westminster Adult Education Services and other local orngisations.</li> </ul>
<p><b>10. To support and engage children and young people.</b></p>	
<p><b>Current, we:</b></p> <ul style="list-style-type: none"> <li>- Fund a range of local organisations that provide opportunities, services and support for children and young people including the Avenues' Youth Project and a number of afterschool, half-term and school holiday programmes.</li> <li>- Facilitate activities through our Children and Young People Working Group, utilising the results to our 2022 Children and Young People Survey to inform activities.</li> </ul>	<p><b>Our ambition for 2022-2026 are to:</b></p> <ul style="list-style-type: none"> <li>- Continue funding and facilitating high impact projects and services that enable young people to socialise, develop skills and build their sense of community by working collaboratively with local and national organisations.</li> <li>- Institute the Summer in Queen's Park Programme as an annual provision of free opportunities for children, young people and their families, and</li> </ul>

<ul style="list-style-type: none"> <li>- Routinely use the results of our 2022 Children and Young People Survey to feed-in to projects and services being developed by the City Council and other agencies in the area.</li> <li>- Fund and facilitate resident run street play sessions, and lobby the City Council for permanent play street designations in the area.</li> </ul>	<p>increase opportunities for children and young people to input into the programme.</p> <ul style="list-style-type: none"> <li>- Work with local schools and youth services to encourage and support children and young people to make applications to the Community Grants Programme to run services and activities for their peers and to develop their own skills.</li> <li>- Improve our engagement with and understanding of the needs and concerns of Children and Young People through listening activities at the local school and youth clubs.</li> </ul>
<b>11. To support and engage older and vulnerable adults.</b>	
<p>Currently, we:</p> <ul style="list-style-type: none"> <li>- Fund and facilitate a range of events, projects and services that combat isolation, promote health and wellbeing and provide support to older and vulnerable residents. Including projects run by Open Age and Age UK Westminster, our Community Lunches and other projects led by the Social Engagement Working Group.</li> <li>- Facilitates over 50s events during Summer and Winter Festivals.</li> <li>- Provide support for older and disabled residents through the Big Garden clean-up project and working with Ward Councillors to help older and disabled residents access various City Council services and provision.</li> </ul>	<p><b>Our ambitions 2022- 2026 are to:</b></p> <ul style="list-style-type: none"> <li>- Fund and work collaboratively with local organisation to combat isolation, run projects, services and opportunities to meet the developing needs of local older and vulnerable adults.</li> <li>- Improve our partnership work with assisted living and other local organisation which represent and support vulnerable adults.</li> <li>- Improve our communication channels with social prescribing and social care services to better understand the role we can play providing community-based support for older and vulnerable adults.</li> <li>- Work with age UK Westminster, Open Age and other organisations to promote befriending programme and support the recruitment of volunteers to befriend older and vulnerable adults – with a special focus on helping to keep older and vulnerable adults informed and engaged with local events, services and projects.</li> <li>- Improve the support and services accessible to vulnerable adults by:</li> </ul>

	<ol style="list-style-type: none"> <li>1. Working in partnership to deliver more events and services which are specifically aimed at vulnerable adults.</li> <li>2. Mapping assisted living housing across the area and strengthening communication channels with custodians to ensure residents in assisted living are aware of, and can engage in the range of local activities and services available.</li> </ol>
<b>12. To support women and girls to live healthy and independent lives.</b>	
<p><b>Currently, we:</b></p> <ul style="list-style-type: none"> <li>- Provide funding to organisations that support. Advise and engage women and girls including: mental health and well-being support, confidence and self-esteem building, engagement in sports and arts.</li> <li>- Sign-post services and opportunities across our communication channels.</li> </ul>	<p><b>Our Ambitions for 2022-2026 are to:</b></p> <ul style="list-style-type: none"> <li>- Continue working with local organisation through grant funding and in-kind support to facilitate high-impact projects and services to women and girls.</li> <li>- Work in partnership to provide economic well-being advice and support targeting women and girls – including training, education development and starting businesses.</li> <li>- Improve sign-posting to organisations providing culturally sensitive advice and support for women.</li> <li>- Work with Westminster City Council and other local organisations to address violence against women and girls through approaches that are holistic and survivor-centred.</li> </ul>

## Place: planning, environment and open spaces

<b>13. To raise awareness and address housing inequalities</b> through work with Westminster City Council, Ward Councillors, Housing Associations, residents and other bodies to help provide better healthier homes for all in Queen's Park.	
<p><b>Current, we:</b></p> <ul style="list-style-type: none"> <li>- Meet periodically with Ward Councillors and other representatives within the City Council to raise concerns and address disrepair in the</li> </ul>	<p><b>Our ambitions in 2022 to 2026 are to:</b></p> <ul style="list-style-type: none"> <li>- Continue working with the Ward Councillors and officers at the City Council to complete planned improvements to public spaces on the Mozart Estate.</li> </ul>

<p>public spaces across the Mozart Estate, and to raise case work for residents in need of support with housing.</p> <ul style="list-style-type: none"> <li>- Champion the need for better maintenance and availability of Social Housing.</li> </ul>	<ul style="list-style-type: none"> <li>- Work with residents and the City Council to map internal disrepairs within Council owned homes and develop a plan of work to address the need.</li> <li>- Further develop our relationship and communication channels with housing associations to be better able to champion the needs of residents living in housing association owned properties.</li> </ul>
<p><b>14. To implement the policies of the Queen's Park Neighbourhood Plan</b> which now helps to inform decisions about planning and development locally, following the success of the Neighbourhood Plan referendum in 2021.</p>	
<p><b>Currently, we:</b></p> <ul style="list-style-type: none"> <li>- Work with the City Council to address key policies of the Neighbourhood Plan including the redevelopment of the Harrow Road Open and the development of a programme of Community use of the Queen's Park Garden's Hut.</li> <li>- Work with All Starts Boxing Club to retain Queen's Park Hall as an Asset of Community Value.</li> </ul>	<p><b>Our ambitions in 2022 – 2026 are to:</b></p> <ul style="list-style-type: none"> <li>- Continue playing an active role supporting the City Council and other bodies to consult residents, fundraise and make improvements which fulfil the key policies of the Neighbourhood Plan, including the completion of ongoing work and the starting of new projects.</li> <li>- Continue carrying our listening exercises at our annual events to keep up to date with resident's needs and concerns as it regards neighbourhood planning, and to initiate the democratic processes of adapting the Neighbourhood Plan when necessary.</li> </ul>
<p><b>15. To improve the Planning <i>Information Guide</i></b> for homes in the conservation area through work with Westminster City Council and other bodies.</p>	
<p><b>Currently, we:</b></p> <ul style="list-style-type: none"> <li>- Engage with Westminster City Council, the Forum of Neighbourhood Forums and various other bodies to develop our understanding of new approaches to balancing sustainability and climate emergency concerns with conservation of the distinct heritage of our conservations area.</li> </ul>	<p><b>Our ambitions for 2022 to 2026 are to:</b></p> <ul style="list-style-type: none"> <li>- Work in partnership with the City Council and other experts to publish new guidance for planning in the conservation area which promotes greater sustainability and carbon consciousness, while ensuring that the distinction of the conservation area is retained.</li> </ul>
<p><b>16. To implement the climate emergency / environmental strategy.</b></p>	
<p><b>Currently, we:</b></p> <ul style="list-style-type: none"> <li>- Operate at net-zero carbon through offsetting and the implementation of the practical measures within our environmental strategy such as energy and waste saving.</li> </ul>	<p><b>Our ambitions for 2022- 2026 are to:</b></p> <ul style="list-style-type: none"> <li>- Continue working with partners to develop the St John's Gardens Project which aims to support residents to develop environmental/ ecological practices, safeguard the local environment and contribute to carbon neutral ambitions.</li> </ul>



<ul style="list-style-type: none"> <li>- Work closely with Ward Councillors and Repowering London to explore community energy programmes which are sustainable and cost effective and a step towards our ambitions to become a net zero carbon community.</li> <li>- Monitor and report on air pollution, facilitate community clean up events, and other projects that promote climate consciousness.</li> </ul>	<ul style="list-style-type: none"> <li>- Raise the profile of our Environmental Strategy and Climate Emergency Working Group to better engage residents in the goal for a net zero community through offsetting and other practical measures.</li> <li>- Work with residents and key partners to devise new ways to address and improve local air quality.</li> </ul>
<b>17. To maintain and improve local parks, green and open spaces.</b>	
<p><b>Currently, we:</b></p> <ul style="list-style-type: none"> <li>- Contract Hammersmith Community Gardens Association to run weekly community gardening sessions that enhance the Rose Gardens within Queens' Park Gardens.</li> <li>- Support to the Friends of Queen's Park Gardens to maintain the Wildlife Area and various other plots of planting within the Queen's Park Gardens.</li> <li>- Meet frequently with representatives of the Parks Department at Westminster City Council and the Housing Department to raise concerns, make recommendations and work to improve Queen's Park Gardens, its facilities and other playgrounds/ green/ open spaces run by the City Council.</li> <li>- Support the redevelopment of the Harrow Road Open Space.</li> </ul>	<p><b>Our ambitions for 2022 - 2026 are to:</b></p> <ul style="list-style-type: none"> <li>- Continue working with Westminster City Council and other bodies to bring ongoing projects to fruition, including: <ol style="list-style-type: none"> <li>1. Replacing the play equipment in Queen's Park Gardens and planting the unused land near the Ilbert street boundary of the park.</li> <li>2. Improving the play equipment and grounds of Lancefield Gardens and helping to establish a friends of Lancefield Community volunteering groups.</li> <li>3. Replanting various shrubs and hedges across the Mozart Estate.</li> <li>4. The redevelopment of the Harrow Road Open Space.</li> </ol> </li> <li>- Support the improvement of play facilities at local parks, green and open spaces to include equipment suitable for older children and teenagers.</li> <li>- Support the improvement of outdoor gym equipment in Queen's Park Gardens to include equipment that can be used by physically disabled residents.</li> <li>- Continuing carrying out listening exercises to keep up to date with residents' concerns, ideas and working collaborative with relevant agencies to improve the Queen's Park Gardens and other green and open spaces.</li> </ul>
<b>18. To promote public realm improvements</b>	
<p><b>Currently, we:</b></p>	<p><b>Our ambition for 2022- 2026 are to:</b></p>

<ul style="list-style-type: none"> <li>- Facilitate the Queen's Park in Bloom competition to recognise those residents who contribute to the beatification of our public realm by maintaining their front gardens and we work with corporate volunteers to support older and disabled residents to clean up and maintain their gardens.</li> <li>- Work closely with the City Council to identify and address issues of litter, fly tipping, dog fouling and other concerns that affect the public realm and identify areas for murals, greening, planting and other public realm improvements.</li> <li>- Run litter picking events with community and corporate Volunteers.</li> <li>- Facilitate a Dog Strategy which includes partnership work to combat dog fouling and promote proper disposal of dog fouling.</li> </ul>	<ul style="list-style-type: none"> <li>- Continue to facilitate public realm improvements through the Queen's Park in Bloom competition, community clean-up, and garden clean-up projects.</li> <li>- Work with residents, and the City Council to identify and develop areas of the public realm improvements, such as exploring options for a mural on Queen's Park Library and greening projects on the Mozart Estate.</li> <li>- Engage in listening exercises with residents to reimagine and relaunch our Dog Strategy to address ongoing issues of dog fouling and dog anti-social behaviours.</li> <li>- Continue working with Westminster city council and other bodies to devise localised approach to tackling littering and fly tipping in the area.</li> </ul>
---	---

## Feedback

If you have any comments about this Strategic Plan, please get in touch with us:

Vist: Queen's Park Communtiy Council, Beethoven Centre, Third Avenue, London W10 4JL

Call: 020 8960 5644

Email: [info@queensparkcommunitycouncil.gov.uk](mailto:info@queensparkcommunitycouncil.gov.uk)

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

Report To:	Queen's Park Community Council		
Title:	Matters to be considered at an Annual Meeting		
Purpose:	For Approval		
Author:	Shuwanna Aaron, Proper Officer		
Date of Meeting	24 May 2023	Agenda Item	015 – 23/24

## 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 2023/24 is £1,665.38 to be renewed on 1 June 2023, 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.

Report To:	Queen's Park Community Council		
Title:	Internal Audit Report		
Purpose:	For Approval		
Author:	Councillor John McArdle, Responsible Financial Officer		
Date of Meeting	24 May 2023	Agenda Item	016 – 23/24

## 1 Summary

This report recommends that the final Internal Audit report for 2022/23 be approved by the Council.

## 2 Recommendation

It is recommended that the Council

- (1) Notes the Internal Audit Report summarised in section 4 and previously circulated.
- (2) Approves the response to the audit recommendations set out in the table.

## 3 Background

- 3.1 The Council is required to complete an Annual Governance and Accountability Return (AGAR) as set out in detail in the next report (017 - 23/24)
- 3.2 Part of this process is to consider the findings of the Internal Auditor at Stage 2 as set out on page 3 of the AGAR. A copy of this page is attached as an Appendix to this report

## 4 Audit Findings

- 4.1 The auditor found that the Council's accounts were in good order and that effective processes were in place and being followed.
- 4.2 He made two recommendations which are set out in the table below together with a proposed response to them. It is recommended that this response be approved by the Council,

**Table of Audit Points Carried Forward**

Audit Point	Audit Findings	Council comments
<b>FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS</b>	<p>I recommend the council follows the JPAG guidance on emails for councilors and that all councilors use their official email accounts for all council business.</p>	<p>All councilors have an email address and are encouraged to use this for all official business.</p> <p>Assistance with the email system is available from the Council's supplier, Vision ICT, who operate a telephone helpline.</p> <p>Local guidance on this will be reinforced and reminders issued where appropriate .</p>
<b>RISK MANAGEMENT AND INSURANCE</b>	<p>The general reserve balance has reduced during the year and is reported as £6,092 at year-end. The RFO confirmed that a meeting has been called to address this situation, and I remind council that a general reserve which does not even cover one month's running costs of the council represents a serious risk its financial liquidity.</p>	<p>The dwindling reserves had been noted as part of the year end process and a report prepared for a meeting of the Forward Planning Group on 25 April.</p> <p>This Group has prepared an action plan to rebuild the reserves, including detailed monthly monitoring, and it is recommended for adoption elsewhere on the agenda for this meeting.</p>

- 4.3 The full report prepared by the auditor has been previously circulated to all councillors, with the AGAR, and copies will also be available at the meeting.



# Annual Internal Audit Report 2022/23

## QUEEN'S PARK COMMUNITY COUNCIL

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

During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

12/09/2022 24/04/2023 DD/MM/YYYY

ANDY BEAMS, MULBERRY & CO

Signature of person who carried out the internal audit

ASCAIRO REQUIRED

Date 24/04/2023

\*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	24 May 2023	Agenda Item	017 – 23/24

## 1 Summary

This report recommends that the Annual Governance Statement for 2022/23 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 Governance and Accountability Return (AGAR), which goes through several stages before it is finally complete. These stages are set out in Table 1 below.

**Table 1: Stages of Processing the AGAR**

Stage	Details of Actions
1	The Agar is prepared and signed by the Responsible Financial Officer.
2	The AGAR is checked for accuracy and completeness and signed by the Internal Auditor.
3	The Annual Governance Statement within the AGAR is approved at a meeting of the full Council and signed by the Chair and Clerk of that meeting.
4	The Accounting Statement within the AGAR is approved at a meeting of the full Council and signed by the Chair of that meeting.
5	The Council must publish a Notice of the period for the exercise of public rights together with the Annual Governance Statement and the Accounting Statement (by 1 July 2023).

6	The Council must send the approved AGAR together with supporting documentation to the External Auditor for review.
7	On receipt of the response from the External Auditor the Council must publish the completed AGAR including any amendments arising from the review (by 30 September 2023).

- 3.2 This Annual Governance Statement is page 4 of the AGAR, and a copy of the full document is attached as an appendix. It will be signed following approval at this meeting in accordance with Stage 3 of the process.
- 3.3 In preparing the report referred to in the previous agenda item (016 – 23/24) the auditor considered whether the required tests had been met and confirmed that they had. At page 7 of that report is the evidence set out in the table below.

**Table 2: Evidence Considered by the Internal Auditor**

	Annual Governance Statement	'Yes', means that this authority	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	<b>YES</b> – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	<b>YES</b> – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	<b>YES</b> – the Clerk advises the council in respect of its legal powers.



	Annual Governance Statement	'Yes', means that this authority	Suggested response based on evidence
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	<b>YES</b> – the requirements and timescales for 2021/22 year- end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	<b>YES</b> – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	<b>YES</b> – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	<b>YES</b> – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	<b>YES</b> – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	<b>N/A</b> – the council has no trusts

# Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2023
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2023</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2022/23

## QUEEN'S PARK COMMUNITY COUNCIL

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

During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

12/09/2022 24/04/2023 DD/MM/YYYY

ANDY BEAMS, MULBERRY & CO

Signature of person who carried out the internal audit

ASCAVO REQUIRED

Date 24/04/2023

\*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).



## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

DD/MM/YYYY

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

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2022/23 for


### QUEEN'S PARK COMMUNITY COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	84,678	72,405	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.
2. (+) Precept or Rates and Levies	166,277	166,518	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	46,046	37,257	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	78,894	81,071	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.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	145,702	161,421	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	72,405	33,688	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	72,405	33,688	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	0	0	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.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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

19/04/2023

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

17/05/2023

as recorded in minute reference:

MINUTE REFERENCE 018 - 23/24

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

  
SIGNATURE REQUIRED



## Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

ENTER NAME OF AUTHORITY

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2022/23

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2022/23

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Report To:	Queen's Park Community Council		
Title:	Accounting Statement		
Purpose:	For Approval		
Author:	Councillor John McArdle, Responsible Financial Officer		
Date of Meeting	24 May 2023	Agenda Item	018 – 23/24

## 1 Summary

This report recommends that the Accounting Statement for 2022/23 be approved by the Council.

## 2 Recommendation

It is recommended that the Council

- (1) approves the Accounting Statement set out in Appendix 1.
- (2) Notes that the Council's accounts will be available for public inspection from Monday 5 June to Friday 14 July 2023.

## 3 Background

- 3.1 The Council is required to complete an Annual Governance and Accountability Return (AGAR) as set out in detail in the previous report (017 - 23/24)
- 3.2 Part of this process, Stage 4, is to approve the Accounting Statement as set out at page 5 of the AGAR and a copy of this page is attached as Appendix 1 to this report.
- 3.3 The auditor has examined the figures in preparation of the report referred to in a previous item (016 – 23/34) and has confirmed that they are accurate.
- 3.4 The Council is also required, at Stage 5 of the process, to make the accounts available for public inspection and to publish a notice to that effect. The dates recommended by the External Auditor, Monday 5 June to Friday 14 July 2023 have been accepted.
- 3.5 A copy of the notice which will be published on the website and on the notice board outside the office is attached as Appendix 2.



## Section 2 – Accounting Statements 2022/23 for

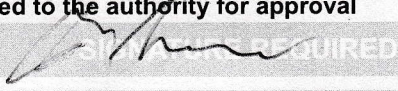
### QUEEN'S PARK COMMUNITY COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	84,678	72,405	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.
2. (+) Precept or Rates and Levies	166,277	166,518	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	46,046	37,257	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	78,894	81,071	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.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	145,702	161,421	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	72,405	33,688	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	72,405	33,688	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	0	0	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.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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 **19/04/2023**

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

**17/05/2023**

as recorded in minute reference:

**018 - 23/24**

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

**SIGNATURE REQUIRED**



Smaller authority name: Queen's Park Community Council

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION  
OF UNAUDITED ANNUAL GOVERNANCE &  
ACCOUNTABILITY RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023**

**Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>26 May 2023</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:</p> <p>(b) Shuwanna Aaron, Proper Officer _____ Beethoven Centre, Third Avenue, London, W10 4JL _____ 020 8960 5644 _____</p> <p>commencing on (c) <u>Monday 5 June 2023</u></p> <p>and ending on (d) <u>Friday 14 July 2023</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p><b>PKF Littlejohn LLP (Ref: SBA Team)</b> <b>15 Westferry Circus</b> <b>Canary Wharf</b> <b>London E14 4HD</b> <a href="mailto:sba@pkf-l.com">sba@pkf-l.com</a></p> <p>5. This announcement is made by (e) <u>John McArdle</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

<b>Report To:</b>	Queen's Park Community Council		
<b>Title:</b>	Finance Report		
<b>Purpose:</b>	For Decision		
<b>Author:</b>	Cllr John McArdle, Responsible Financial Officer		
<b>Date of Meeting</b>	24 May 2023	<b>Agenda Item</b>	019 – 23/24

## 1 Summary

This report summarises the current financial position at the end of March 2023. In effect the annual report for 2022/23, recommends the approval of certain payments made in March and April 2023, recommends amendments to the approved budget for 2023/24, and proposes improvements to the banking arrangements.

## 2 Recommendations

- (1) That the contents be noted.
- (2) That payments to the value of £2,583.60 in Appendix 2a be approved.
- (3) That payments to the value of £1,872.99 in Appendix 2b be approved.
- (4) That a payment to the value of £1,665.38 set out at 4.3 be approved.
- (5) That the revised budget for 2023/24 set out in Appendix 6 and summarised in table 4 be approved.
- (6) That each member of the Forward Planning Working Group be added to the list of authorised persons on the Barclays bank account.
- (7) That the Responsible Financial Officer be authorised to open a savings account in the Council's name.

## 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 monthly, quarterly, or annual basis. This report represents the monthly report for April 2023 and deals separately with the year to March 2023 and the month of April 2023 which falls into financial year 2023/24.
- 3.4 The next report will be in October 2023 and will be the report for the first half of 2023/24.

## **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 2023 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**

<b>Month</b>	<b>Before Redactions</b>	<b>After Redactions</b>
March 2023	11,520.72	6,487.20
April 2023	11,983.31	3,372.99

- 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**

<b>Month</b>	<b>Value</b>
March 2023	2,583.60
April 2023	1,872.99

- 4.3 Where payments aren't being made under delegated powers, these are presented to the Council for approval before being made. There is one such payment in hand, being a quote of £1,665.38 from the Council's brokers in respect of the renewal on insurances for 2023/24. This is recommended for approval.
- 4.4 On 30 March 2022 Council decided to obtain a bank debit card to be used for some purchases, including online payments. (088 – 21/22). The use of the card is to be reported to each meeting. The card was not used in March and was used twice in April with a total transaction value of £99.36. 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 The biggest single issue is at Line 100-1010 where budgeted income of £35,000 was not achieved, primarily as a result of being unable to recruit a Community Development Officer to submit funding bids. In the short term this is being addressed by the recruitment of a temporary CDO and will be a key action area for 2023/24.
- 5.4 The overall impact is that the Council's total reserves dropped from £72,405 to £33,688 over the course of the year, a reduction of £38,717. The value of Earmarked Reserves, funds that have been set aside for a specific purpose, has decreased during the year to £27,596 but the general reserve has still fallen from £39,663 to £6,092 as set out in Table 3 below. This is below the range recommended by the auditor, three to twelve months of the precept, so action is being recommended in Section 6 of this report to reduce expenditure and improve cash flow within the current year.

**Table 3: Summary of Reserves**

Description	2021/22	2022/23
320 EMR - Grants	20,806	20,220
322 EMR - Elections	5,270	5,278
324 Community Infrastructure Levy	2,098	2,092
325 Children & Young People	4,568	0
<b>Sum of Earmarked Reserves</b>	<b>32,742</b>	<b>27,596</b>
Total All Reserves	72,405	33,688
<b>Total General Reserves</b>	<b>39,663</b>	<b>6,092</b>

- 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.
- 5.3 This analysis has not been undertaken for 2023/34 as it is too early in the cycle for the results to be meaningful.

## **6 Revised Budget for 2023/24**

- 6.1 As reported in paragraph 5.4 above, a shortfall in revenue generated in 2022/23 has resulted in the Council's reserves falling below the recommended level which is 25% of the precept. There is also a real risk that were such a shortfall arise in 2023/24 the Council would run out of money and be unable to meet its statutory commitments.
- 6.2 In response to this the Forward Planning Working Group met on 25 April to examine what action could be taken to rebuild the reserves whilst maintaining the activities of the Council. Four main themes were identified, as listed below.
1. Increase activity in bidding for grants and other external funding
  2. Review all expenditure on administration and operation of the Council
  3. Curtail expenditure in areas where it was not already committed by contracts
  4. Pause the provision of funding to third parties through the grant schemes
- 6.3 The detailed proposals are set out line by line in Appendix 6 and a summary of the impact of the changes is provided in Table 4 below. It can be seen that the proposed revised budget would result in an in-year balance of £25,870 which would lift the General Reserve to £31,962 rather than the £6,092 at the start of the year.

**Table 4: Impact of revised Budget**

	<b>2022/23</b>		<b>2023/24</b>	
	<b>Budget</b>	<b>Outturn</b>	<b>Original</b>	<b>Revised</b>
<b>Total Income</b>	222,183	199,448	226,106	226,106
<b>Total Expenditure</b>	263,736	239,113	264,636	200,236
<b>In-year Balance</b>	-41,553	-39,665	-38,530	25,870

- 6.4 These recommendations are not made lightly as the Council's activities contribute greatly delivery of its vision, and the grants programme is an integral part of this, but the measures proposed are considered essential to the future stability of the organisation.
- 6.5 During the year monitoring will be undertaken against the revised budget, and reported to the meetings of the Council in October, January, and March. Between meetings a full monitoring report will be compiled for review by the Forward Planning Working Group.

- 6.6 Both the general principles and the detail of the budget will be reviewed at the meeting of the Council in January 2024 when the Budget and Precept for 2024/25 will be set. Community engagement will be undertaken prior to that meeting to canvas the views of residents on what the Council's priorities should be for 2024/25.

## **7 Banking Arrangements**

- 7.1 If order to exercise a high level of control over payments made by the Council arrangements have been made with the bank to ensure that all transactions are loaded by one authorised person then released by another. At the present time those authorised are Shuwanna Aaron (Director), Councillor John McArdle (RFO), Councillor Gill Fitzhugh, and Councillor Emma Sweeney
- 7.2 It is proposed to strengthen this group by adding to it those councillors who are members of the Forward Planning Working Group which is charged with detailed oversight of the Council's finances. They are not named here as a new Group is to be elected earlier in this meeting but the names of those nominated will be recorded in the minutes of this item.
- 7.3 This is not a straightforward process as application forms will have to be submitted to Barclays, signed by two of the existing authorised persons, and supported by the minute of this meeting to confirm that such a resolution has been passed. Where those appointed are not existing customers of Barclays they will also have to attend a local branch in person to prove their existence. Progress will be reported to future meetings of the Council.
- 7.4 In a separate matter, the Council currently holds all of its funds in a current account at Barclays which means that no interest is received for positive balances. This has the advantage of being simpler and less time consuming to administer, and during the time of low interest rates the sums foregone were relatively trivial so no action has been taken until now.
- 7.5 In recent months, however, interest rates have started to rise and there is now the prospect of receiving enough to make opening an interest bearing account worthwhile. At the current rate published by Barclays, 0.9% the Council's balances could generate an income of several hundred pounds.
- 7.6 It is proposed, therefore, that the RFO opens a savings account and puts in place arrangements for the Council's reserves to be held in that, ensuring that sufficient working capital is held in the current account to meet operational needs. The balance between the accounts will be reported to the Council at each meeting.
- 7.7 This account may be at Barclays, if it is able to meet our requirements, but the option of opening an account at a second bank will be researched. If that route is taken it will increase the cover on deposits given by the financial guarantee scheme from £85,000 to £170,000 and spread the risk.

**Appendix 1a: All Transactions 1 to 31 March 2023**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Goods / Services</b>	<b>Value</b>
01/03/2023	Vodafone	Calls and data	55.08
01/03/2023	Redacted	Redacted	
06/03/2023	Barclays	Bank Charges	8.50
07/03/2023	Capsule CRM	CRM fees	57.60
09/03/2023	VISION ICT	Hosting	64.80
09/03/2023	Microshade Business Consult.Lt	Hosting	338.00
09/03/2023	ESP Foundation	Councillor Allowance donation	75.00
17/03/2023	Happy Lizzy Event Planning	Events Admin Mar 23	250.00
27/03/2023	National Council for Voluntari	NCVO Subscription	175.00
29/03/2023	Vodafone	Calls and Data	55.08
30/03/2023	Redacted	Redacted	
30/03/2023	Cllr Sandra Bynoe	Councillor Allowance 22/23	200.00
30/03/2023	Redacted	Redacted	
30/03/2023	HAMMERSMITH COMMUNITY	Community Gardening Q4 22/23	3,903.60
30/03/2023	Crissie Chambers (Canine Cul	Dog Services Q4 22/23	1,200.00
31/03/2023	Redacted	Redacted	
31/03/2023	ICO	ICO Registration	35.00
31/03/2023	Onecom	Broadband and voice	69.54
31/03/2023	Redacted	Redacted	
		After Redactions	6,487.20
		Full Total	11,520.72
		Redactions	5,033.52



## Appendix 1b: All Transactions 1 to 30 April 2023

<b>Date Paid</b>	<b>Payee Name</b>	<b>Goods / Services</b>	<b>Value</b>
03/04/2023	Barclays	Bank Charges	8.5
06/04/2023	PLUGIN	Software for website	31.78
11/04/2023	Capsule CRM	Monthly CRM Fee	57.6
11/04/2023	Redacted	Redacted	
13/04/2023	VISION ICT	Email hosting	129.6
13/04/2023	Redacted	Redacted	
13/04/2023	Microshade Business Consult.Lt	Hosting	343.8
13/04/2023	A2 Dominion	Room booking INV 0461	58.5
14/04/2023	PLUGIN	Software for website	67.58
19/04/2023	Elaine Kehoe	Pop-up Street Party	300
19/04/2023	Sandra Bynoe	Pop up Street Party	300
19/04/2023	Apogee Corporation Ltd	Printer maintenance	33.07
19/04/2023	Happy Lizzy Event Planning	Distribution of QP Voice	100
19/04/2023	Happy Lizzy Event Planning	Community Grant Easter Activit	1500
26/04/2023	Daquan Josepph-Ful	Pop-up Grant	300
26/04/2023	Redacted	Redacted	
26/04/2023	Redacted	Redacted	
26/04/2023	Redacted	Redacted	
28/04/2023	Onecom	Broadband and Voice	79.56
28/04/2023	Redacted	Redacted	
28/04/2023	Vodafone	Calls and data	63
		After Redactions	3,372.99
		Full Total	11,983.31
		Redactions	8,610.32

**Appendix 2a: Transactions for Approval 1 to 31 March 2023**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Goods / Services</b>	<b>Value</b>
01/03/2023	Vodafone	Calls and data	55.08
06/03/2023	Barclays	Bank Charges	8.50
07/03/2023	Capsule CRM	CRM fees	57.60
09/03/2023	VISION ICT	Hosting	64.80
09/03/2023	Microshade Business Consult.Lt	Hosting	338.00
09/03/2023	ESP Foundation	Councillor Allowance donation	75.00
17/03/2023	Happy Lizzy Event Planning	Events Admin Mar 23	250.00
27/03/2023	National Council for Voluntari	NCVO Subscription	175.00
29/03/2023	Vodafone	Calls and Data	55.08
30/03/2023	Cllr Sandra Bynoe	Councillor Allowance 22/23	200.00
30/03/2023	Crissie Chambers (Canine Cul	Dog Services Q4 22/23	1,200.00
31/03/2023	ICO	ICO Registration	35.00
31/03/2023	Onecom	Broadband and voice	69.54
For Approval			2,583.60

**Appendix 2b: Transactions for Approval 1 to 30 April 2023**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Goods / Services</b>	<b>Value</b>
03/04/2023	Barclays	Bank Charges	8.5
06/04/2023	PLUGIN	Software for website	31.78
11/04/2023	Capsule CRM	Monthly CRM Fee	57.6
13/04/2023	VISION ICT	Email hosting	129.6
13/04/2023	Microshade Business Consult.Lt	Hosting	343.8
13/04/2023	A2 Dominion	Room booking INV 0461	58.5
14/04/2023	PLUGIN	Software for website	67.58
19/04/2023	Elaine Kehoe	Pop-up Street Party	300
19/04/2023	Sandra Bynoe	Pop up Street Party	300
19/04/2023	Apogee Corporation Ltd	Printer maintenance	33.07
19/04/2023	Happy Lizzy Event Planning	Distribution of QP Voice	100
26/04/2023	Daquan Josepph-Ful	Pop-up Grant	300
28/04/2023	Onecom	Broadband and Voice	79.56
28/04/2023	Vodafone	Calls and data	63
For Approval			1,872.99

### Appendix 3: Card Payments 1 to 30 April 2023

Date Paid	Payee Name	Goods / Services	Value
06/04/2023	PLUGIN	Software for website	31.78
14/04/2023	PLUGIN	Software for website	67.58
		<b>Total Value</b>	<b>99.36</b>

**Appendix 4: Budget Monitoring 2022/23**
**Mar-23**

<b>100</b>	<b>Income</b>	<b>Target</b>		<b>Outturn</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
1010	Project Income	35,000		3,853	31,147	11%	Shortfall in income due to lack of resources
1076	Precept	168,183		166,518	1,665	99%	Budget met
<b>Total Income</b>		<b>203,183</b>		<b>170,371</b>	<b>32,812</b>	<b>84%</b>	

<b>101</b>	<b>Staff Costs</b>	<b>Target</b>		<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
4100	Staff costs	93,559		81,071	12,488	87%	Underspend due to vacancies
4105	Training	1,500		365	1,135	24%	Some underspend
4235	Recruitment Advertising	-		299	- 299		Unanticipated expenditure
<b>Total Staff costs</b>		<b>95,059</b>		<b>81,735</b>	<b>13,324</b>	<b>86%</b>	

<b>102</b>	<b>Adminisrtation</b>	<b>Target</b>		<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
4101	Councillor allowances	3,000		1,250	1,750	42%	Some underspend
4105	Training	1,000		873	127	87%	Some underspend
4120	Insurance	1,500		1,588	- 88	106%	Expenditure close to budget
4125	Office Rent	10,000		10,000	-	100%	Expenditure close to budget
4126	Room Bookings	1,200		1,401	- 201	117%	Slight overspend due to extra meetings and cancellations
4127	Office Maintenance	500		82	418	16%	Some underspend
4128	Catering	200		164	36	82%	Expenditure close to budget
4130	IT Costs	6,000		5,976	24	100%	Expenditure close to budget
4132	Stationery & Materials	700		727	- 27	104%	Expenditure close to budget
4133	Chair's Allowance	75		75	-	100%	Expenditure close to budget
4135	Tel & post	1,500		1,518	- 18	101%	Expenditure close to budget
4137	Subscriptions	3,000		2,622	378	87%	Some underspend
4139	Travel expenses	300	-	191	491	-64%	Refund by RingGo
4140	Professional fees	500		114	386	23%	Underspend due to not calling for external advice
4142	Audit fees	1,500		1,019	481	68%	Some underspend
4144	Bank charges	102		106	- 4	104%	Expenditure close to budget

4150	Elections costs	7,278	2,688	4,590	37%	To be adjusted by EMR
<b>Total Administration</b>		<b>38,355</b>	<b>30,012</b>	<b>8,343</b>	<b>78%</b>	

<b>201</b>	<b>Communications</b>	<b>Target</b>		<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
4110	Website	2,500		1,869	631	75%	Slight underspend as new website is developed
4200	Queens Park Voice	4,500		4,243	257	94%	Possible overspend
4236	Marketing	500		257	243	51%	Some underspend
<b>Total Communications</b>		<b>7,500</b>		<b>6,369</b>	<b>1,131</b>	<b>85%</b>	

<b>301</b>	<b>Place Committee</b>	<b>Target</b>		<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
4300	Community Gardening	17,500		15,234	2,266	87%	Some underspend
4301	Dog Strategy	4,500		4,715	- 215	105%	Expenditure close to budget
4305	Park Development	500		-	500	0%	Not spent due to delays
4400	Neighbourhood Plan	-		56	- 56	N/A	Overspend due to unplanned activity
4405	Retailers' Support	500		-	500	0%	Activity picked up in other budgets
4410	Air Quality	500		261	239	52%	Some underspend
4420	Public & Community Arts	2,000		2,430	- 430	122%	Overspend balanced by savings elsewhere
4999	Climate Emergency	1,000		1,046	- 46	105%	Slight overspend
<b>Total Place Committee</b>		<b>26,500</b>		<b>23,742</b>	<b>2,758</b>	<b>90%</b>	

<b>401</b>	<b>Events</b>	<b>Target</b>		<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
1410	Income Summer Festival	10,000		13,927	- 3,927	139%	Additional revenue obtained
1411	Income Fireworks	7,500		9,616	- 2,116	128%	Additional revenue obtained
1412	Income Winter Fair	1,500		5,084	- 3,584	339%	Additional revenue obtained
1415	Income BHM	-		450	- 450	N/A	New Income line
4201	Events Administration	9,300		9,300	-	100%	Expenditure close to budget
4205	Winter Fair	3,200		6,308	- 3,108	197%	Overspend due to additional activities
4206	Winter Social	100		-	100	0%	Not undertaken
4210	Summer Festival	17,000		17,452	- 452	103%	Slight overspend
4220	Fireworks	10,000		10,309	- 309	103%	Slight overspend

Events Income	19,000	29,077	-	10,077	153%
Events Expenditure	39,600	43,369	-	3,769	110%



<b>501</b>	<b>People Committee</b>	<b>Target</b>		<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
4107	Community engagement	2,000		852	1,148	43%	Underspend as incorporated into other activities
4129	Volunteer Development	1,600		636	964	40%	Underspend as incorporated into other activities
4425	Social Inclusion	400		634	- 234	159%	Overspend on activities
4430	Children & Young People	10,568		7,796	2,772	74%	Underspend as funds drawn from EMR
<b>Total People Committee</b>		<b>14,568</b>		<b>9,918</b>	<b>4,650</b>	<b>68%</b>	

<b>601</b>	<b>Grants</b>	<b>Target</b>		<b>F/C</b>	<b>Variance</b>	<b>%</b>	<b>Notes</b>
4134	Community Grants	31,900		18,570	13,330	58%	In-year underspend due to phasing so transferred to EMR
4136	Pop Up Fund	2,000		400	1,600	20%	Underspend likely through lack of uptake
4138	Special Grants	25,000		24,998	2	100%	Budget met
<b>Total Grants</b>		<b>58,900</b>		<b>43,968</b>	<b>14,932</b>	<b>75%</b>	

			<b>F/C</b>	<b>Variance</b>	<b>%</b>
<b>Grand Total Income</b>	222,183		199,448	22,735	90%
<b>Grand Total Expenditure</b>	280,482		239,113	41,369	85%

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

## Detailed Receipts &amp; Payments by Budget Heading 31/03/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>100 Income</u></b>							
1010 Project Income	3,853	35,000	31,147			11.0%	
1076 Precept	166,518	168,183	1,665			99.0%	
<b><u>101 Staff costs</u></b>							
4100 Staff costs	(81,071)	(93,559)	12,488		12,488	86.7%	
4105 Training	(365)	(1,500)	1,135		1,135	24.3%	
4235 Recruitment Advertising	(299)	0	(299)		(299)	0.0%	
<b><u>102 Administration</u></b>							
4101 Councillor allowances	(1,250)	(3,000)	1,750		1,750	41.7%	
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	(1,401)	(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	(5,976)	(6,000)	24		24	99.6%	
4132 Stationery & Materials	(727)	(700)	(27)		(27)	103.9%	
4133 Chair's Allowance	(75)	(75)	0		0	100.0%	
4135 Tel & post	(1,518)	(1,500)	(18)		(18)	101.2%	
4137 Subscriptions	(2,622)	(3,000)	378		378	87.4%	
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	(106)	(102)	(4)		(4)	104.0%	
4150 Elections costs	(2,688)	(7,278)	4,591		4,591	36.9%	
<b><u>201 Communications</u></b>							
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%	
<b><u>301 Place</u></b>							
4300 Community Gardening	(15,234)	(17,500)	2,266		2,266	87.1%	
4301 Dog Strategy	(4,715)	(4,500)	(215)		(215)	104.8%	
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 &amp; Payments by Budget Heading 31/03/2023

## 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	9,616	7,500	(2,116)			128.2%	
1412 Income Winter Fair	5,084	1,500	(3,584)			338.9%	
1415 Income Black History Month	450	0	(450)			0.0%	
4201 Events Administration	(9,300)	(9,300)	0		0	100.0%	
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	(3,457)	0	(3,457)		(3,457)	0.0%	
Grand Totals:- Receipts	<b>203,775</b>	<b>222,183</b>	<b>18,408</b>			<b>91.7%</b>	
Payments	<b>242,568</b>	<b>294,388</b>	<b>51,820</b>	<b>0</b>	<b>51,820</b>	<b>82.4%</b>	
<b>Net Receipts over Payments</b>	<b>(38,793)</b>	<b>(72,205)</b>	<b>(33,412)</b>				
plus Transfer From EMR	<b>5,231</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>(33,563)</b>						

## Appendix 6: Detailed Budget 2023/24 with proposed amendments

### Key to Columns

		<b>Budget 22/23</b>	<b>Outturn 22/23</b>	<b>Original Budget</b>	<b>Proposed Budget</b>
Line code in budget	Line description in budget	Original approved budget for 2022/23	Actual spending / income in 2022/23 at year end	Original budget for 2023/24 approved in January 2023	Budget being proposed in May 2023

### Detailed Proposals

<b>100</b>	<b>General Income</b>	<b>Budget 22/23</b>	<b>Outturn 22/23</b>	<b>Original Budget</b>	<b>Proposed Budget</b>
1010	Project Income	35,000	3,853	35,000	35,000
1076	Precept	168,183	166,518	172,106	172,106
	<b>Total General Income</b>	<b>203,183</b>	<b>170,371</b>	<b>207,106</b>	<b>207,106</b>

<b>101</b>	<b>Staff Costs</b>	<b>Budget</b>	<b>Outturn</b>	<b>Original</b>	<b>Proposed</b>
4100	Staff costs	93,559	81,071	93,559	93,559
4105	Training	1,500	365	1,500	1,000
	Recruitment Advertising		299		
	<b>Total Staff costs</b>	<b>95,059</b>	<b>81,735</b>	<b>95,059</b>	<b>94,559</b>

<b>102</b>	<b>Administration</b>	<b>Budget</b>	<b>Outturn</b>	<b>Original</b>	<b>Proposed</b>
4101	Councillor allowances	3,000	1,250	3,000	3,000
4105	Training	1,000	873	1,000	1,000
4120	Insurance	1,500	1,588	1,500	1,500
4125	Office Rent	10,000	10,000	10,000	10,000
4126	Room Bookings	1,200	1,401	1,200	1,000
4127	Office maintenance	500	82	500	500
4128	Catering	200	164	200	200
4130	IT - hosting, computers, etc	6,000	5,976	6,000	6,000
4132	Stationery & Materials	700	727	700	700
4133	Chair's Allowance	75	75	75	75
4135	Tel & post	1,500	1,518	1,500	1,500
4137	Subscriptions	3,000	2,622	3,000	3,000
4139	Travel expenses	300	191	300	300
4140	Professional fees	500	114	500	500
4142	Audit fees	1,500	1,019	1,500	1,500
4144	Bank charges	102	106	102	102
4150	Elections costs	2,000	2,688	2,000	0
	<b>Total Administration</b>	<b>33,077</b>	<b>30,012</b>	<b>33,077</b>	<b>30,877</b>

<b>201</b>	<b>Communications</b>	<b>Budget</b>	<b>Outturn</b>	<b>Original</b>	<b>Proposed</b>
4110	Website	2,500	1,869	2,500	2,500
4200	Queens Park Voice	4,500	4,243	4,500	4,500
4236	Marketing	500	257	500	500
	<b>Total Communications</b>	<b>7,500</b>	<b>6,369</b>	<b>7,500</b>	<b>7,500</b>

<b>301</b>	<b>Place Committee</b>	<b>Budget</b>	<b>Outturn</b>	<b>Original</b>	<b>Proposed</b>
4300	Community Gardening	17,500	15,234	17,500	17,500
4301	Dog Strategy	4,500	4,715	4,500	500
4305	Park Development	500	-	500	500
4400	Neighbourhood Plan	0	56	0	0
4405	Retailers' Support	500	-	500	100
4410	Air Quality	500	261	500	300
4420	Public & Community Arts	2,000	2,430	2,000	300
4999	Climate Emergency	1,000	1,046	1,000	100
	<b>Total Place Committee</b>	<b>26,500</b>	<b>23,742</b>	<b>26,500</b>	<b>19,300</b>

<b>401</b>	<b>Events</b>	<b>Budget</b>	<b>Outturn</b>	<b>Original</b>	<b>Proposed</b>
1410	Income Summer Festival	10,000	13,927	10,000	10,000
1411	Income Fireworks	7,500	9,616	7,500	7,500
1412	Income Winter Fair	1,500	5,084	1,500	1,500
	Income BHM	0	450	0	0
4201	Events Administration	9,300	9,300	9,300	9,300
4205	Winter Fair	3,200	6,308	3,200	3,200
4206	Winter Social	100	-	100	100
4210	Summer Festival	17,000	17,452	17,000	17,000
4220	Fireworks	10,000	10,309	10,000	10,000
	Black History Month	0	0	1,500	1,500
	<b>Events Income</b>	<b>19,000</b>	<b>29,077</b>	<b>19,000</b>	<b>19,000</b>
	<b>Events Expenditure</b>	<b>39,600</b>	<b>43,369</b>	<b>41,100</b>	<b>41,100</b>

<b>501</b>	<b>People Committee</b>	<b>Budget</b>	<b>Outturn</b>	<b>Original</b>	<b>Proposed</b>
4107	Community engagement	2,000	852	2,000	1,000
4129	Volunteer Development	1,600	636	1,000	500
4425	Social Inclusion	400	634	400	400
4430	Children & Young People	6,000	7,796	6,000	3,000
	<b>Total People Committee</b>	<b>10,000</b>	<b>9,918</b>	<b>9,400</b>	<b>4,900</b>

<b>601</b>	<b>Grants</b>	<b>Budget</b>	<b>Outturn</b>	<b>Original</b>	<b>Proposed</b>
4134	Community Grants	25,000	18,570	25,000	0
4136	Pop Up Fund	2,000	400	2,000	2,000
4138	Special Grants	25,000	24,998	25,000	0
	<b>Total Grants</b>	<b>52,000</b>	<b>43,968</b>	<b>52,000</b>	<b>2,000</b>

	<b>Budget</b>	<b>Outturn</b>	<b>Original</b>	<b>Proposed</b>
<b>Grand Total Income</b>	<b>222,183</b>	<b>199,448</b>	<b>226,106</b>	<b>226,106</b>
<b>Grand Total Expenditure</b>	<b>263,736</b>	<b>239,113</b>	<b>264,636</b>	<b>200,236</b>

<b>In-year Balance</b>	<b>-41,553</b>	<b>-39,665</b>	<b>-38,530</b>	<b>25,870</b>
------------------------	----------------	----------------	----------------	---------------