



To all Members of the People Committee (Cllrs. Orrel Lawrence (Chair), Eartha Pond (Vice-chair), Sandra Bynoe, Brian Nicholas, Roger Diamond, Samantha Alleyne and Stella Wilson) with copies to all other Councillors for information).

You are hereby summoned to attend a **Meeting** of the **People Committee** to be held in **St Luke's Church, Fernhead Road** at 6pm on **Wednesday 19th July 2023**.

Shuwanna Aaron, Director

14 July

AGENDA

- PP 01-23/24** **Apologies for absence** – to receive and approve any apologies for absence from councillors.
- PP 02-23/24** **Declarations of interest** – to note any Declarations of Interest or Dispensations granted in respect of any item on the Agenda.
- PP 03-23/24** **Minutes of the previous meetings** - to consider for approval the minutes of the Committee meeting held on 22 February 2023.
- PP 04-23/24** **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).*
- PP 05-23/24** **Financial Report** - to receive a report of current financial position.
- PP 06-23/24** **ASB and Sexual Offences Report** – to receive a verbal report on Anti-Social Behaviour and Violence and Sexual Offences data.
- PP 07-23/24** **Working Groups** - to receive verbal reports from Children & Young People, Community Engagement, Events, and Social Inclusion / Care in Queen's Park Working Groups.
- PP 08-23/24** **Chair's Report** – to receive a verbal update from the Chair of the Committee.
- PP 09-23/24** **Officers' Report** - to receive a verbal update from officers on activities not covered elsewhere.

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Extraordinary People Committee Meeting held in the Beethoven Centre
on **Wednesday 22 February 2023** commencing at 18:00.

Present: Councillors: Samantha Alleyne (Chair), Ryan Dalton (Vice-chair), Sandra Bynoe, Eartha Pond and Orrel Lawrence.

Also present: Three members of the public, Elysse Graves (Community Development Officer) and Shuwanna Aaron (Proper Officer)

PP 39-22/23 Apologies for absence – Cllr McArdle issued an apology for absence.

PP 40-22/23 Declarations of Interest – None declared.

PP 41-22/23 Minutes of the previous meetings – The minutes of the previous meeting were proposed and seconded as an accurate account of the meeting of 30th November 2022.

RESOLVED THAT, the minutes of the previous meeting be APPROVED.

PP 42-22/23 Public Session – A member of the public asked whether the Community Council were aware of the City Council Clean Air Strategy and would get involved. Another member of the public advised reminded the meeting that the Ward Panel would be held at the library at 7pm. The Proper Officer noted that the Council would look into the Clear Air Strategy and would share information about the ward panel.

PP 43-22/23 Financial Report – In the absence of the RFO the Proper Officer delivered the Financial Report noting that the report was circulate din advance and accepted as read. The proper officer highlighted a key element of the report that there is likely to be overspending on room bookings due to several meeting of the People Committee not being quorate and needing to be rescheduled.

The report was proposed and seconded.

RESOLVED THAT, the report be NOTED.

PP 44-22/23 Working Groups – The proper Officer delivered the report outlining that the Events Working Group met in January and made recommendations for improving the three annual events, these recommendations are being explored for feasibility. The Event coordinator and Proper Officer have also outlined a very detailed timeline for all the licenses and are beginning to discuss with venders about bookings for Summer.

A Councillors suggested that another Children and Youth People survey be undertaken.

The report was Proposed and Seconded.

RESOLVED THAT, the report be NOTED.

PP 45-22/23 Chair's Report – In the chair's absence, no report was given.

PP 46-22/23 Officers' Report – The Proper Officer delivered a verbal report outlining that research was underway to better understand volunteer's needs, that Winter Festival was extremely successful and that 60 food hampers were given away to residents in need. The proper Officer also noted that applications had been received to the Community Grants programme but more were expected, that some changes were made to Application forms and Grant Guidelines to provide a bit more information to applicants and to ensure that the correct information was provided from applicants. The Grants Panel met earlier in January to put forward recommendations to full council, such as increases to the pop-up grants from £250 to £300.

A member of the public asked whether there were any plans to mark the Coronation for the King in May. The Proper Officer highlighted that two residents' group have applied to the pop-up grants programme to facilitate Coronation street parties on Ashmore Road and Fifth Avenue. A Councillor suggested the potential for a young people's council to ensure young people have a voice within Queen's Park Community Council. The Proper Officer highlighted that the idea can be taken forward in the future when the Council has greater capacity. A Councillor questioned what the barriers were for local people volunteering, the Proper Officer highlighted a few reasons such as working families, types of volunteering opportunities and the need for a more strategic approach which was currently in development by officers.

RESOLVED THAT – the report be NOTED.

PP 47-22/23 Items for future agenda – A Councillor suggested that the Council requests information from the City Council about the Community Guardians programme and whether it can be returned to Queen's Park and information tabled for discussion at a future meeting.

Meeting closed at 19:04.

Minute Ref: PP39-47 – 22/23

Signed by.....

Date.....

Cllr. Samantha Alleyne (Chair)

Report To:	Queen's Park Community Council		
Title:	Finance Report for June 2023		
Purpose:	For Information		
Author:	Cllr John McArdle, Responsible Financial Officer		
Date of Meeting	Place 12 July 2023	Agenda Item	PL05 – 23/24

1 Summary

This report summarises the current financial position at the end of June 2023.'

2 Recommendations

That the contents be noted.

3 Background

- 3.1 A Finance Report is presented to each meeting of the Council, including committee meetings. Until now these have set out the key issues to be noted, together with the regularity context and with detailed figures as an appendix.
- 3.2 This approach is being revised and only the core content will be presented, with the detailed figures circulated separately and published on the Council's website. This is to reduce the number of pages to be read in each meeting pack.

4 Current Financial Position

- 4.1 We are now one quarter into 2023/24 and finances are generally in line with the revised budget. All figures have been reconciled to the bank account and the VAT return has been submitted.
- 4.2 The current forecast is for income of £227,522 which is an increase of 1% on the budget of £226,106 demonstrating that the increased focus on revenue generation is starting to bear fruit. The precept due from the City Council was paid in early June, although we are having difficulty in obtaining the CIL payments and may have to escalate this.
- 4.3 On current projections expenditure will be £201,633 which is only 92% of the approved budget of £218,956. If this course is held it will leave some funding available for additional activity although the position will be clearer on completion of the second quarter as the summer is traditionally a busy time.

Detailed Budget Monitoring 2023/24

100	Income	Target	YTD	To Come	Forecast	Variance	%
1010	Project Income	35,000	6,150	29,441	35,591	- 591	102%
1076	Precept	172,106	172,106	-	172,106	-	100%
Total Income		207,106	178,256	29,441	207,697	- 591	1

101	Staff Costs	Target	YTD	To Come	Forecast	Variance	%
4100	Staff costs	93,559	24,732	63,795	88,527	5,032	95%
4105	Training	1,000	-	1,500	1,500	- 500	150%
Total Staff costs		94,559	24,732	65,295	90,027	4,532	95%

102	Adminisrtation	Target	YTD	To Come	Forecast	Variance	%
4101	Councillor allowances	3,000	750	2,250	3,000	-	100%
4105	Training	1,000	-	1,000	1,000	-	100%
4120	Insurance	1,500	1,665	-	1,665	- 165	111%
4125	Office Rent	10,000	-	10,000	10,000	-	100%
4126	Room Bookings	1,000	128	950	1,078	- 78	108%
4127	Office Maintenance	500	-	450	450	50	90%
4128	Catering	200	57	120	177	23	89%
4130	IT Costs	6,000	1,415	4,400	5,815	185	97%
4132	Stationery & Materials	700	219	480	699	1	100%
4133	Chair's Allowance	75	-	75	75	-	100%
4135	Tel & post	1,500	357	1,205	1,562	- 62	104%
4137	Subscriptions	3,000	-	2,950	2,950	50	98%
4139	Travel expenses	300	-	300	300	-	100%
4140	Professional fees	500	-	400	400	100	80%
4142	Audit fees	1,500	202	1,300	1,502	- 2	100%
4144	Bank charges	102	26	73	99	4	97%
4150	Elections costs	-	-	-	-	-	#####
Total Administration		30,877	4,819	25,953	30,772	106	100%

201	Communications	Target	YTD	To Come	Forecast	Variance	%
4110	Website	2,500	-	2,280	2,280	220	91%
4200	Queens Park Voice	4,500	1,481	3,080	4,561	- 61	101%
4236	Marketing	500	-	500	500	-	100%
Total Communications		7,500	1,481	5,860	7,341	159	98%

301	Place Committee	Target	YTD	To Come	Forecast	Variance	%
4300	Community Gardening	17,500	-	17,030	17,030	470	97%
4301	Dog Strategy	-	-	500	500	-	100%
4305	Park Development	500	-	500	500	-	100%
4400	Neighbourhood Plan	-	-	-	-	-	N/A
4405	Retailers' Support	100	-	100	100	-	100%
4410	Air Quality	300	138	150	288	12	96%
4420	Public & Community Arts	300	-	300	300	-	100%
4999	Climate Emergency	100	-	100	100	-	100%
Total Place Committee		19,300	138	18,680	18,818	482	98%

401	Events	Target	YTD	To Come	Forecast	Variance	%
1410	Income Summer Festival	10,000	6,500	3,500	10,000	-	100%
1411	Income Fireworks	7,500	-	7,500	7,500	-	100%
1412	Income Winter Fair	1,500	-	1,500	1,500	-	100%
1415	Income BHM	-	825	-	825	- 825	N/A
4201	Events Administration	9,300	-	9,300	9,300	-	100%
4205	Winter Fair	3,200	-	3,200	3,200	-	100%
4206	Winter Social	100	-	100	100	-	100%
4210	Summer Festival	17,000	2,170	14,500	16,670	330	98%
4220	Fireworks	10,000	-	10,000	10,000	-	100%
4240	Black History Month	1,500	-	1,500	1,500	-	100%
Events Income		19,000	7,325	12,500	19,825	- 825	104%
Events Expenditure		41,100	2,170	37,100	40,770	330	99%

501	People Committee	Target	YTD	To Come	Forecast	Variance	%
4107	Community engagement	1,000	256	800	1,056	- 56	106%
4129	Volunteer Development	500	-	500	500	-	100%
4425	Social Inclusion	400	-	400	400	-	100%
4430	Children & Young People	3,000	425	2,500	2,925	75	98%
	Total People Committee	4,900	681	4,200	4,881	19	100%

601	Grants	Target	YTD	To Come	Forecast	Variance	%
4134	Community Grants	18,720	7,125	-	7,125	11,595	38%
4136	Pop Up Fund	2,000	1,100	800	1,900	100	95%
4138	Special Grants	-	-	-	-	-	N/A
	Total Grants	20,720	8,225	800	9,025	11,695	44%

		YTD	To Come	Forecast	Variance	%
Grand Total Income	226,106	186,439	41,941	227,522	- 1,416	101%
Grand Total Expenditure	218,956	43,224	157,887	201,633	17,323	92%

* Find this file in Citrix under Finance/BUDGET

Detailed Receipts & Payments by Budget Heading 30/06/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u> <u>Income</u>							
1010 Project Income	6,150	35,000	28,850			17.6%	
1076 Precept	172,106	172,106	0			100.0%	
<u>101</u> <u>Staff costs</u>							
4100 Staff costs	(24,732)	(93,559)	68,827		68,827	26.4%	
4105 Training	0	(1,000)	1,000		1,000	0.0%	
<u>102</u> <u>Administration</u>							
4101 Councillor allowances	(750)	(3,000)	2,250		2,250	25.0%	
4105 Training	0	(1,000)	1,000		1,000	0.0%	
4120 Insurance	(1,665)	(1,500)	(165)		(165)	111.0%	
4125 Office Rent	0	(10,000)	10,000		10,000	0.0%	
4126 Room Bookings	(128)	(1,000)	873		873	12.8%	
4127 Office maintenance/relocation	0	(500)	500		500	0.0%	
4128 Catering	(57)	(200)	143		143	28.7%	
4130 IT - hosting, computers, email	(1,415)	(6,000)	4,585		4,585	23.6%	
4132 Stationery & Materials	(219)	(700)	481		481	31.3%	
4133 Chair's Allowance	0	(75)	75		75	0.0%	
4135 Tel & post	(357)	(1,500)	1,143		1,143	23.8%	
4137 Subscriptions	0	(3,000)	3,000		3,000	0.0%	
4139 Travel expenses	0	(300)	300		300	0.0%	
4140 Professional fees	0	(500)	500		500	0.0%	
4142 Audit fees	(202)	(1,500)	1,298		1,298	13.5%	
4144 Bank charges	(26)	(102)	77		77	25.0%	
<u>201</u> <u>Communications</u>							
4110 Website	0	(2,500)	2,500		2,500	0.0%	
4200 Queens Park Voice	(1,481)	(4,500)	3,019		3,019	32.9%	
4236 Marketing	0	(500)	500		500	0.0%	
<u>301</u> <u>Place</u>							
4300 Community Gardening	0	(17,500)	17,500		17,500	0.0%	
4301 Dog Strategy	0	(500)	500		500	0.0%	
4305 Park Development	0	(500)	500		500	0.0%	
4405 Retailers' Support	0	(100)	100		100	0.0%	
4410 Air Quality	(138)	(300)	162		162	46.0%	
4420 Public & Community Arts	0	(300)	300		300	0.0%	
4999 Climate Emergency	0	(100)	100		100	0.0%	
<u>401</u> <u>Events</u>							
1410 Income Summer Festival	6,500	10,000	3,500			65.0%	
1411 Income Fireworks	0	7,500	7,500			0.0%	
1412 Income Winter Fair	0	1,500	1,500			0.0%	

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Detailed Receipts & Payments by Budget Heading 30/06/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1415 Income Black History Month	825	0	(825)			0.0%	
4201 Events Administration	0	(9,300)	9,300		9,300	0.0%	
4205 Winter Fair	0	(3,200)	3,200		3,200	0.0%	
4206 Winter Social	0	(100)	100		100	0.0%	
4210 Summer Festival	(2,170)	(17,000)	14,830		14,830	12.8%	
4220 Fireworks	0	(10,000)	10,000		10,000	0.0%	
4240 Black History Month	0	(1,500)	1,500		1,500	0.0%	
<u>501 People</u>							
4107 Community engagement	(256)	(1,000)	744		744	25.6%	
4129 Volunteer Development	0	(500)	500		500	0.0%	
4425 Social Inclusion	0	(400)	400		400	0.0%	
4430 Children & Young People	(425)	(3,000)	2,575		2,575	14.2%	
<u>601 Grants</u>							
4134 Community Grants	(7,125)	0	(7,125)		(7,125)	0.0%	7,125
4136 Pop Up Fund	(1,100)	(2,000)	900		900	55.0%	
<u>999 VAT data</u>							
115 VAT refund	858	0	(858)			0.0%	
515 VAT on Payment	(978)	0	(978)		(978)	0.0%	
Grand Totals:- Receipts	186,439	226,106	39,667			82.5%	
Payments	43,223	200,236	157,013	0	157,013	21.6%	
Net Receipts over Payments	143,216	25,870	(117,346)				
plus Transfer From EMR	7,125						
Movement to/(from) Gen Reserve	150,341						