



You are hereby summoned to attend a  
**Meeting** of the **Queen's Park Community Council** to be held at the Beethoven  
 Centre, Third Avenue, W10 4JL  
 on **Wednesday 18 October 2023** commencing at **18:00pm**.

Shuwanna Aaron, Director

11 October 2023

### AGENDA

<b>021-23/24</b>	<b>Apologies for absence</b> – to receive and approve any apologies for absence.
<b>022-23/24</b>	<b>Declarations of interest</b> – to note any Declarations of Interest or Dispensations granted in respect of any item on the Agenda.
<b>023-23/24</b>	<b>Minutes of the previous meeting</b> – to consider for approval the minutes of the Council Meeting held 24 May 2023 for confirmation and signing as a correct record.
<b>024-23/24</b>	<b>Public session</b> – to receive any questions, representations or petitions from members of the Public. <i>(Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).</i>
<b>025-23/24</b>	<b>Committee Minutes</b> – to adopt the minutes of Place and People Committee Meeting held on 8 and 22nd February 2023.
<b>026 -23/24</b>	<b>Jubilee Community Centre Free Usage Scheme</b> – to consider for approval the Jubilee Community Centre Free Usage Scheme Policy.
<b>027-23/24</b>	<b>People Committee Report</b> - to receive a verbal update on the work of the People Committee.
<b>028-23/24</b>	<b>Place Committee Report</b> - to receive a verbal update on the work of the Place Committee.
<b>029-23/24</b>	<b>Financial Report</b> - to receive a report on the current financial position and approve payments and expenditure.
<b>030-23/24</b>	<b>Audit Reports</b> - to review the External Audit Report for 2023/24 and the Mid-year Internal Audit Report for 2023/24/.
<b>031-23/24</b>	<b>Working Groups</b> - to receive a verbal update from The Voice Working Group.
<b>032-23/24</b>	<b>Chair's Report</b> – to receive a verbal report from the Chair of Council
<b>033-23/24</b>	<b>Officers' Report</b> – to receive a verbal update from Officers.
<b>034-23-24</b>	<b>Co-option</b> – to co-opt a new member to the casual vacancy for a Community Councillor.

Shuwanna Aaron, Director

**QUEEN'S PARK COMMUNITY COUNCIL**

Minutes of the Meeting of Council held in the Beethoven Centre

on **Wednesday 24 May 2023** commencing at 18:00.

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

Also present: Shuwanna Aaron, Proper Officer, Sarah Lasoye, Community Development Officer and four members of the public.

**01-23/24 Election of Chair** – Councillor Eartha Pond was nominated as Chair of the Council. The nomination was seconded and a vote undertaken.

**RESOLVED** THAT, Councillor Eartha Pond be ELECTED Chair of Queen's Park Community Council for the Municipal Year 2023/24.

**02-23/24 Chair's declaration of acceptance of office** - Councillor Pond made and signed a declaration of acceptance of office.

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

**03- 23/24 Election of Vice-chair** – Councillor Samantha Alleyne was nominated to stand as Vice Chair of the Council. The nomination was seconded and a vote undertaken

**RESOLVED** THAT, Councillor Samantha Alleyne, be ELECTED Vice-chair of Queen's Park Community Council for the Municipal Year 2023/24.

**04-23/24 Apologies for absence** – none were received

**05-23/24 Declarations of interest** - The Proper Officer received a declaration of Interest from Councillor McArdle as Responsible Financial Officer (RFO). The RFO was permitted to participate in discussions on matters with financial implication but would not vote. No other Declarations of Interest were made.

**06-23/24 Minutes of previous meetings** – The minutes of the previous meeting were included in the meeting papers and accepted as read. The minutes were seconded and a vote undertaken

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

**07 -23/24 Public Session**

No issues were raised.

**08 -23/24 Diary of Meetings and other Committee Matters** – The Proper Officer proposed Meeting dates for the year to come, that Council makes no change to the delegation.....

arrangements or to the Terms of Reference for the Place, HR, and Appeals Committees, that the Council approves changes to the Terms of Reference of the People Committee to meet 4 times a year instead of 5, and that the Council appoints the Chair, Vice Chair and members of all committees. The proposal was seconded and a votes undertaken to elect the Chairs and Vice Chairs of each committee. Councillors were nominated to sit on the various committees.

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

**08.2 RESOLVED** THAT, Councillor Lawrence be ELECTED as the Chair of the People Committee for the 2023/24 Municipal Year

**08.3 RESOLVED** THAT, Councillor Pond be ELECTED as Vice Chair of the People for the 2023/24 Municipal Year

**08.4 RESOLVED** THAT, Councillors Bynoe, Dalton, Diamond, Wilson and Alleyne be APPOINTED as members of the to the People Committee for the 2023/24 Municipal Year

**08.5 RESOLVED** THAT, Councillor Bynoe be ELECTED as Chair of the Place Committee for the 2023/24 Municipal Year.

**08.6 RESOLVED** THAT, Councillor Fitzhugh be ELECTED as Vice Chair of the Place Committee for the 2023/24 Municipal Year.

**08.7 RESOLVED** THAT, Councillors Diamond, McArdle, Sweeney, and Wilson be APPOINTED to the Place Committee for the 2023/24 Municipal Year.

**08.8 RESOLVED** THAT, Councillor McArdle be ELECTED as the Chair of the HR Committee for the 2023/24 Municipal Year

**08.9 RESOLVED** THAT, Councillor Sweeney be ELECTED as Vice Chair of the HR Committee for the 2023/24 Municipal Year.

**08.10 RESOLVED** THAT, Councillors Alleyne and Pond be APPOINTED to the HR Committee.

**08.11 RESOLVED** THAT, Councillor Fitzhugh, be ELECTED as the Chair of the Appeals Committee for the 2023/24 Municipal Year.

**08.12 RESOLVED** THAT, Councillor Wilson, be ELECTED as the Chair of the Appeals Committee for the 2023/24 Municipal Year.

**08.13 RESOLVED** THAT, Councillors Alleyne and Lawrence be APPOINTED to the Appeals Committee the 2023/24 Municipal Year.

**09 -23/24 Working Groups** – The Proper Officer proposed 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 and begins to meet monthly, that the Council amalgamates the Terms of Reference of the Air Quality and Climate Emergency Working Groups to establish the Air, Environment and Climate Emergency Working Group, that the Council amends 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, and that Councillors be nominated to coordinator and join each Working Group. The report was seconded and a vote was undertaken. Members were invited to join working groups

**09. 1 RESOLVED** THAT, the report be APPROVED.

**09.2 RESOLVED** THAT, Members of each Working Group be as set out in Table 1 below.

**Table 1: Working Groups**

Name of Group	Members
Air, Environment and Climate Emergency	Co-ordinator: Ray Lancashire Councillors: Gill Fitzhugh, Stella Wilson, Samantha Alleyne Public:
Children & Young People	Co-ordinator: Eartha Pond Councillors: Orrel Lawrence Public: Liz Thorpe- Tracey
Community Engagement	Co-ordinator: Community Development Officer Councillors: Orrel Lawrence, Stella Wilson, Eartha Pond Public:
Economic Development	Co-ordinator: Gil Fitzhugh Councillors: Stella Wilson Public:
Events and Socials	Co-ordinator: Proper Officer Councillors: Emma Sweeney Public:
Forward Planning	Co-ordinator: Proper Officer Councillors: Eartha Pond, Orrel Lawrence, Sandra Bynoe, Samantha Alleyne
Grants	Co-ordinator: Shuwanna Aaron Councillors: Eartha Pond, Samantha Alleyne, Orrel Lawrence, Public: Angela Singhate (chair), Sarah Mcloughlin, Hannah Stevens, Bianca Beckford, Jill Forgham
Planning	Co-ordinator: John McArdle Councillors: Public: Simon Walton
Public and Community Art	Co-ordinator: Samantha Alleyne Councillors: Roger Diamond Public:
Health, Well-being and Social Care	Co-ordinator: Stella Wilson Councillors: Gill Fitzhugh, Samantha Alleyne, Emma Sweeney Public:
The Voice	Co-ordinator: Proper Officer Councillors: Ryan Dalton, Public: Joe Gordon

**010 -23/24 Representation on External Bodies** – The Proper Officer’s report recommended: That Simon Walton continues to represent the Council on Westminster Amenities Societies Forum (WASF) and any other formal or informal town planning groups which arise for 2023/24, that Susanna Rustin be asked to continue representing the Council on Westminster Living Streets for 2023/24, that Cllr Fitzhugh represent the Council on the BT Garden Management Committee and the Harrow Road Steering Committee, and that the Proper Officer and Cllr Alleyne represent the Council on the pending Jubilee Community Management Group. The report was seconded and a vote was undertaken.

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

**011 -23/24 Standing Orders** – The Proper Officer recommended that the Council readopts the Standing Orders without amendments. The report was seconded and a vote was undertaken.

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

**012 -23/24 Financial Regulations** - The Proper Officer recommended that the Financial Regulation be readopted without amendments. The report was seconded and a vote was undertaken.

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

**013 -23/24 Re-adoption of Policies** – the Proper Officer recommended the re-adoption of the following policies: Procedure for handling complaints from the public, Member and Officer Protocol Members’ Code of Conduct, Disciplinary Policy and Procedure, Environmental Policy, Grievance Procedure, Document Retention Policy, Office Security Policy, Scheme of Delegation, Safeguarding Policy. The report was seconded and a vote was undertaken.

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

**014 -23/24 Adoption of the Strategic Plan 2022- 2026** – The Proper Office recommended the adoption of the Strategic Plan 2022- 2026. The report was seconded and a vote was undertaken.

**RESOLVES** THAT, the Strategic Plan 2022- 2026 be APPROVED

**015 -23/24 Matters to be considered at an Annual Meeting** – The Proper Officer circulated a report setting out matters that should be considered at an Annual Meeting. It was highlighted that QPCC has no arrangements relating to charters and agency agreements or inventory of land and assets which needed to be considered. It was also highlighted that QPCC has an insurance policy arranged through specialist local government brokers Camel & Co in place since 2014 and quoted at £1,665.38 to be renewed on 1 June 2023, and that the Council’s and/or staff subscriptions were held with to National Association of Local Councils (NALC), the Surrey Association of Local Councils (SALC), and the National Council for Voluntary Organisations. The report was seconded and a vote was undertaken.

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

**016 -23/24 Internal Audit Report** - The Responsible Financial Officer circulated a report and took the meeting through the annual report that contained the internal auditor’s conclusions and recommended that the response to the internal audit be approved. The report was seconded and a vote was undertaken.

**RESOLVED** THAT, the internal audit report for 2023/24 be APPROVED.

**017 -23/24 Approval of the Annual Governance Statement** - The Responsible Financial Officer circulated a report and stated the requirement that the report be approved and signed by the Proper Officer and Chair of the Council. The report was seconded and a vote was undertaken.

**RESOLVED** THAT, the Annual Governance Statement for 2023/24 be APPROVED.

**018 -23/24 Approval of Accounting Statement** - The Accounting Statement was circulated as part of the meeting's papers and introduced by the Responsible Financial Officer. It was stated that approval of the report was required. The report was seconded and a vote was undertaken.

**RESOLVED** THAT, the Accounting Statement for 2023/24 be APPROVED and signed by the Chair.

**019 -23/24 Financial Report** - The Financial Report was introduced by the Responsible Financial Officer, supported by the Proper Officer recommending that the current financial position be noted, that payments to the value of £6,121.87 be approved, that the revised budget be approved, that each member of the Forward Planning Working Group be authorised to access the Barclays bank account and that the RFO be authorised to open a saving account for the Council. The report was seconded and a vote was undertaken.

**0.19.1 RESOLVED** THAT, the financial position be NOTED

**019.2 RESOLVED** THAT, payments set out in Appendix 2a, 2b and at recommendation 4.3 be APPROVED.

**019.5 RESOLVED** THAT, the revised budget for 2023/24 be APPROVED

**019.6 RESOLVED** THAT, the members of the Forward Planning Working Group be authorised persons on the Barclays bank account be APPROVED. Those to be added are:

- Councillor Eartha Pond
- Councillor Samantha Alleyne
- Councillor Orrel Lawrence
- Councillor Sandra Bynoe

**019.7 RESOLVED** THAT, Responsible Financial Officer be authorised to open a savings account in the Council's name be APPROVED.

## **020-23/24 Officers' Report**

A Proper Officer delivered a report including updates on various areas of work including. The report was seconded and the avote was undertaken.

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

*The meeting closed at 19:52*

Minute Ref: 020 – 23/24

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

**Cllr. Eartha Pond, Chair**

## QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Place Committee Meeting held at St Jude's Community Hall, 71 Illbert St

On **Wednesday 8 February 2023** commencing at 18:00

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**Present:** Councillors John McArdle (Chair), Samantha Alleyne, Roger Diamond, Gill Fitzhugh, Ryan Dalton.

Also present: Shuwanna Aaron (Director), Elysse Graves (Community Developments Officer), Ray Lancashire, Tiaitu McKenzie and one member of the public.

**PL 34 22/23 Apologies for absence** – Councillor Sandra Bynoe (Vice Chair) would like to issue apology of absence.

**PL 35 22/23 Declarations of interest** – Councillor John McArdle declares a conflict of interest as the returning finance officer.

**PL 36 22/23 Minutes of the previous meetings** – Minutes for the previous meeting are approved as an accurate record of the meeting.

**PL 37 22/23 Public session** – A member of the public has mentioned that the minutes for the committee meetings were difficult to find online.

The Proper Officer confirmed that the Council's new website is in the process of being designed and will make finding meeting papers more straightforward.

**PL 38 22/23 Financial Report** – Finance report was circulated as part of the meeting's papers and accepted as read. The RFO talked through some key areas of the report to be noted, specifically that project income had fallen short of what was budgeted.

**RESOLVED THAT** the report be NOTED.

**PL 39 22/23 Reports from contractors** – The proper officer noted that Canine Culture will not renew its contract after it ends on March 31<sup>st</sup> due to retirement of the lead coordinator. A tender will be made for a new contractor of the Dog Strategy. It was also noted that Hammersmith Community Gardens reported:

- 115 hours from volunteers during weekly sessions
- Evidence that foxes are feeding in the rose garden which they have contacted Westminster City Council to look into prevention methods.
- Positive results of the sliding scale of donations for wreath making at Winter Festival
- Progress on the presentation of the Queen's Park in Bloom winning street plaque (2022)
- Continued work with Friends of Queen's Park

The proper Officer will be meeting with HCGA to discuss the plans going forward for Queen's Park in Bloom and support for other community gardening projects.

**RESOLVED THAT** – the report be NOTED

**PL 40 22/23 Planning Working Group** – Chair of the Working Group noted there were problems in December with the City Council's system so QPCC was not notified of planning applications. This has been fixed with a new [Planning@queensparkcommunitycouncil.gov.uk](mailto:Planning@queensparkcommunitycouncil.gov.uk) inbox has been created to streamline all planning communications. The guidance on planning in the conservation area is due to be updated

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

**PL 41 22/23 Working Groups** – The Coordinator of the Air Quality Working Group reported that the last set of monitoring tubes were taken and will be sent off for analysis.

A member of the public questioned how the data was being used communicated more widely and was informed that data has been provided to the City Council in the past but is primarily used internally. A member of the public suggested that the name of the Climate and Emergency Working group be changed to Climate and Ecological Working Emergency Group to allow the working group to include more areas of concern and encourage action and responsiveness from residents.

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

**PL 42 22/23 Chair's Report** – The Chair of the Committee highlighted that Westminster City Council are consulting on splitting the Dog Run within the Queen's Park Gardens and will be hosting a meeting to discuss plans with residents. The City Council is working alongside Battersea Dog Centre and will create a space sensory stimulation for Dogs if the consultation is successful.

A Ward Councillor highlighted the Council's North Paddington Project which is set to see heavy investment in Queen's Park and neighbouring wards.

**PL 43 22/23 Officers' Report** – Officers report was circulated in the meeting's papers and accepted as read. The proper Officer outlined key areas of the report including the City Council's trial of dog waste bins on various Streets across Queen's Park, delays to Play streets designations on Ashmore Road and ongoing disrepair in Lancefield Gardens which has been communicated to the City Council.

*Meeting closed at 19:17*

Signed by.....

Date.....

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

Minute Ref: PL 24 –33

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

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

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**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 30<sup>th</sup> 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)**

<b>Report To:</b>	Council		
<b>Title:</b>	Jubilee Community Centre Free Usage Policy		
<b>Purpose:</b>	To Approve		
<b>Author:</b>	Shuwanna Aaron		
<b>Date of Meeting</b>	18/10/2023	<b>Agenda Item</b>	<b>26 -23/24</b>

## 1. Summary

- 1.1** In partnership with Westminster City Council and Everyone Active, QPCC is co-ordinating a Free Usage Scheme at the Jubilee Community Centre. The Scheme enables local individuals and organisation facilitating community projects to make use of 20 hours access to the centre. A policy was developed in collaboration with partners to ensure the scheme is fit for purpose.

## 2. Recommendations

- 2.1. That Council approves the adoption of the policy in Appendix A.

## 3. Background

- 3.1. In 2021, the Planning Working Group objected to the details of the proposed Jubilee Operational Management Plan on the grounds that it did not provide for a Management Committee as set out in the original planning application. Subsequently a Community Steering Group was established with the Proper Officer representing the Council, and various other community groups invited as key stakeholders.
- 3.2. In September 2022, a report to Place Committee highlighted the key developments from the Steering Group and made a number of recommendations which included the establishment of a free use programme to support low income community groups and organisation to make use of the Jubilee Centre to facilitate events and activities.
- 3.3. In April 2023, partners at Westminster City Council and Everyone Active agreed to the provision of 14 hours of free usage to be allocated to local groups and organisations through QPCC. With the support of Ward Councillors this allocation was increased to 20 hours. Terms and Conditions and a usage agreement was agreed by partners to ensure that that scheme is fit for purpose. The terms and conditions and usage agreement correspond with the policy being proposed for adoption. See appendix A.
- 3.4. The Forward Planning Working Group meeting 24<sup>th</sup> April 2023, provided feedback on the draft policy and the online booking system established to streamline the facilitate the free usage scheme.
- 3.5. With the establishment of the community Steering Group and the establishment of the Free Usage Scheme the Forward Planning Working Group rescinded its objection in July 2023.

<b>Report To:</b>	Queen's Park Community Council		
<b>Title:</b>	Finance Report		
<b>Purpose:</b>	For Decision		
<b>Author:</b>	Cllr John McArdle, Responsible Financial Officer and Shuwanna Aaron, Director		
<b>Date of Meeting</b>	18 October 2023	<b>Agenda Item</b>	029 – 23/24

## 1 Summary

This report summarises the current financial position at the mid-year point, and recommends the approval of payments made between May and September 2023.

## 2 Recommendations

- (1) That the contents be noted.
- (2) That payments to the value of £57,450.07 in the appendix be approved.

## 3 Background

- 3.1 This report has been prepared by Councillor John McArdle as Responsible Financial Officer with Director Shuwanna Aaron. It deals with the year to date.
- 3.4 The next will be January 2024 and will set the budget and precept for 2024/254.

## 4 Approval of Payments

- 4.1 The appendix set out all payments, including redacted payments, made by the Council during the period from May to September. Most of these were made under delegated powers and the total paid was £92,000.52 of which £34,550.45 were redacted payments.
- 4.2 Approval is sought now for the remaining payments of £57,450. 07.

## 5 Current Financial Position

- 5.1 A detailed analysis has been undertaken of income and expenditure on each Cost Centre and these are shown in the appendix with a comment where the projected variance is a difference of £100 or 15%. While there are some overspends and underspends on individual budget lines, the overall financial pictures is broadly in line with the revised budget.
- 5.4 At the May meeting the Council approved the opening of a savings account. This has been done although no interest received as yet.

Date Paid	Payee Name	Transaction Detail	Value
02/05/2023	M S Jean Charles	Pop-up Grant - flyer	200
02/05/2023	MULBERRY & CO	Year end audit 22/23	242.28
03/05/2023	Cllr Brian Nicholas	Cllr Allowance 23/24	250
04/05/2023	Currys	Repair to HP Laptop	60
04/05/2023	Ryan Ardehali	Cllr Allowance 23/24	200
04/05/2023	UK	Grant for lunch and hampers	3000
09/05/2023	Barclays	Bank Charges	8.5
09/05/2023	Capsule CRM	CRM system	57.6
10/05/2023	EBAY	Supplies for Community Meeting	17.99
10/05/2023	EBAY	Supplies for Community Meeting	25.95
11/05/2023	Microshade Business Con	Hosting	343.8
11/05/2023	John Gooding	Printing QPV	1381
11/05/2023	Living Things	Educational Wildlife Show	390
11/05/2023	Stella Wilson	Cllr Allowance 23/24	200
11/05/2023	JoJays Bakery & Kitchen	Lunch for Community Meeting	212
23/05/2023	Treasure Boxing Club	After School Club first stage	875
23/05/2023	Outdoor Education Comp	Climbing and laser tag	1824
23/05/2023	Viking	Printer paper	104.2
23/05/2023	Redacted	Redacted	
23/05/2023	Vodafone	Calls & data	63
31/05/2023	Onecom	Calls & broadband	79.88
31/05/2023	Redacted	Redacted	
31/05/2023	Redacted	Redacted	
01/06/2023	Came & Co	Insurance 2023/24	166.38
01/06/2023	Came & Co	CORRECT 050	1499
06/06/2023	Redacted	Redacted	
06/06/2023	Barclays	Bank Charges	8.5
07/06/2023	Capsule CRM	CRM Fee	43.2
07/06/2023	Gradko International	Ait Quality Monitoring equipme	165.66
07/06/2023	Southern Screen Hire	Deposit for outdoor screen	390
07/06/2023	Microshade Business Con	Hosting fees	260.52
07/06/2023	St Luke's PCC	Room hire for councillor train	119
08/06/2023	Cedar restaurant	Catering for training	39.5
08/06/2023	M&S	Food for training	13.5
09/06/2023	Rialtas Business Solutions	Invoice (to be corrected)	85.75
09/06/2023	Musica CIC	Music prog part 2	1750
12/06/2023	Rialtas Business Solutions	Invoice correction	-85.75
19/06/2023	St Luke's PCC	Refund of deposit	-50
27/06/2023	EBAY	Cable ties	35.9
28/06/2023	Vodafone	Calls & data	63
29/06/2023	Local Shop	Catering coffee	4.49
30/06/2023	Redacted	Redacted	
30/06/2023	Onecom	Calls & broadband	79.56
30/06/2023	2020 Archery	Archery session August 23	510
30/06/2023	Rialtas Business Solutions	Alpha software & support	216.29
30/06/2023	Rialtas Business Solutions	MTD Subscription 23/24	85.75
30/06/2023	Viking	Stationery	82.69

30/06/2023	Redacted	Redacted	
30/06/2023	Redacted	Redacted	
30/06/2023	Redacted	Redacted	
30/06/2023	Redacted	Redacted	
03/07/2023	Happy Lizzy Event Plannir	Summer Festival Planning	1560
03/07/2023	Sum Up Payments	Transaction fees	0.82
05/07/2023	Barclays	Bank charges	8.5
07/07/2023	Westminster City Council	Licence for event	21
07/07/2023	Capsule CRM	Subscription July 23	43.2
10/07/2023	Robert Dyas	Replacement garden fork	14.99
11/07/2023	John Gooding	Prining QPV July 23	1542
11/07/2023	HAMMERSMITH COMMU	Community gardening Q1 23/24	3804.32
11/07/2023	Candy Executive Coaches	Deposit for coach trip	160
11/07/2023	Paddington Development	Office rent 23/24	10000
12/07/2023	M&S	Food for training	12
13/07/2023	Cedar restaurant	Food for traing session	43.8
17/07/2023	Brightpay	Payroll software 23/24 (via KM	142.8
18/07/2023	Apogee Corporation Ltd	Printer consumables	60.06
18/07/2023	Scratch 360	Summer festival event	600
18/07/2023	James Theopane	WECH Windrush celebration	250
28/07/2023	Vodafone	Calls and data	63
31/07/2023	Sainsburys	Supplies for cook off	131.72
31/07/2023	Local Shop	Supplies for cook off	6.1
31/07/2023	Onecom	Broadband and voice	81.65
31/07/2023	Redacted	Redacted	
31/07/2023	Redacted	Redacted	
31/07/2023	Redacted	Redacted	
01/08/2023	Local Shop	Supplies	5.6
01/08/2023	Local Shop	Supplies	8.4
01/08/2023	M&S	Supplies	10.05
01/08/2023	Angela Bolger	Contribution towards play	300
01/08/2023	St Luke's PCC	Hire lounge & kitchen	220
01/08/2023	Monette Akkison	Workshops	500
01/08/2023	Harrow Road Soup Kitche	Lunch for event	560
01/08/2023	London Zoo	Tickets	117
02/08/2023	Printing Today	Event Backdrop`	138.98
03/08/2023	EBAY	Supplies	5.97
03/08/2023	EBAY	Supplies	16.99
03/08/2023	EBAY	Supplies	10.59
03/08/2023	EBAY	Supplies	23.49
03/08/2023	EBAY	Supplies	24.96
03/08/2023	EBAY	Supplies	28.5
03/08/2023	EBAY	Supplies	46.6
03/08/2023	EBAY	Supplies	59.97
03/08/2023	Amazon	Office supplies	14.98
03/08/2023	Essential Food Hygene	Level 2 training	84
03/08/2023	A Future Without Rubbisj	Facikitaion fees	120
03/08/2023	Southern Screen Hire	Screen hire balance	1170
04/08/2023	Amazon	Supplies	111.78
04/08/2023	Redacted	Redacted	

04/08/2023	Barclays	Bank Charges	8.5
04/08/2023	Amazon	Supplies	60
04/08/2023	Local Shop	Supplies	7.5
04/08/2023	Sainsburys	Supplies	5.7
04/08/2023	Cedar restaurant	Food	45.5
04/08/2023	Canvar	Subscription	10.99
07/08/2023	Local Shop	Local Shop	10.83
07/08/2023	Local Shop	Local Shop	16.8
07/08/2023	M&S	M&S	13.5
07/08/2023	M&S	M&S	14.8
07/08/2023	Capsule CRM	CRM System	57.6
08/08/2023	Local Shop	Local Shop	4.78
08/08/2023	Local Shop	Local Shop	6.5
08/08/2023	Local Shop	Local Shop	7
08/08/2023	Local Shop	Local Shop	11.5
08/08/2023	Local Shop	Local Shop	9.9
08/08/2023	Local Shop	Key cutting	5
08/08/2023	Local Shop	Local Shop	10.27
08/08/2023	Wizard Video	DVD	23.5
08/08/2023	Wizard Video	DVD	26.5
08/08/2023	Wizard Video	DVD	31.75
08/08/2023	Wizard Video	DVD	39
08/08/2023	Local Shop	Local Shop	5
09/08/2023	Amazon	Supplies	19.89
10/08/2023	Local Shop	Local Shop	3.98
10/08/2023	Local Shop	Local Shop	5.97
10/08/2023	Microshade Business Con	Hosting	260.52
10/08/2023	Shuwanna Aaron	Various expenses	271.88
10/08/2023	Redacted	Redacted	
10/08/2023	LAWDEPOT	mailing list software	33
11/08/2023	Amazon	Supplies	99.25
11/08/2023	Happy Lizzy Event Plannir	Events Admin phase 2	3120
11/08/2023	Walton Lane Audio Servic	Stage , generators & PA``	4000
14/08/2023	Happy Lizzy Event Plannir	Summer Festival expenses	5062.34
14/08/2023	Sainsburys	Catering for outing	252.33
14/08/2023	Local Shop	Local Shop	2.49
14/08/2023	Local Shop	Local Shop	4.49
14/08/2023	Local Shop	Local Shop	7.66
14/08/2023	Local Shop	Local Shop	9.12
14/08/2023	Local Shop	Local Shop	12.97
14/08/2023	Local Shop	Local Shop	38
14/08/2023	Local Shop	LOCAL	6.75
14/08/2023	Cedar restaurant	Cedar restaurant	72.6
16/08/2023	High Street Vouchers	Vouchers as prizes	329.25
16/08/2023	Samantha Alleyn	Food for Windrush event	162.7
16/08/2023	Everyone Active	Climbing wall area hire	192
16/08/2023	Samantha Alleyn	Cllr allowance 23/24	200
17/08/2023	Uber	Uber	8.18
17/08/2023	Local Shop	Local Shop	5.1
17/08/2023	Sainsburys	Sainsburys	74.25

18/08/2023	Amazon	REFUND	-60
18/08/2023	Amazon	REFUND	-90
21/08/2023	Redacted	Redacted	
21/08/2023	Microshade Business Con	Hosting	260.52
21/08/2023	J K Cartoon Studio	Art workshops (50%)	600
21/08/2023	ESP Foundation	Girls Allowed delivery and eva	2780
21/08/2023	JoJays Bakery & Kitchen	Lunch for cook off	150
21/08/2023	Redacted	Redacted	
24/08/2023	Local Shop	Local Shop	8.06
24/08/2023	Local Shop	Local Shop	1.99
24/08/2023	Sainsburys	Sainsburys	19.74
29/08/2023	Sainsburys	Sainsburys	76.63
29/08/2023	Vodafone	Calls and data	64.38
31/08/2023	Onecom	Broadband and ohone	79.88
31/08/2023	Redacted	Redacted	
31/08/2023	Redacted	Redacted	
01/09/2023	Candy Executive Coaches	Balance of coach hire	640
04/09/2023	Canvar	Subscription	10.99
05/09/2023	Barclays	Bank charges	8.5
+	Microshade Business Con	Hosting	260.52
07/09/2023	A2 Dominion	Room Booking for 25/08	62.8
07/09/2023	Happy Lizzy Event Plannir	First Aid at Summer festival	365
07/09/2023	Capsule CRM	Monthly fee	57.6
08/09/2023	POST OFFICELTD	Postage	8.25
13/09/2023	Redacted	Redacted	
15/09/2023	St Luke's PCC	Refund part of deposit	-27
21/09/2023	M&S	Supplies	3.25
22/09/2023	Westminster City Council	Temporary Events Licence	21
22/09/2023	TRANSPOND.IO	Supplies	155.52
28/09/2023	Vodafone	Calls and data	63
29/09/2023	Redacted	Redacted	
29/09/2023	Onecom	Broadband and voice	79.56
02/10/2023	Amazon	Phone case x 2	7.98
02/10/2023	Amazon	Disposable gloves	4.61
02/10/2023	Amazon	Disposable aprons	4
02/10/2023	Amazon	Screen covers	4.19
02/10/2023	Redacted	Redacted	
02/10/2023	Redacted	Redacted	
02/10/2023	Redacted	Redacted	
02/10/2023	Redacted	Redacted	
Total (including redacted Payments)			92,000.52
Redacted Payments			34,550.45
Total for Approval			57,450.07

**Deyailed Budget Monitoring 2023/24 as at Sep-23**

<b>100</b>	<b>Income</b>	<b>Target</b>	<b>YTD</b>	<b>To Come</b>	<b>Forecast</b>	<b>Variance</b>	<b>%</b>
1010	Project Income	35,000	16,667	16,441	33,108	1,892	95%
1076	Precept	172,106	172,106	-	172,106	-	100%
<b>Total Income</b>		<b>207,106</b>	<b>188,773</b>	<b>16,441</b>	<b>205,214</b>	<b>1,892</b>	<b>1</b>

Income still being sought

<b>101</b>	<b>Staff Costs</b>	<b>Target</b>	<b>YTD</b>	<b>To Come</b>	<b>Forecast</b>	<b>Variance</b>	<b>%</b>
4100	Staff costs	93,559	43,010	44,401	87,411	6,148	93%
4105	Training	1,000	-	1,000	1,000	-	100%
<b>Total Staff costs</b>		<b>94,559</b>	<b>43,010</b>	<b>45,401</b>	<b>88,411</b>	<b>6,148</b>	<b>93%</b>

There is a vacancy for a CDO

<b>102</b>	<b>Adminisrtation</b>	<b>Target</b>	<b>YTD</b>	<b>To Come</b>	<b>Forecast</b>	<b>Variance</b>	<b>%</b>
4101	Councillor allowances	3,000	1,000	2,000	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	163	850	1,013	- 13	101%
4127	Office Maintenance	500	5	450	455	45	91%
4128	Catering	200	215	120	335	- 135	168%
4130	IT Costs	6,000	2,350	3,650	6,000	-	100%
4132	Stationery & Materials	700	284	430	714	- 14	102%
4133	Chair's Allowance	75	-	75	75	-	100%
4135	Tel & post	1,500	735	745	1,480	20	99%
4137	Subscriptions	3,000	-	2,950	2,950	50	98%
4139	Travel expenses	300	8	300	308	- 8	103%
4140	Professional fees	500	-	400	400	100	80%
4142	Audit fees	1,500	202	1,300	1,502	- 2	100%
4144	Bank charges	102	52	51	103	- 1	101%
4150	Elections costs	-	-	-	-	-	
<b>Total Administration</b>		<b>30,877</b>	<b>16,679</b>	<b>14,321</b>	<b>31,000</b>	<b>- 123</b>	<b>100%</b>

Insurance costs have risen

More catering at meetings

Unlokely to be spent

<b>201</b>	<b>Communications</b>	<b>Target</b>	<b>YTD</b>	<b>To Come</b>	<b>Forecast</b>	<b>Variance</b>	<b>%</b>
4110	Website	2,500	11	2,500	2,511	- 11	100%
4200	Queens Park Voice	4,500	3,034	1,430	4,464	36	99%
4236	Marketing	500	-	500	500	-	100%
<b>Total Communications</b>		<b>7,500</b>	<b>3,045</b>	<b>4,430</b>	<b>7,475</b>	<b>25</b>	<b>100%</b>

<b>301</b>	<b>Place Committee</b>	<b>Target</b>	<b>YTD</b>	<b>To Come</b>	<b>Forecast</b>	<b>Variance</b>	<b>%</b>
4300	Community Gardening	17,500	3,817	13,600	17,417	83	100%
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	-	138	162	46%
4420	Public & Community Arts	300	-	300	300	-	100%
4999	Climate Emergency	100	120	-	120	- 20	120%
<b>Total Place Committee</b>		<b>19,300</b>	<b>4,075</b>	<b>15,000</b>	<b>19,075</b>	<b>225</b>	<b>99%</b>

Possibility to extend project

Small overspend

<b>401</b>	<b>Events</b>	<b>Target</b>	<b>YTD</b>	<b>To Come</b>	<b>Forecast</b>	<b>Variance</b>	<b>%</b>
1410	Income Summer Festival	10,000	6,500	-	6,500	3,500	65%
1411	Income Fireworks	7,500	-	7,500	7,500	-	100%
1412	Income Winter Fair	1,500	-	1,500	1,500	-	100%
1415	Income BHM	-	1,527	-	1,527	- 1,527	N/A
4201	Events Administration	9,300	4,680	4,620	9,300	-	100%
4205	Winter Fair	3,200	16	3,200	3,216	- 16	101%
4206	Winter Social	100	-	100	100	-	100%
4210	Summer Festival	17,000	15,194	-	15,194	1,806	89%
4220	Fireworks	10,000	-	10,000	10,000	-	100%
4240	Black History Month	1,500	673	800	1,473	27	98%
<b>Events Income</b>		<b>19,000</b>	<b>8,027</b>	<b>9,000</b>	<b>17,027</b>	<b>1,973</b>	<b>90%</b>
<b>Events Expenditure</b>		<b>41,100</b>	<b>20,563</b>	<b>17,920</b>	<b>39,283</b>	<b>1,817</b>	<b>96%</b>

Ward budget still to come

Unbudgetted income

Restricted by rain

<b>501</b>	<b>People Committee</b>	<b>Target</b>		<b>YTD</b>	<b>To Come</b>	<b>Forecast</b>	<b>Variance</b>	<b>%</b>
4107	Community engagement	1,000		256	750	1,006	- 6	101%
4129	Volunteer Development	500		36	500	536	- 36	107%
4425	Social Inclusion	400		-	400	400	-	100%
4430	Children & Young People	3,000		2,502	500	3,002	- 2	100%
<b>Total People Committee</b>		<b>4,900</b>		<b>2,794</b>	<b>2,150</b>	<b>4,944</b>	- 44	<b>101%</b>

<b>601</b>	<b>Grants</b>	<b>Target</b>		<b>YTD</b>	<b>To Come</b>	<b>Forecast</b>	<b>Variance</b>	<b>%</b>
4134	Community Grants	10,505		10,505	-	10,505	-	100%
4136	Pop Up Fund	2,000		1,100	900	2,000	-	100%
4138	Special Grants	-		-	-	-	-	N/A
<b>Total Grants</b>		<b>12,505</b>		<b>11,605</b>	<b>900</b>	<b>12,505</b>	-	<b>100%</b>

			<b>YTD</b>	<b>To Come</b>	<b>Forecast</b>	<b>Variance</b>	<b>%</b>
<b>Grand Total Income</b>		226,106	198,636	25,441	222,241	3,865	98%
<b>Grand Total Expenditure</b>		210,741	103,333	100,122	202,693	8,048	96%

\* Find this file in Citrix under Finance/BUDGET

<b>Report To:</b>	Queen's Park Community Council		
<b>Title:</b>	Audit Reports		
<b>Purpose:</b>	For discussion		
<b>Author:</b>	Shuwanna Aaron, Director, and Councillor John McArdle, Responsible Financial Officer		
<b>Date of Meeting</b>	18 October 2023	<b>Agenda Item</b>	030 – 23/24

## 1 Summary

This report confirms receipt of the External Audit Report for 2022/23 and sets out the findings of the mid-year audit for 2023/24 together with a proposed response to the points raised.

## 2 Recommendations

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

## 3 Background

- 3.1 The Council is subject to an Internal Audit, at mid-year and year-end by Mulberry & Co, and an External Audit at year-end by PKF Littlejohn.

## 4 External Audit 2022/23

- 4.1 Confirmation that the External Audit had been completed and a Certificate issues was received on 30 September 2023. As required, a copy of the notice of Conclusion of Audit has been posted on the notice board and published to the Council's Website.

## 5 Mid-year audit 2023/24

- 5.1 The internal auditor undertook a mid-year review on 18 September 2023. A full copy of the report (Queens Park Community Council Interim Audit 2023-24[1106508]) has been circulated separately to all councillors and copies are available on request.
- 5.2 Whilst the Auditor was satisfied that process was in place and were being followed he made three recommendations for future action. These are set out below and Councillors are invited to discuss the proposed response.

<b>Audit Point</b>	<b>Audit Findings</b>	<b>Council comments</b>
<b>B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS</b>	I note the Register of Members Interest form for Cllr Lawrence appears to contain no information and recommend the council uploads the completed form to comply with the relevant regulations.	A copy of the hard copy declaration made by Cllr Lawrence held on file has been uploaded in place of the blank copy. In future years a 'check list' will be used to ensure that all declarations published are up to date and correct.

Audit Point	Audit Findings	Council comments
<b>B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS</b>	I note the published Scheme of Delegation on the website is still dated as adopted in July 2020 and I recommend the council updates this version to show it has recently readopted it.	A process sheet with a 'check-list' will be prepared to ensure that all policies and other governance documents are reviewed to a schedule and that updated copies are published to the website. This will include documents which are otherwise unchanged, and will culminate in an external check of the website.
<b>B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS</b>	I recommend the council publish draft minutes of all meetings within 30 days of the meeting taking place.	The current practice is not to publish the minutes of a meeting until after they have been approved at the next meeting. This will be altered to publish a draft version within 30 days of each meeting which will be clearly marked as such.
<b>C. RISK MANAGEMENT AND INSURANCE</b>	I note the Risk Management policy on the website states adopted March 2022 and recommend the council updates this to show the most recent version adopted.	As at 'Scheme of delegations' above.
<b>I. BANK AND CASH</b>	I will need to see evidence of the bank reconciliation verification process happening at the final audit to confirm the council has met the requirements of this control objective.	Although bank reconciliations have been undertaken each month these have not been physically signed by a councilor independent of the process. For future months arrangements will be put in place to have the necessary documents delivered to a councilor for review and endorsement even in months where there is no meeting.
<b>I. BANK AND CASH</b>	Balances held exceed the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS), and although I am aware of the council having considered this risk in the past and decided against action, I must bring this to their attention again.	The FCS provides compensation up to the value of £85,000 in the event of a bank going out of business, and if balances are spread across more than one bank multiples of this sum can be obtained. This has been considered, but there are real costs incurred by opening and maintaining a second account at another bank. It is also the case that Barclays is very unlikely to collapse and if this was about to happen the government would prop it up rather than pay many times £85,000 across the country. No action is proposed.

<b>Report To:</b>	Council		
<b>Title:</b>	Councillors Report		
<b>Purpose:</b>	To Note		
<b>Author:</b>	Councillors		
<b>Date of Meeting</b>	18/10/2023	<b>Agenda Item</b>	<b>33-23/24</b>

## 1. Summary

**1.1** Following Annual Meeting 2023, Councillors are asked to submit a 50-word report on work undertaken in their capacity as Councillors to each meeting of the Full Council.

## 2. Recommendations

2.1. That the report be noted

## 3. Actions undertaken since the last meeting of the council

Councillor	Report
Cllr McArdle	<p>Since the last Council meeting in May. I have attended a Community Clean-up, the Summer Festival, a Cook-off, and the outdoor Film Screening.</p> <p>I have represented the Council in meetings with the Internal Auditor, and with WCC concerning the Jubilee Sports Hall and as a member of the Westminster Amenity Societies' Forum.</p> <p>I have undertaken Safeguarding lead training at City Hall.</p> <p>In the roles of RFO and Coordinator of the Planning Working Group I deal with documentation constantly and spend around eight hours per week on these duties.</p>
Cllr Pond	A verbal report to be given
Cllr Lawrence	A verbal report to be given
Cllr Sweeney	A verbal report to be given
Cllr Bynoe	A verbal report to be given
Cllr Alleyne	A verbal report to be given
Cllr Wilson	A verbal report to be given
Cllr Diamond	A verbal report to be given
Cllr Dalton	Dispensation
Cllr Nicholas	A verbal report to be given

Cllr Fitzhugh	A verbal report to be given
Vacant	