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You are hereby summoned to attend a  
**Meeting of the Community Council** to be held in the **Beethoven Centre**, Third  
Avenue, W10 4JL  
on **Wednesday 13 March 2024** commencing at **6.00pm**

Shuwanna Aaron Director and Proper Officer

8 March 2024

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#### **AGENDA**

- 055-23/24 Apologies for absence** – to receive and approve any apologies for absence from Councillors.
- 056-23/24 Declarations of interest** – to note any Declarations of Interest or Dispensations granted in respect of any item on the Agenda.
- 057-23/24 Minutes of the previous meeting** – to consider for approval the minutes of the Council Meeting held 17 January 2024 for confirmation and signing as a correct record.
- 058-23/24 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 Chairman).*
- 059-23/24 Minutes of the Committee meeting** – to adopt the minutes of the Place Committee meeting held on 8 November 2023 and the Minutes of the People Committee Meeting held 29<sup>th</sup> November.
- 060-23/24 Alderman Barrie Taylor** – to provide an opportunity for Councillors and others attending to pay tribute.
- 061-23/24 People Committee Report** - to receive a verbal update on the work of the People Committee.
- 062-23/24 Place Committee Report** - to receive a verbal update on the work of the Place Committee.
- 063-23/24 HR Committee Report** - to receive a verbal update on the work of the HR Committee.

- 064-23/24 Financial Report** - to receive a report on the current financial position at the end of February and approve payments.
- 065-23/24 Risk Management Policy** - to approve an update to the Council's Risk Management Policy.
- 066-23/24 Working Group reports** - to receive a verbal report from the Queen's Park Voice, Forward Planning and Economic Development Working Groups.
- 067-23/24 Councillor's Reports** - to receive reports from all Councillors.
- 068-23/24 Chair's Report** - to receive a report from the Chair.
- 069-23/24 Officers' Report** - to receive a report from the Director.

**QUEEN'S PARK COMMUNITY COUNCIL**

Minutes of the Meeting of Council held in the Beethoven Centre

on **Wednesday 17<sup>th</sup> January 2023** commencing at 18:00.

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**Present:** Councillors Eartha Pond (Chair), Samantha Alleyne, John McArdle, Emma Sweeney, Shifaa Ali.

Also present: Shuwanna Aaron, Proper Officer and six members of the public.

**041-23/24 Apologies for absence** – Councillor Bynoe issued apologies stating the reason of attending a funeral. Councillor Dalton issued apologies stating the reason of ongoing health issues. Councillor Nicholas issued apologies stating the reason of personal reasons. Votes were undertaken to approve or reject the apologies. Councillors requested an amendment to the proposed Attendance policy to include guidance on the conditions under which apologies should be approved or rejected for the purpose of clarity and fairness. Councillor Wilson was Absent without apologies and Councillor Lawrence informed that he would be 30 minutes late.

**RESOLVED THAT**, Councillor Bynoe's Apologies be APPROVED

**RESOLVED THAT**, Councillor Dalton's Apologies be APPROVED

**RESOLVED THAT**, Councillor Nicholas' Apologies be REJECTED

**042-23/24 Declarations of interest** - The Proper Officer received no new declarations of interest, and noted a standing declaration for Councillor McArdle as the RFO.

**043-23/24 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.

**044 -23/24 Public Session** – A question from the public was raised online: "Why was John McArdle the only Councillor who attended the Project Flourish meeting regarding Sainsbury's site? Councillors explained that prior engagements prevented their attendance. Cllr McArdle confirmed that the developers have offered another meeting with QPCC Councillors to be organised to coincide with a future meeting of the Council. A member of the Council noted that the City Council are installing CCTV across the area and have asked whether QPCC would be involved in highlighting the best placement for CCTV. The Proper Officer noted that conversations would be had with the City Council regarding the installation of CCTV and more information made available at future meetings.

**045 -23/24 Committee Minutes** – The minutes of the previous meeting of the Place and People Committees held on 12th and 19th July, 10 and 25th October were circulated in the meetings' papers and accepted as read. The adoption of the minutes was seconded and a vote were undertaken.

**RESOLVED** THAT, the minutes of the Place Committee Meetings are ADOPTED

**RESOLVED** THAT, the minutes of the People Committee Meetings are ADOPTED

**046 -23/24 People Committee Report** – A report from the People Committee was delivered by the proper Officer in the absence of the Chair of the Committee. The report was seconded and a vote was undertaken.

**RESOLVED** THAT, the report be NOTED

**047 -23/24 Place Committee Report** – A report from the Place Committee was delivered by the Proper Officer in the absence of the Chair of the Committee. The report was seconded and a vote was undertaken.

**RESOLVED** THAT, the report be NOTED

**048 -23/24 Councillors Attendance and Allowance Policy** – A report and draft of the policy was circulated as part of the meetings' papers and accepted as read. Councillors discussed they key areas of the policy and requested amendments to allow for confidentiality in addition to guidance on conditions for approving or rejecting apologies. The report was seconded and a vote was undertaken.

**RESOLVED** THAT, the report be NOTED

**049 -23/24 Financial Report** – A report was circulated as part of the meetings' papers and accepted as read. Councillor McArdle outlined recommendations to approve payments to the value of £57,555.76. The report was seconded and a vote was undertaken.

**RESOLVED** THAT, the report be NOTED and payment be APPROVED

**050 -23/24 Budget and Precept** – A report was circulated with the meeting. The Proper Officer and Responsible Financial Officer talked through the report and its recommendations – including increases to various budget lines to meet to meet demand and the cost of inflation, and options to increase the precept by £3, £4 and £5. Councillors discussed various concerns and impacts of the proposals to increase the precept. A proposal to increase the annual precept by £5 was moved. The precept report and the proposal were seconded and a vote was undertaken. Councillors also discussed the increase to various lines of the budget and noted concerns that there is not budget being propose to Community Grants Programme. It was highlighted that the Council's financial position is still in recovery and that the Grant Programme would be budgeted int eh future. The budget report was seconded and a vote was undertaken.

**RESOLVED** THAT, the precept report and proposed increase for 2024/25 budget be APPROVED

**RESOLVED** THAT, the proposed increase to the precept be APPROVED

**051 -23/24 Working Group Report** – The Proper Officer noted that the Working Group report was incorporated into the Officer's report.

**052 -23/24 Chair's Report** – The Chair noted that their Chair and Councillor's report are the same. The report noted the Councillor's attendance and representations on behalf of the Council at various events including the BHM project, Winter Festival, Volunteer's and Councillors Dinner and at the Secretary of State for Work and Pension's visit to the Communita programme at Juniper House.

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

**053 -23/24 Councillors' Report** – Report from Councillors McArdle, Bynoe, Alleyne, Ali and Bynoe were submitted in advance of the meeting and were delivered verbally by the Proper Office.

**Cllr McArdle**

Since my last report to the Council meeting in October I have attended and helped out at the Christmas Bazaar at St Luke's, the Winter Fair, and the Community Lunch. I assisted Air Quality Lead Ray Lancashire put up and take down the monitoring tubes.

I have represented the Council in meetings with the PDT, the City Council, and the developer at Project Flourish.

I have undertaken online training in the new accounting system.

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.

papers and accepted as read. Councillor Sweeney made a verbal report noting supporting the delivery of the most receipt issues of the Queen's Park Voice, support at the annual Fireworks Display and QPCC stall at the St Luke's Christmas Fair. Cllr Sweeney also noted support for the Proper Officer, sharing Council activities with networks through social media and encouraging resident's engagement in various other capacities.

**Cllr Bynoe**

In my role as Councillor, I have been helping to run the Well-being Wednesday and Carer's time for Self activities at the Jubilee Community Centre on a weekly basis. I also helped out with the Black History Month and Winter Social.

**Cllr Alleyne**

Since the last meeting of the Full Council, I have supported the Black History Month Project by attending Working Group meetings and support the organising and management of the event. I supported the running of the Council stall at Winter Festival, interacting with residents about their views and concerns relating to the local area as well as signposting them to the correct agency to suit their needs. I also supported the preparations and running of the Council's Winter Social.

Finally, I continued to support the monthly coffee morning sessions at the assisted living accommodation Juniper house – engaging with our senior residents.

**Cllr Ali**

As a newly elected Community Councillor I've been actively involved in community engagement, distributing the Voice newsletter and hosting a Winter stall to connect with residents. Building ties with local organisations like Queens Park Bangladesh Association and Queens Park Library, attending key events, and participating in workshops that reflect a commitment to fostering community relationships. Additionally, I have been proactive in promoting Council activities on social media, gathering resident input through questionnaires, and exploring funding opportunities for youth projects at the Helping Hands Community Network Meeting.

**Councillor Sweeney** made a verbal report noting supporting the delivery of the most recent issues of the Queen's Park Voice, support at the annual Fireworks Display and QPCC stall at the St Luke's Christmas Fair. Cllr Sweeney also noted support for the Proper Officer, sharing Council activities with networks through social media and encouraging resident's engagement in various other capacities.

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

**053 -23/24 Officers' Report** – The Proper Officer delivered a verbal report noting the successes and learning for the BHM Project, Fireworks Display, Winter Festival, Winter Social and Volunteer's and Councillors dinner. Updates were given regarding the return of the Wellbeing Wednesday, Community, Carer Time for Self programmes following the December break. Information was provided regarding the Housing Survey and Social Media Engagement Prize Draw. It was noted that the most recent Issue of the Queen's Park voice was, produced, published and delivered and that the most recent reports from the Air Quality monitoring was available on the Council's website. The Proper Officer noted recruitment to begin for the Community Development Officer role starting in February, and of ongoing work with the City Council towards the achievement of key areas of the Strategic and Neighbourhood Plans in addition to ongoing participation with the North Paddington Partnership Board.

*The meeting closed at 19:05*

Minute Ref: 021 – 23/24

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

**Cllr. Eartha Pond, Chair**

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

Minutes of the People Committee Meeting held at St. Luke's Church

on **Wednesday 29th November 2023** commencing at 18:00.

Shuwanna Aaron, Proper Officer

30 November 2023

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**Present:** Councillors: Samantha Alleyne, Sandra Bynoe, Shifaa Ali, Brian Nicholas (leaves 18:55), Cllr Diamond (arrives 19:01)

Also present: Shuwanna Aaron (Director), and two members of the public.

**PP 18 23/24 - Apologies for absence** – Councillors Diamond and Pond issued apologies both stating they had meeting scheduled prior to the rescheduling of this meeting. Votes was undertaken.

**RESOLVED That**, Cllr Diamond's be APPROVED

**RESOLVED That**, Cllr Pond' apologies be APPROVED

**PP 19 23/24 - Declarations of interest** – No declarations were made.

**PP 20 23/24 - Minutes of the previous meetings** – The minutes of the previous meeting were circulated with the meeting papers and accepted a read. The minutes were seconded as an accurate account of the meeting and a vote was undertaken.

**RESOLVED THAT**, the minutes be APPROVED

**PP 21 23/24 - Public session** – A member of the public raised an issue regarding bicycle storage hangers across the area, suggesting the Council update the Neighborhood Plan to reflect the increase in storage hangers. The Proper Officer confirmed that progress reports on the Neighborhood can be published on the Council's website to keep the community informed but the plan could only be updated with substantial changes.

**PP 22 23/24 - Financial Report** – The Proper Officer delivered a verbal report, noting no areas for concerns on any budget lines. A vote was undertaken.

**RESOLVED THAT**, the report be NOTED

**PP 23 23/24 - Working Group report** – The Proper Officer delivered a verbal report providing feedback on the Black History Month Event and the Annual fireworks Display. Updates were given about the pending Winter Festival, winter Social (Festive Community Lunch) and the Councillor's and Volunteer's dinner. The Officer also highlighted that the Housing and Precept surveys were published in the most recent issue of the Queen's Park Voice and gave beiref updates on the Well-being Wednesdays, Carers' Time for self and Communita projects. A vote was undertaken.

*18:55 Cllr Nicholas exits the meeting*

19:01 Councillor Diamond Arrives

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

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

**PP 24-23/24 - Chair's Report** – The Chair was not available for a report.

**PP 25-23/24 - Officers' Report** – The Proper Officer delivered a verbal report noting that most updates were covered in the Working Group report, adding that funding had been received to support the continuation of projects under the health, well-being and social-care working group.

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

Meeting ends: 19:30

**Minute Ref: PP18-25 – 23/24**

**Signed by..... Date.....**  
**Cllr. Earth Pond (Vice-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<sup>th</sup> November** commencing at 18:00

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**Present:** Councillors Sandra Bynoe (Chair), John McArdle, Emma Sweeney, Roger Diamond.

Also present: Shuwanna Aaron (Proper Officer) and two members of the public

**PL 23 23/24 – Apologies for absence** – Councillor Wilson issued apologies for absence with no reason. The Committee was informed that the Councillor was most likely still in hospital. A vote was undertaken.

**RESOLVED THAT** – The apologies be APPROVED.

**PL 24 23/24 – Declarations of interest** – Cllr McArdle declared an interest as the Responsible Financial Officer.

**PL 25 23/24 - Minutes of the previous meetings** – The Minutes of the previous meetings on 12<sup>th</sup> July and 11<sup>th</sup> October were circulated as part of the meeting's papers and accepted as read. The minutes were seconded and a vote was undertaken.

**RESOLVED THAT** – The Minutes be APPROVED.

**PL 26 23/24 – Public session** – Questions were raised regarding QPCC's enforcement of the Conservation area guidelines. Councillors discussed the matter outlining that the City Council is responsible for enforcement, that QPCC will continue to raise reported violations to be investigated by the City Council, and will provide all local estate agents with information about the Conservation Area and copies of the planning guide. Another question was raised regarding the Community Council's representation at St John's Church Remembrance Day celebration. Councillors informed that they were not aware that the event was taken place but that the Council would be represented at Paddington Memorial Remembrance Day service.

**PL 27 23/24 – Financial Report** – The RFO delivered a financial report outlining that spending was on track with the outlined budgets and that there was income being generated through various application. The report was seconded and a vote was undertaken.

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

**PL 28 23/24 – Contractors Report** – The Contractors Report was circulated in

advance and accepted as read. The Proper Officer provided a recap of the report. The report was seconded and a vote was undertaken.

**RESOLVE THAT** – The report be NOTED.

**PL 29 23/24 – Public Realm Improvements** – The Proper Officer delivered a report outlining an upcoming meeting with the City Council's Place Shaping Team to discuss the Community Council's Public Realm ambitions. Councillors discussed and identified several options including:

- Play equipment in the park for older children
- New Benches thin the Road Gardens
- New Noticeboards in the Park
- Replacement of the 4<sup>th</sup> Avenue Park Gates.
- Removal of some shrubbery surrounding in the Park
- Replacement to the Welcome to Westminster Sign and planters on Harrow Road/ Kilburn Lance.
- Improved Planting Plan on Mozart Estate
- Increased Tree Pit Planting across the area – with resident's support
- Front Garden improvements
- Improvements to Ashmore Road War Memorial
- Pedestrianization Forth Avenue (in front of the ST Jude's Hall, replacing and adding planters to create an outdoor community space.

It was proposed that these recommendations be feed-in to the City Council. The proposal was seconded and a vote was undertaken.

**RESOLVE THAT** – The recommendations be APPROVED.

**PL 30 23/24 – E-Scooter and e-bike Parking experimental Traffic Order** – The Proper Officer delivered a report experimental traffic order in place since 30<sup>th</sup> October. Councillor discussed the report and raised concerns about the replacement of pay-by-phone Parking on Ashmore Road due to existing difficulty finding parking especially for visitors. Councillors also objected to the replacement of coach pay-by phone parking on Ilbert Street unless there are alternative provisions made for coach parking often needed by schools and local organizations. It was proposed that these objections be fed into the City Council. The proposal was seconded and a vote undertaken.

**RESOLVE THAT** – The report be APPROVED

**PL 31 23/24 – Working Groups** – The Proper Officer delivered a report on behalf of the Working Groups highlighting that:

- The Public and Community Arts working group has not met since its last meeting, but plans for a Community theatre project were being put in place.
- The Air, Environment and Climate emergency working group has also not yet met, the working group will facilitate a workshop following this meeting and a report will subsequently be made available to the Committee.
- Ray Lancashire delivered further information on the July Air Quality monitoring results, informed the meeting that the pending monitoring programme in December and other Air Quality monitoring schemes in neighbouring wards.

**PL 32 23/24 – Officer's Report** – The Proper Officer delivered a report outlining that:

- Funding application have been made to support Place Projects
- Monthly meeting with the parks teams has not been held for a few months – so there are no further updates outside of those discussed earlier
- Ashmore road now has street play session confirmed until August next year and is set to have its Play Street designation in the new year also
- Garden Clean Up Project went ahead quite successfully over the summer – there is final session planned to take place late October / November to complete two gardens we could not get completed in the summer.
- There has not been any Community Clean-up session since early summer – the next Community Clean-up session will take place after winter Festival. We are also offering litter-picking sessions to corporate volunteers and expect to schedule one before the Winter Festival Clean -up.
- The jubilee Community center is now open with 20 hours free usage being allocated to QPCC to be used by Community groups and individuals facilitating free events. Due to constant delays and being informed with less than a week's notice, only 12 of those hours are currently filled as some groups could not get their projects us an running to start immediately.

**RESOLVE THAT** – *The report be NOTED.*

*Meeting closed at 19:50*

Signed by.....

Date.....

Councillor Sandra Bynoe (Chair of Place Committee)

Minute Ref: PL23 –33 23/24

<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>	13 March 2024	<b>Agenda Item</b>	064 – 23/24

## 1 Summary

This report summarises the current financial position at the end of February, and recommends the approval of payments made during January and February 2023/24

## 2 Recommendations

- (1) That the contents be noted.
- (2) That payments to the value of £12,361.06 in Appendix 1 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.

## 4 Approval of Payments

- 4.1 The appendix set out all payments, including redacted payments, made by the Council during the period from January to February. The total paid was £12,361.06 of which £9,340.60 were redacted.
- 4.2 Approval is sought now for these payments.

## 5 Current Financial Position

- 5.1 The totals of income and expenditure for the eleven months of the year so far are shown in the Appendix 2. While there are some overspends and underspends on individual budget lines, the overall financial picture is broadly in line with the revised budget and the reserves are being rebuilt as planned.
- 5.2 The exception is Project Income where an ambitious target of £35,000 had been set and this is unlikely to be met but this is offset by savings.

## **6 Neighbourhood CIL**

- 6.1 As previously reported, a proportion of the Community Infrastructure Levy paid by developers is allocated to the Community Council. As most developments in Queen's Park are social housing which is exempt the sums concerned are small.
- 6.2 This money is collected by Westminster City Council as part of the planning process and a mechanism has now been agreed for them to report on money collected and pass it to QPCC. In December 2023 the sum of £720.09 was transferred to the Council.
- 6.3 In June 2021 the Community Council approved expenditure of £2097.74 as a contribution to the provision of a drinking fountain in Queen's Park Gardens. (024 – 21/22). As this funding was subsequently found from external sources the money can be returned to the CIL pot making a total of £2,817.83 which is being held in an Earmarked Reserve.

## Appendix 1: List of Payments

Date Paid	Supplier	Supply / Service	Value
05/01/2024	Redacted	Redacted	
08/01/2024	Capsule CRM	CRM fee	£67.20
09/01/2024	Barclays	Bank Charges	£8.50
18/01/2024	Uber	Moving equipment	£8.37
18/01/2024	Argos	Cooking equipment	£77.30
18/01/2024	Sainsburys	Ingredients	£24.58
18/01/2024	Argos	Equipment	£21.33
22/01/2024	Gradko International	Air quality analysis	£166.20
22/01/2024	Royal Borough of Kensington an	Missed training fee	£60.00
22/01/2024	Royal Borough of Kensington an	Missed training fee	£60.00
22/01/2024	Apogee Corporation Ltd	Printer supplies	£44.70
22/01/2024	S S J Osei	African Yoga	£100.00
25/01/2024	Sainsburys	Ingrediebts	£26.00
25/01/2024	Human Forest	Cycle hire	£5.00
29/01/2024	Vodafone	Calls and data	£63.00
30/01/2024	Redacted	Redacted	
30/01/2024	Redacted	Redacted	
30/01/2024	Redacted	Redacted	
30/01/2024	Microshade Business Consult.Lt	IT Hosting	£260.52
30/01/2024	Redacted	Redacted	
30/01/2024	Amazon	Prime membership	£96.00
30/01/2024	JoJays Bakery & Kitchen	Winter Social ingredients	£20.89
30/01/2024	Shuwanna Aaron	Expenses - Wellbeing Wed	£55.63
31/01/2024	Onecom	Broadband and voice services	£79.56
01/02/2024	Sainsburys	Supplies	£27.20
01/02/2024	Sainsburys	Supplies	£8.70
02/02/2024	Redacted	Redacted	
05/02/2024	Barclays	Bank Charges	£8.50
06/02/2024	Ida	Prize Vouchers	£60.00
06/02/2024	TheWorks	Supplies	£81.00
07/02/2024	Capsule CRM	Monthly CRM fee	£67.20
15/02/2024	Emma Sweeney	Cllr Allowance 23/24	£200.00
15/02/2024	Microshade Business Consult.Lt	Migration and Hosting	£733.37
15/02/2024	MULBERRY & CO	Year end audit 22/23	£312.78
19/02/2024	Human Forest	Travel	£1.46
20/02/2024	Uber	Travel	£12.91
21/02/2024	Grammerly	Software	£120.00
28/02/2024	Redacted	Redacted	
28/02/2024	Redacted	Redacted	
28/02/2024	Redacted	Redacted	
28/02/2024	Vodafone	Calls and Data	£63.00
29/02/2024	Onecom	Hosting	£79.56
Total Payments			£12,361.06
Redacted Payments			£9,340.60

## Detailed Income &amp; Expenditure by Budget Heading 29/02/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>							
1010 Project Income	22,218	35,000	12,782			63.5%	
1076 Precept	172,106	172,106	0			100.0%	
1105 Bank royalties (income)	377	0	(377)			0.0%	
Income :- Income	<b>194,701</b>	<b>207,106</b>	<b>12,405</b>			<b>94.0%</b>	<b>0</b>
<b>Net Income</b>	<b>194,701</b>	<b>207,106</b>	<b>12,405</b>				
<b>101 Staff costs</b>							
4100 Staff costs	67,791	93,559	25,768		25,768	72.5%	
4105 Training	536	1,000	464		464	53.6%	
Staff costs :- Indirect Expenditure	<b>68,327</b>	<b>94,559</b>	<b>26,232</b>	<b>0</b>	<b>26,232</b>	<b>72.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(68,327)</b>	<b>(94,559)</b>	<b>(26,232)</b>				
<b>102 Administration</b>							
4101 Councillor allowances	1,250	3,000	1,750		1,750	41.7%	
4105 Training	220	1,000	780		780	22.0%	
4120 Insurance	1,665	1,500	(165)		(165)	111.0%	
4125 Office Rent	10,000	10,000	0		0	100.0%	
4126 Room Bookings	334	1,000	667		667	33.4%	
4127 Office maintenance/relocation	10	500	490		490	2.0%	
4128 Catering	233	200	(33)		(33)	116.3%	
4130 IT - hosting, computers, email	4,357	6,000	1,643		1,643	72.6%	
4132 Stationery & Materials	394	700	306		306	56.2%	
4133 Chair's Allowance	0	75	75		75	0.0%	
4135 Tel & post	1,196	1,500	304		304	79.7%	
4137 Subscriptions	2,475	3,000	525		525	82.5%	
4139 Travel expenses	107	300	193		193	35.7%	
4140 Professional fees	0	500	500		500	0.0%	
4142 Audit fees	1,093	1,500	407		407	72.8%	
4144 Bank charges	99	102	3		3	97.5%	
Administration :- Indirect Expenditure	<b>23,433</b>	<b>30,877</b>	<b>7,444</b>	<b>0</b>	<b>7,444</b>	<b>75.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(23,433)</b>	<b>(30,877)</b>	<b>(7,444)</b>				
<b>201 Communications</b>							
4110 Website	382	2,500	2,118		2,118	15.3%	
4200 Queens Park Voice	4,471	4,500	29		29	99.4%	
4236 Marketing	470	500	30		30	94.0%	
Communications :- Indirect Expenditure	<b>5,323</b>	<b>7,500</b>	<b>2,177</b>	<b>0</b>	<b>2,177</b>	<b>71.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(5,323)</b>	<b>(7,500)</b>	<b>(2,177)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 29/02/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>301 Place</b>							
4300 Community Gardening	10,848	17,500	6,652		6,652	62.0%	
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	277	300	23		23	92.2%	
4420 Public & Community Arts	0	300	300		300	0.0%	
4999 Climate Emergency	120	100	(20)		(20)	120.0%	
Place :- Indirect Expenditure	<b>11,244</b>	<b>19,300</b>	<b>8,056</b>	<b>0</b>	<b>8,056</b>	<b>58.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(11,244)</b>	<b>(19,300)</b>	<b>(8,056)</b>				
<b>401 Events</b>							
1410 Income Summer Festival	6,550	10,000	3,450			65.5%	
1411 Income Fireworks	11,118	7,500	(3,618)			148.2%	
1412 Income Winter Fair	3,684	1,500	(2,184)			245.6%	
1415 Income Black History Month	1,586	0	(1,586)			0.0%	
Events :- Income	<b>22,938</b>	<b>19,000</b>	<b>(3,938)</b>			<b>120.7%</b>	<b>0</b>
4201 Events Administration	7,800	9,300	1,500		1,500	83.9%	
4205 Winter Fair	6,054	3,200	(2,854)		(2,854)	189.2%	
4206 Winter Social	21	100	79		79	20.9%	
4210 Summer Festival	15,944	17,000	1,056		1,056	93.8%	
4220 Fireworks	10,202	10,000	(202)		(202)	102.0%	
4240 Black History Month	2,578	1,500	(1,078)		(1,078)	171.8%	
Events :- Indirect Expenditure	<b>42,599</b>	<b>41,100</b>	<b>(1,499)</b>	<b>0</b>	<b>(1,499)</b>	<b>103.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(19,661)</b>	<b>(22,100)</b>	<b>(2,439)</b>				
<b>501 People</b>							
4107 Community engagement	455	1,000	545		545	45.5%	
4129 Volunteer Development	486	500	14		14	97.3%	
4425 Social Inclusion	421	400	(21)		(21)	105.2%	
4430 Children & Young People	2,955	3,000	45		45	98.5%	
People :- Indirect Expenditure	<b>4,318</b>	<b>4,900</b>	<b>582</b>	<b>0</b>	<b>582</b>	<b>88.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,318)</b>	<b>(4,900)</b>	<b>(582)</b>				
6000 plus Transfer From EMR	(152)						
<b>Movement to/(from) Gen Reserve</b>	<b>(4,470)</b>						



Detailed Income & Expenditure by Budget Heading 29/02/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>601 Grants</u>							
4134 Community Grants	11,700	0	(11,700)		(11,700)	0.0%	11,700
4136 Pop Up Fund	1,100	2,000	900		900	55.0%	
Grants :- Indirect Expenditure	<u>12,800</u>	<u>2,000</u>	<u>(10,800)</u>	<u>0</u>	<u>(10,800)</u>	<u>640.0%</u>	<u>11,700</u>
<b>Net Expenditure</b>	<u>(12,800)</u>	<u>(2,000)</u>	<u>10,800</u>				
6000 plus Transfer From EMR	11,700						
<b>Movement to/(from) Gen Reserve</b>	<u>(1,100)</u>						
Grand Totals:- Income	<b>217,638</b>	<b>226,106</b>	<b>8,468</b>			<b>96.3%</b>	
Expenditure	<b>168,044</b>	<b>200,236</b>	<b>32,192</b>	<b>0</b>	<b>32,192</b>	<b>83.9%</b>	
<b>Net Income over Expenditure</b>	<u><b>49,594</b></u>	<u><b>25,870</b></u>	<u><b>(23,724)</b></u>				
plus Transfer From EMR	11,548						
<b>Movement to/(from) Gen Reserve</b>	<u><b>61,142</b></u>						



Report To:	Queen's Park Community Council		
Title:	Review of Risk Management Policy		
Purpose:	For Approval		
Author:	Shuwanna Aaron, Director		
Date of Meeting	13 March 2024	Agenda Item	065 – 23/24

## **1 Summary**

This report recommends that the revised Risk Management Policy be adopted by the Council.

## **2 Recommendation**

It is recommended that the Council approves the Risk Management Policy contained in the appendix to this report.

## **3 Background**

- 3.1 The Council has an established Risk Management Policy which sets out in a Risk Register possible events, what the impact of these might be, and how these events can be avoided or the impact mitigated.
- 3.2 This is reviewed annually, with the last review having been approved by the Council in March 2023 (078 22/23).
- 3.3 No new risks have been identified, and the impact of some existing risks has been reduced. This is because the Council's operating procedures have become more established.
- 3.4 A copy of the amended document in full is attached as an appendix.

<b>Queen's Park Community Council</b> <b>Risk Management Policy</b>	<b>Revised</b> <b>March</b> <b>2024</b>
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## **Definition of Risk Management**

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives or to execute its strategies successfully. Risk Management is the process by which risks are identified and evaluated then avoided, mitigated or controlled.

## **Purpose of Document**

This document has been produced to enable the Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has a strategy that provides a structured, systematic and focused approach to managing risk, which:

- Identifies the key risks facing the council
- Evaluates the level of risk
- Assigns the management and control of the risk and records findings
- Reviews, assesses and revises procedures where required.

The details of these are contained in the Schedule to this document which categorises them into Management; Finance; Information and Data; Liability; Council Reputation, Propriety; and Assets.

The Council does not operate a separate Business Continuity / Disaster Recovery Plan but addresses these issues in this document.

## **Responsibility**

Queen's Park Community Council is committed to identifying and managing risks. The Council will carry out any appropriate action necessary to reduce or eliminate risks.

The Director as Proper Officer and Responsible Financial Officer will work with Committee Chairs and the Forward Planning Group to review risks on a regular basis, including any newly identified risks, and report findings to the Council. The review will include identification of any unacceptable levels of risk.

Councillors are ultimately responsible and must therefore:

- a) take steps to identify key risks facing the Council;
- b) evaluate the potential consequences if an event identified as a risk takes place;
- c) decide upon appropriate measures to avoid, reduce or control the risk or consequences.

<b>1 Management</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>High/ Medium/ Low</b>	<b>Management/Control of Risk</b>	<b>Review/ Assess/ Revise</b>
1.1 Business continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	M/H	<p>The Council uses a hosted service and all computer files are backed up on an ongoing basis onto Citrix.</p> <p>Remote working is now fully embedded with all staff, volunteers, and contractors capable of working remotely.</p> <p>List of passwords and access procedures stored securely, the process for recovery being known to the Officers and the Chair. In the event of the Directory being indisposed other staff and senior councillors have sufficient knowledge to secure continued operation.</p> <p>They can also contact SALC, NALC, and the former Locum Clerk for advice and support.</p> <p>Loss of Key Staff insurance and Business Continuity insurance is in place.</p>	<p>Review annually</p> <p>Assess ongoing to improve and document procedures.</p>
1.2 Meeting location	Adequacy Health and Safety	L	<p>Whilst the Beethoven Centre remains the main office and venue for meetings of the full Council, People and Place Committee meetings have moved to St Luke's and St Jude's respectively. This widens accessibility and provides resilience.</p> <p>Online options are not permitted for Council or Committee meetings but their use for Working Groups will continue.</p>	Review available meeting locations periodically
1.3 Council records - paper	Loss through theft, fire, flood or other damage	L	<p>Important documents are scanned and held electronically in backed up storage.</p> <p>Personnel documents and original minutes are kept in fireproof cabinets.</p>	<p>Likelihood is low</p> <p>Review bi-annually</p>
1.4 Council records – electronic	Loss through damage, fire, flood, corruption of data	L	Remote secure back up through Microshade/Vision ICT.	Review annually

<b>Subject</b>	<b>Risk(s) Identified</b>	<b>High/ Medium/ Low</b>	<b>Management/Control of Risk</b>	<b>Review/ Assess/ Revise</b>
1.5 Staff	Loss of key staff	M	As at 1.1, systems are in place to provide cover for staff absence using our network to provide cover so that legal requirements and basic services can be met.	Review annually
	Fraud	L	An internal audit is undertaken of the Council's systems and their operation twice in each year and the report provided to all councillors with a summary and response reported to full Council. Fidelity guarantee in place via insurance. A bank reconciliation is undertaken every month and forms part of the report to each meeting of the Council.	Review Procedures following each auditor.
	Actions carried out	L	Every meeting of the full Council and the Committees reviews the minutes of the previous meeting and any actions are picked up.	
	Emergency response	L	Officers' personal contact details held by Officers and Chair with 'next of kin' contact details in the personnel files.	
1.6 Volunteers	Safeguarding	M	The Council adopted a Volunteer Policy in October 2021 and the Safeguarding Policy has been updated.	Review annually
	Accident	L	A task-specific Risk Assessment is carried out before any new activity is undertaken, or reviewed before any repeated activity, to ensure that safe practices are followed.	To be reviewed after each event
1.7 Covid-19 Response	Operations	L	<p>Covid-19 has now passed as a significant risk and safe practices such as hand washing and other hygiene activities have now been incorporated into general operations.</p> <p>This risk will be deleted in 2025.</p>	To be reviewed in March 2025

<b>2 Finance</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>High/ Medium/ Low</b>	<b>Management/Control of Risk</b>	<b>Review/ Assess/ Revise</b>
2.1 Precept	Adequacy	L	Sound budgeting to underlie annual precept. Council receives regular budget updates. Precept is an agenda item at January meeting and the process is reviewed by Internal audit.	Existing procedure adequate. Annual review of Financial Regulations.
2.2 Insurance	Adequacy Cost Compliance Fidelity Guarantee	L	Cost reviewed and cover assessed annually at renewal date and checked for every major event.  No additional measures required.	Reviewed annually
2.3 Banking	Inadequate procedures	L	Control identified in a Financial Regulations, process via sign off by councillors, review by internal audit and internal controls.	Review via Financial Regulations annually
2.4 Cash	Loss via theft or dishonesty	L	Limited cash transactions and petty cash system discontinued. Income receipted and banked in accordance with Financial Regulations. All payments are reported to the next Council meeting.	Review via Financial Regulations annually
2.5 Financial controls and records	Inadequate checks	L	Bank account reconciled to accounting system monthly and independently audited. All transactions and summary reports are reported to each meeting of the Council.	Reviewed annually
2.6 Salaries	Incorrect payment or process	L	Payroll software now in use.	Review as part of Financial Regulations.
2.7 VAT	Reclaim not processed	L	The Council is enrolled in 'Making Tax Digital' whereby returns are submitted automatically by the RBS accounting system.	Review as part of Financial Regulations.
2.8 Annual Return	Not submitted in time	L	Council aware of timing process. Monitored through internal audit who are booked for 22 April 2024. Annual return to be completed and signed by the Council at the meeting on 22 May 2024. .	Existing procedures adequate

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

<b>4 Liability</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>High/ Medium/ Low</b>	<b>Management/Control of Risk</b>	<b>Review/ Assess/ Revise</b>
4.1 Legal powers	Illegal activity or payments.	L	All activities and payments made within the powers of the council, resolved and clearly reported in the minutes.	Ongoing review
	Working Groups taking decisions	L	Working Group coordinators clearly briefed, reporting regularly to Director and council. Quarterly meetings held with the monitoring Officer at WCC.	Ongoing review
4.2 Minutes, agendas and standing documents	Accuracy and legality	L	Minutes and agendas are produced in prescribed method; approved and signed off at next meeting; and published according to legal requirements.	Review on regular basis
	Non-compliance with statutory requirements	L	Business conducted at council is managed by the Chair with advice from Director. Standing Orders & Financial Regulations based on NALC models.	
4.3 Public liability	Risk to third party property or individuals	L	Insurance is in place, risk assessments of individual events to be undertaken, monitored by WCC.	Written risk assessments for major public events.
4.4 Employers' liability	Non-compliance with legal requirements	L	Insurance in place. Ensure adequate training & procedures for councillors and Officers.	Employment law training to be considered.
4.5 Legal liability	Legality of activities	L	Director has access to advice via SALC and SLCC and is undertaking study leading to a qualification in this area.	Maintain membership

<b>5 Council Reputation</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>High/ Medium/ Low</b>	<b>Management/Control of Risk</b>	<b>Review/ Assess/ Revise</b>
5.1 Code of conduct	Non-compliance	L	The current Code was adopted 2016 and the Director provides advice. Support is available for the Monitoring Officer at WCC who also is assisting with the implementation of a new national code together with online recording and reporting.	Review annually
5.2 Members' interests	Conflict of interest. Failure to register interests.	L L	Agenda item on every meeting and a mechanism introduced for Dispensations for specific agenda items.  Register updated regularly via an online portal. Director provides advice.	Monitored by internal auditor. Review annually
5.3 Elector Challenge	Council tax-payers petitions for the Council to be abolished.	L	Continuous promotion of the good work undertaken by the Council, and the development of partnerships with other stakeholder organisations working in the area.	Monitored generally and reviewed annually.
5.4 Council Independence	Electors unable to distinguish between QPCC and the City Council.	M	Although the increases support from the City Council is welcome, there is a risk that the Council will lose its identity and be seen as no more than a 'department'. Officers will ensure that QPCC events and initiatives are clearly identified as such.	Reviewed annually

<b>6 Assets</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>High/ Medium/ Low</b>	<b>Management/Control of Risk</b>	<b>Review/ Assess/ Revise</b>
6.1 Asset Register	Assets not recorded	L	Council has agreed a <i>de minimus</i> threshold of £1,000 so holds no assets.	Review annually
First draft prepared: November 2016 Revised: March 2021, March 2022, March 2023				
Approved by Council: 13 March 2024 (065 23/24) Next Review: March 2025				



Report To:	Queen's Park Community Council		
Title:	Working Group Report		
Purpose:	For information and discussion		
Author:	Shuwanna Aaron, Proper Officer		
Date of Meeting	13 March 2024	Agenda Item	066 23-24

## 1 Summary

This report sets out some of the activity undertaken by Working Groups and their Co-ordinators since the last meeting of the Council

## 2 Recommendations

That the Council notes the Report and discusses the matters raised.

## 3 Main tasks / issues since last full meeting of Council

<b>Forward Planning</b>
<ul style="list-style-type: none"> <li>- The Working Group has not met but has received email updates regarding key matters.</li> <li>- The Working Group has agreed which Councillors will act as a Councillor lead feeding into each of the City Council's Strategic Delivery Groups.</li> </ul>
<b>The Voice</b>
<ul style="list-style-type: none"> <li>- Residents and Local organisations have been invited to, and have submitted a number of content for the upcoming Spring 2024 issue of the Voice is which is currently in production and is due to go to print at the end of the week with delivery beginning in the week that follows.</li> <li>- An email has been sent to local estate agents, salons and funeral homes inviting them to take-up paid advertising space in the Queen's Park Voice and e-bulletin – a few have express interests and conversations are ongoing.</li> <li>- All 2024 issues of the QP Voice will include paid promotions for the N-POP employment programme being run by PDT on behalf of the City Council.</li> </ul>
<b>Economic Development</b>
<ul style="list-style-type: none"> <li>- The Working group will meet in advance of the next meeting of the Council. Officers have supported local residents in setting up a CIC and seeking funding opportunities.</li> </ul>
<b>Grants</b>
<ul style="list-style-type: none"> <li>- No updates</li> </ul>

Report To:	Queen's Park Community Council		
Title:	Officers' Report		
Purpose:	For information and discussion		
Author:	Shuwanna Aaron, Proper Officer		
Date of Meeting	13 March 2024	Agenda Item	

## 1 Summary

This report sets out some of the activity undertaken by Officers since the last meeting and activities proposed for the next few months.

## 2 Recommendations

That the Council notes the Report and discusses the matters raised.

## 3 Main tasks / issues since last full meeting of Council

### Strategic Developments

- QPCC is now represented (by the Proper Officer) on each of the seven strategic delivery groups of The North Paddington Programme with feed in from the Forward Planning Working group and a number of other Councillors.
- So far the Climate and Communities and Connections Delivery Groups have met and the Officer has raised concerns regarding the financial penalties that are often attached to climate policy and its impact on economically disadvantaged residents. Concerns were also raised about the adverse impact of current retrofitting offer in terms of the reduction of space in home and have advocated for other approaches which have less adverse impact and are therefor more likely to incentivise residents. The Group has outlined ongoing work to diversity the offer through stronger links with repair plans and work to help Housing Associations identify funding opportunities to repair and retrofit their housing stock.
- An introductory meeting has been had with the employment, skills and training Delivery Group lead with input the need for of summer-time and holiday activities for young people with a focus on upskilling, training and employment opportunities, the need for small grassroots and community focused organisations at a strategic level, in addition to resourcing their ideas/
- The Proper Officer continues to engage with the North Paddington Board Voluntary Community Sector Network – no new information has been made available through the last meeting.
- In addition to the five priorities identified to take forward with the City Council, a further ten priorities from the Strategic Plan have been identified for Officers to take forward with the forward this year. See Appendix A

- A top-level review of the Social Media strategy (including e-bulletin) has been produced (Appendix B). Overall, engagement on Instagram and the e-bulletin have improved due to increase in the frequency, consistency of design, improved readability and tailored content. Although not tracked – there is increased traffic on the website – in large part due to click- through from the e-bulletin and social media and is evidenced by the number of communications received through forms on the Council website such as event, project registration and inquiries from residents and other organisations. Improvement remain to be made on Facebook. No data or strategic approaches have been implemented on Twitter and LinkedIn thus far.
- QPCC is now represented at Citizens Advice Bureau's bi-monthly surgeries at the Beethoven centre.

### **Operations**

- WCC have confirmed that progress in being made towards producing the necessary paperwork for the Council's consideration in regards to leasing the Queen's Park Garden's Hut. There has been a preliminary confirmation that the agreement will be covered under the City Council's insurance and the team is awaiting a valuation from Corporate Property before finalising this step and moving forward with the drawing up early documentations for QPCC's consideration.
- Conversations are underway with PDT to agree a new licencing agreement which would hopefully see a more equal sharing of the available space and storage in the current office. Moving to a separate office still remains an option but would now be option B.
- QPCC's Annual Induction and Training Session on April 20<sup>th</sup> will be hosted at City Hall with the support of WCC Officers – the day-long event will include several sessions, lunch and opportunities for councillors to socialise.

### **Staff**

- Recruitment for a Community Development Officer has been closed. Three candidates have been invited to interviews which will take place 14<sup>th</sup> March with the view to appoint the following week and a start as early as possible.
- The temporary Admin Assistant will stay in role at least until April.
- No update has been provided regarding the WCC funded project officer – the proposal is currently been considered for funding as part of the North Paddington Programme.

### **Governance**

- Following Gill Fitzhugh resignation – ten signatures were submitted calling for an election to fill the casual vacancy. The monitoring officer determined that that two signatories were not valid. As the deadline had passed, no amendments could be made and the vacancy will now be filled through co-option. Thus far three persons have put themselves forward to be co-opted. A wider call for candidates will be put publicly shortly.

<ul style="list-style-type: none"> <li>- An amended version of the Councillor's Attendance and Allowance policy – containing improvements requested at the last meeting of the Council has been reviewed by SALC. No legal issues were raised so the policy will be put to the Council's May meeting for adoption. (See Appendix C)</li> </ul>
<b>Funding</b>
<ul style="list-style-type: none"> <li>- There is currently one funding application out – hoping to raise £4000 to host the Eid fun day in April.</li> <li>- The Council is expecting a payment of £1000 from the City Council for desk space used by WCC's Community Development Officer once a week. <ul style="list-style-type: none"> <li>- An application to the City Council's Greener Future's fund is due to be drafted to support the ongoing enhancement project facilitated by HCGA in the Queen's Park Gardens, as well as summer-time activities engaging children, young people and families in gardening in and food growing initiatives.</li> </ul> </li> </ul>
<b>WCC</b>
<ul style="list-style-type: none"> <li>- Quarterly meeting cancelled due to election period</li> <li>- Advice has been sought regarding a number of strategic and confidential matters.</li> </ul>
<b>People Committee</b>
<ul style="list-style-type: none"> <li>- Officers are following through on recommendations made at People committee with regards to Annual Events.</li> </ul>
<b>Place Committee</b>
<ul style="list-style-type: none"> <li>- Recommendations made at the last meeting of the committee in response to the City Council's Emissions-based parking strategy were collated and submitted to the consultation. A reply has been received acknowledging that comments have been noted and passed to the City Council for consideration. Concerns were also raised directly with Ward Councillors and partners on the North Paddington Board.</li> </ul>
<b>Forward Planning</b>
<p>The Working Group has not met but has received email updates regarding key matters.</p>
<b>The Voice</b>
<ul style="list-style-type: none"> <li>- The Spring 2024 issue of the Voice is currently in production and is due to go to print at the end of the week with delivery beginning in the week that follows.</li> <li>- An email has been sent to local estate agents, salons and funeral homes inviting them to take-up paid advertising space in the Queen's Park Voice and e-bulletin – a few have express interests and conversations are ongoing.</li> <li>- All 2024 issues of the QP Voice will include paid promotions for the N-POP employment programme being run by PDT on behalf of the City Council.</li> </ul>
<b>Economic Development</b>
<ul style="list-style-type: none"> <li>- The Working group will meet in advance of the next meeting of the Council. Officers have supported local residents in setting up a CIC and seeking funding opportunities.</li> </ul>
<b>Grants</b>

- No updates
<b>Community Engagement</b>
- See point 3 in Strategic Developments
<b>Events</b>
<ul style="list-style-type: none"> <li>- Plans continue to progress for the Community Day Planned for May 25<sup>th</sup> and the Annual re-induction and training session.</li> <li>- The Events Coordinator and Proper Officer will meet on Monday 11<sup>th</sup> March to discuss strategic ambitions for the annual events – the Events Working group will be called in advance of the May annual meeting for residents and Councillors to input.</li> </ul>
<b>Air, Climate and Environment Climate Emergency</b>
- No updates
<b>Public and Community Arts</b>
- Community Theatre programme will be on the way at the end of the month – Councillors are asked to promote across their networks.
<b>Children and Young People</b>
- No updates
<b>Health Wellbeing and Social inclusion</b>
<ul style="list-style-type: none"> <li>- Wellbeing Wednesday - ongoing</li> <li>- Communithea – ongoing</li> <li>- Carer's Time for Self – ongoing</li> <li>- Garden Clean up – due to start in April</li> </ul>
<b>Planning</b>
- WCC issued a consultation on the introduction of a disabled parking space on Onslow Close for the needs of a specific resident – QPCC supported the
<b>Immediate Plans going forward</b>
<ul style="list-style-type: none"> <li>- Notice of co-option to Casual Vacancy</li> <li>- Eid Fund Day and Community Day Planning</li> <li>- Working Group Meetings</li> <li>- Policy amendments ahead of Annual Meeting</li> <li>- Greener Future Funding Application</li> <li>- Annual re-induction and training sessions.</li> </ul>

## Appendix A: Officer's Strategic Priorities 2024

1. Strengthen the role as a voice for the Community
  - Increased signage/notices about the Council and how to get involved - WCC
  - Drop boxes at key locations in the area – QPCC
2. Make QPCC & processes more accessible
  - Annual Meeting notices
  - Publish key decisions made at meetings
  - Pursue options to join / advertise on local radio stations
  - Provide digital versions of QP Voice in different languages - WCC
3. Community mapping
  - Establish a regular networking event for local groups and organisations to share concerns, resources, news and develop collaborative projects.
4. To promote identity and belonging
  - 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.
  - Pursue more opportunities to facilitate projects, events and services to reach and connect with global majority residents.
5. To tackle crime and anti-social behaviours
  - Engagement with ward panel and North Paddington Programme Crime and Safety Working Group.
6. Provide support for economic well-being
  - Increase sign-posting to services and support for those at risk.
  - Provide more opportunities for training and development within the area.
  - Provide more opportunities for local entrepreneurs to showcase their business and build their brands
7. Physical and Mental Health Support
  - Facilitate a programme of well-being activities to help residents care for their physical and mental health.
8. Advice and support for women.
  - Work with Westminster City Council and other local organisations to address violence against women and girls through approaches that are holistic and survivor centred.
9. Public realm improvements
  - Work with Westminster to devise and deliver a localised approach to tackling fly tipping and dog fouling.
10. Promoting cycling, walking and car-free days

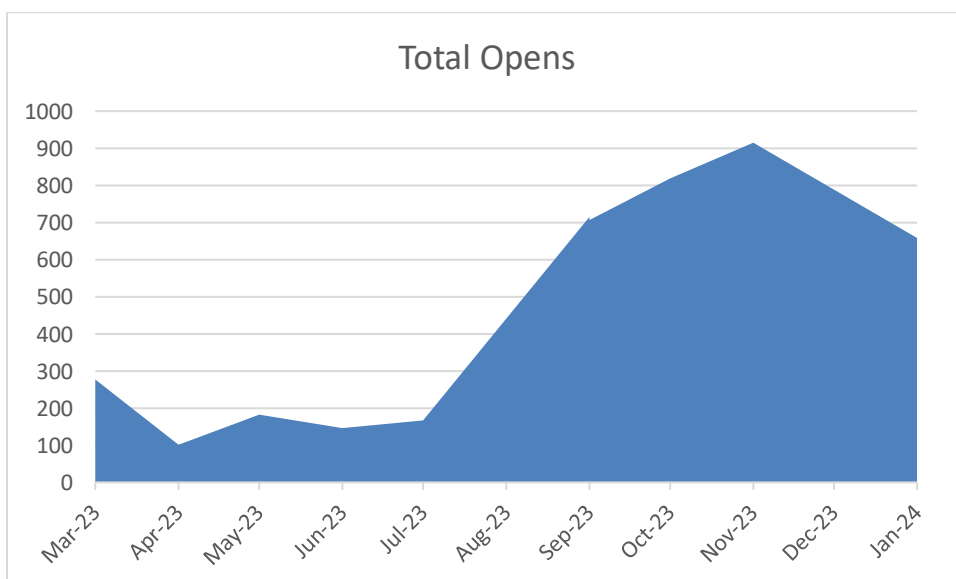
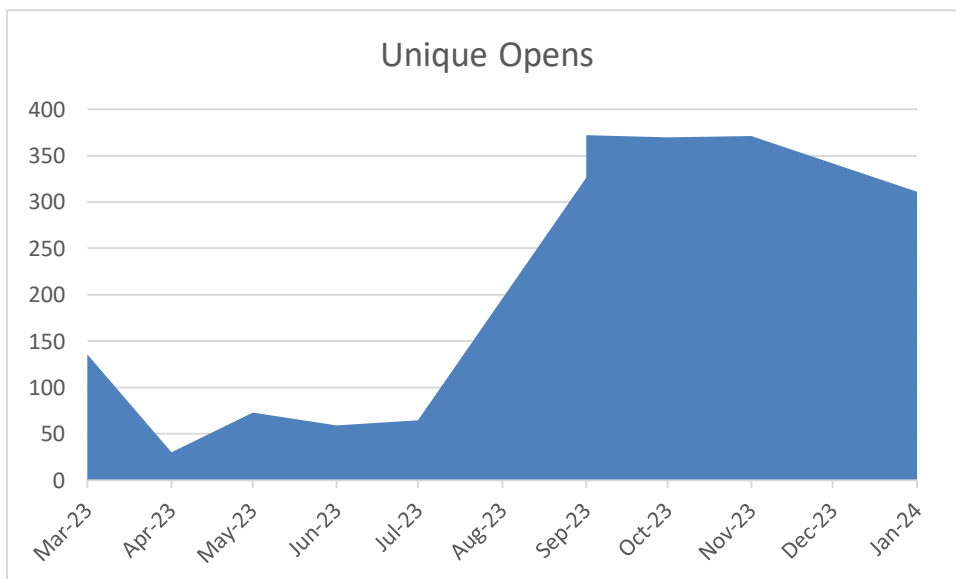
## Appendix B: Social Media Strategy Brief Overview January 2024

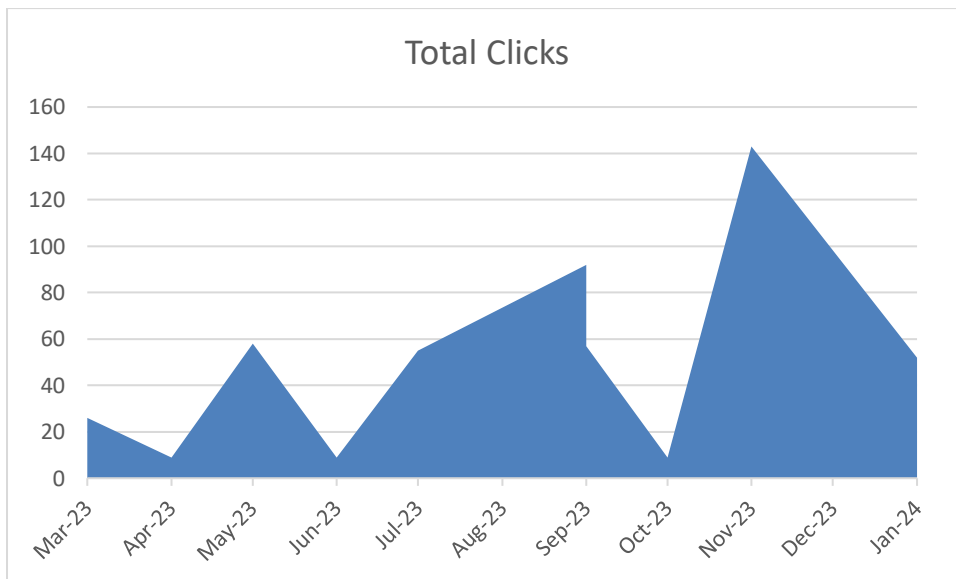
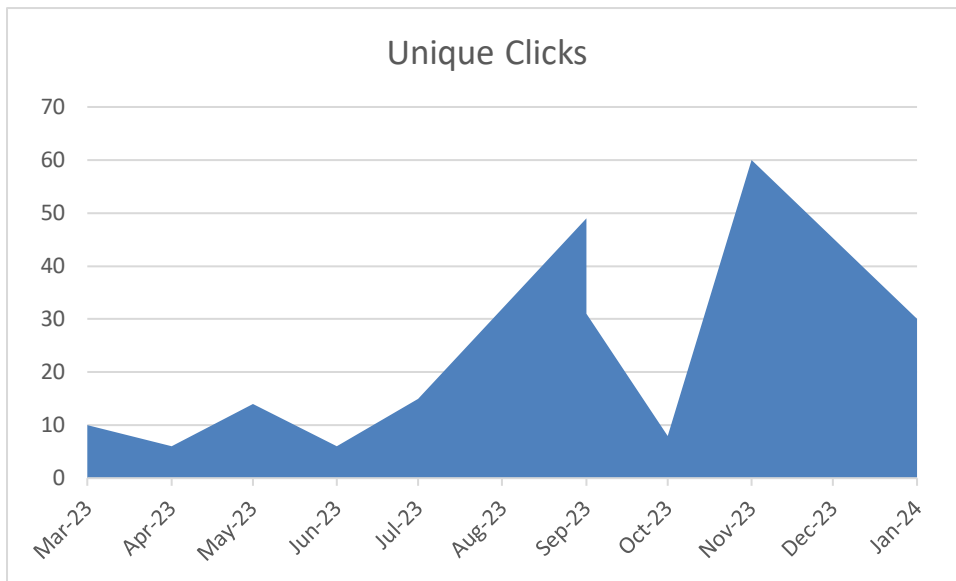
### E-bulletin Engagement

Looking only at March 2023 and January 2024 (Move-over to Transpond from Mailchimp)

Description	Increase /decrease
Mailing list number	27%
Unique open increase	228%
total opens	236%
Total clicks	200%
Total Unique Opens	3894
Total Opens	8375

### Breakdown





#### Twitter /X

NO comparative data is available.



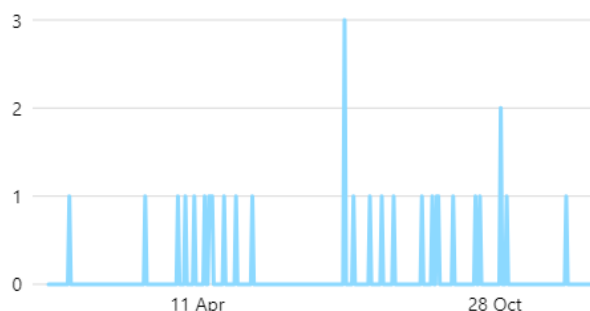
## Facebook & Instagram

The information presented below shows comparisons between the 1<sup>st</sup> Jan 23 and 1<sup>st</sup> Jan 24 compared to the previous year 31<sup>st</sup> Dec 2021 – 31<sup>st</sup> Dec 2022.

### New likes and follows

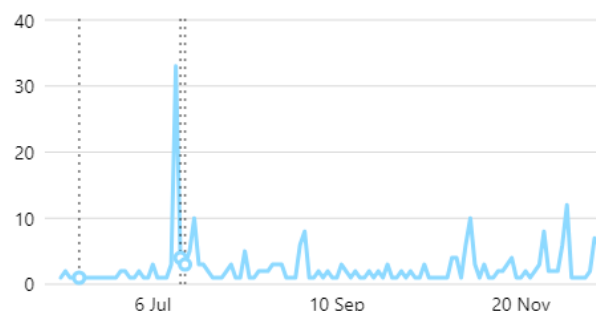
#### Facebook Page new likes ⓘ

30 ↓ 47.4%



#### New Instagram followers ⓘ

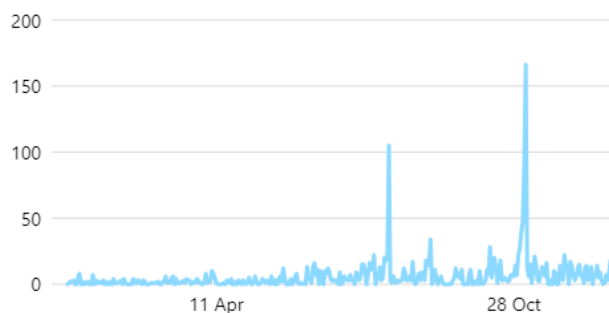
297 –



### Visits

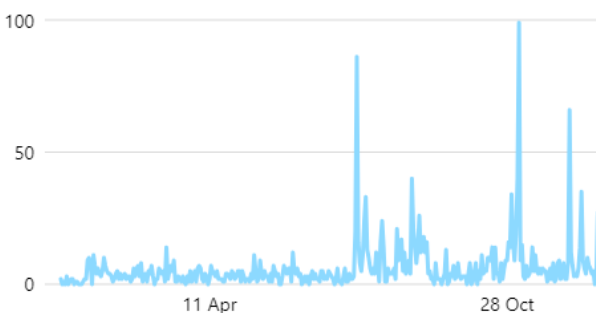
#### Facebook visits ⓘ

2,155 ↑ 133.5%



#### Instagram profile visits ⓘ

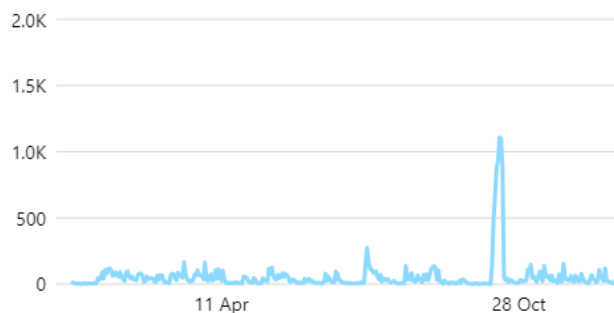
2,246 ↑ 45.8%



### Reach

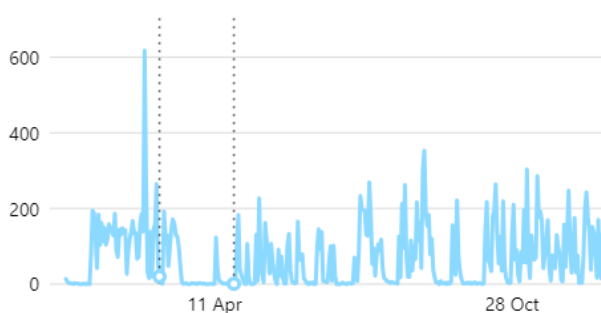
#### Facebook reach ⓘ

7,231 ↑ 100.8%



#### Instagram reach ⓘ

2,863 ↑ 20.2%



## **Members' Attendance and Allowance Policy**

### **Purpose of this policy**

Attendance at and participation in Council, Committee and Working Group meetings are an essential part of the Councillor's role and underpin the Council's democratic processes.

In addition to being on the Council, each Councillor is expected to be on at least one of the two main Committees, People and Place, and is expected to support Working Groups and Events.

As such, the following attendance policy has been established to ensure that all members are aware of the expectations and to provide guidelines for managing absences and lateness.

### **1. General**

- a. Council and Committee meetings always take place from 18:00 – 20:00, on the dates approved during the Annual Meeting except where an extra-ordinary meeting is called or a meeting is cancelled.
- b. Notice of extra-ordinary Meetings, Community Meetings, Working Group Meetings and Training Meetings will be received through the same process as notices for Council and Committee Meetings (At the Annual Meeting and/or with at least three clear days before the meeting)
- c. Councillors are expected to arrive at the meeting location at least five minutes before the meeting is due to commence.
- d. Lateness is defined as arrival 10 or more minutes after the meeting commences without prior notice to the Proper Officer.

### **2. Issuing Apologies**

- a. Councillors should issue apologies for absence to the Proper Officer by 15:00pm the day before the meeting, except in the case of an emergency when apologies should be issued before the set commencement of the meeting.
- b. Apologies for absence should be issued with a reason and is subject to approval by the meeting for which the apology is issued, except in the case of absence at Community Meetings, Working Group Meeting and Trainings Sessions, when approval will be tabled at the next Full Council Meeting.
- c. Apologies for absence issued after the set commencement of a meeting, or issued without a reason will not be put to a vote for approval and will result in a record of no-contact absence.
- d. Councillor are expected to be in attendance for the full duration of a meeting and should issue apologies, in accordance with sections 2a – 2c if they will attend a meeting for one hour or less. Such apologies will be Noted by the meeting.

### **3. Conditions of approval of Absence**

- a) If the Councillor is a member of any branch of, or employed in the service of His Majesty's naval, military or air forces when employed during war or any emergency on any naval,

military or air force service.

- b) Ill or experiencing a mental health difficulty if attending the meeting could spread the illness, hinder the ability to participate or amplify the condition.
- c) A sudden family emergency that requires immediate attention.
- d) A pre-scheduled medical appointment that cannot be changed.
- e) A scheduling conflict with another equally important meeting that cannot be reschedule.
- f) A business trip or traveling for work during the meeting time.
- g) Unavoidable personal obligations such as court appearances, legal matters, or other personal commitments that cannot be postponed.
- h) A sudden work crisis or urgent task that requires immediate attention and cannot be delegated.
- i) Severe weather conditions that makes it unsafe to commute or attend the meeting.

#### **4. Conditions for Rejections of Apologies**

- a) Not providing a reason.
- b) Failure to prioritize and manage diaries and time effectively to accommodate the meeting.
- c) Regularly missing meetings with reasoning that suggest a lack of commitment.
- d) Routine personal tasks or errands.
- e) Social events or personal plans that could be adjusted.
- f) Personal conflicts or disagreements with colleagues.
- g) Avoiding responsibility or accountability by skipping a meeting.
- h) Failing to communicate in advance about potential scheduling conflicts or issues that could prevent attendance.
- i) Claiming not to be feeling well without any clear medical reason

#### **5. Confidentiality**

- a. Councillors can request by writing to the Proper Officer that the reason/s issued alongside apologies for absence be kept confidential.
- b. The Proper Officer should respect requests for confidentiality.
- c. In such instances, the Proper Officer should interpret and report to the meeting whether or not the reason provided satisfies the conditions for approval of absence as outlined within this policy.

#### **6. Recording Attendances and Absence**

- a. In accordance with Local Government Act 1972, s 85(1) and (2) "If a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend

any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.” For the purpose of calculating attendance the following meetings qualify:

- Meetings of the Full Council
  - Meetings of any committee to which you are a member
  - Meetings of any Working Groups to which you are a member
  - Meetings of any external bodies to which you have been appointed to attend
  - Any meetings called by the Council to which your attendance is requested and which discharges a function of the Council. (Such as the Annual Community Meeting and Councillors' Induction and Trainings Sessions)
- b. A record of attendance is kept by the Proper Officer and will be published before each Annual Meeting as part of the governance reports. The record will be categorized as follows:
- P** – Present
  - PP** – Partially Present
  - AA** – Approved Apologies
  - UA** – Unapproved Apologies
  - NC** – No Contact
- c. The record will not reflect rescheduled or cancelled meetings, except where meeting is rescheduled or cancelled due to quoracy.
- d. All UA and NC records will be included in the calculations of absence.
- e. Councillors can seek the recategorization of No-Contact Absences to an Approved Absence by issuing apologies at a meeting of the responsible body (Council or Committee meeting) within six months of the meeting to which they were absent.
- f. The Chair of the meeting shall have the right to cast a second vote, where the first is tied.
- g. Once an apology for absence is approved or rejected, there can be no further voted to recategorize the absence.
- h. Councillors should refer to other requirements and policies regarding attendance as outlined in the Standing Orders and Local Government Legislation.

## **7. Councillors' Allowance**

- a. Councillors' Allowance is set at £250 per annum (paid in arrears and subject to income tax) and is made available to Councillors at the start of each new financial year.
- b. Where a Councillors' unapproved and no-contact absence (UA and NC) reaches or exceeds 1/4 of the Meetings (rounded down) to which their attendance is required, a fifty percent cap will be placed on the Councillors' Allowance payable (£100 subject to income tax) The cap will also apply to request for Councillors' Allowance to be donated to a charity of community

interest company or organization.

c. For the purpose of calculating whether a cap is to be place on Councillors' Allowance, unapproved and no-contact absence at the following meetings quality:

- Meetings of the Full Council
- The Annual Community Meeting
- Meetings of any committee to which you are a member
- Meeting of any Working Group to which you are a member
- Induction and Training Sessions

*Please see appendix A for an illustration of possible calculations.*

## **8. Recourse**

- a. Councillors can seek recourse by writing to the Chair outlining the circumstances under which recourse is sought. The Chair of the Council, along with the Forward Planning Working Group will make a final decision.

### **Councillors' Acknowledgement**

I acknowledge that I have read, understand and agree to adhere to this attendance policy.

Name:	Signature:
	Date Signed:

This policy should be reviewed Annually.

## **Appendix A**

*Please note the figures below are only illustrative, the number of meetings each year are likely to var.*

	Meeting	Total	Maximum unapproved absence
One Committee Membership	4 – Council Meetings	13 Meetings	3 Meetings
	1 – Community Meeting		
	4 – Committee Meetings		
	9. – Working Group Meetings		
	2 – Induction/ Training Session		
Two Committee Membership	4 – Council Meetings	16 Meetings	4 Meetings
	1 – Community Meeting		
	8 – Committee Meetings		
	1 – Working Group Meeting		
	2 – Induction/ Training Session		

## **Key Terms**

### **Absent**

Failure to attend a meeting which discharges functions of the Council to which your attendance is requested.

### **Approved Absence**

An approved absence occurs when an apology for absence is:

- Issued before the planned commencement of the meeting.
- Is approved by a vote at the meeting for which the apology was issued or a meeting of the same body within six months.
- Is approved at a meeting of the Full Council within six months of the issuance of apology - in the case of Community, Working Group and Induction/Trains Sessions.

### **Unapproved Absence**

An unapproved absence occurs when a vote to approval apologies is rejected at a meeting of the responsible body within six months of the issuance of the apology.

### **No Contact Absence**

A no-contact absence is recorded when:

- No apology for absence is issued
- An apology for absence is issued without a reason
- An apology for absence is issued after the set commencement of a meeting

### **Partially Present**

Partially Present is recorded when a Councillor is in attendance for one half or less of a meeting's planned duration. E.g. One hour or less for Council and Committee meeting which each have a two-hour duration.

### **Lateness**

Failure to arrive at a meeting to which your attendance is required within ten minutes of the set commencement.