



You are hereby summoned to attend the **Annual Meeting** of the **Community Council** to be held in the **Beethoven Centre** on **Wednesday 22 May 2024** commencing at **6.00pm**.

Shuwanna Aaron, Proper Officer

22 May 2024

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### **AGENDA**

- 001-24/25 Election of Chair** – to elect a Chair of the Community Council for the 2024/25 municipal year.
- 002-24/25 Chair's declaration of acceptance of office** – to receive the Chair's declaration of acceptance of office.
- 003-24/25 Election of Vice-Chair** – to elect a Vice-Chair of the Community Council for the 2024/25 municipal year.
- 004-24/25 Apologies for absence** – to receive and approve any apologies for absence.
- 005-24/25 Declarations of interest** – to note any Declarations of Interest or Dispensations granted in respect of any item on the Agenda.
- 006-24/25 Minutes of the previous meeting** – to consider for approval the minutes of the Council Meeting held 13 March 2024 for confirmation and signing as a correct record.
- 007-24/25 Public session** – to receive any questions, representations or petitions from members of the Public. (Members of the Public may speak for up to 3 minutes at the discretion of the Chair).
- 008-24/25 Co-opting** - to co-opt a new member to the casual vacancy for a Community Councillor.
- 009-24/25 Declarations of acceptance of Office** – to receive the co-opted Councillor's signed declaration of acceptance of office.
- 010-24/25 Diary of Meetings and other Committee Matters** - to decide various aspects of committees for 2024/25.
- 011-24/25 Working Groups** - to decide various aspects of Working Groups for 2024/25.
- 012-24/25 Representation on external bodies** - to decide on representation for 2024/25.

**013-24/25 Standing Orders** – to review the amendments to the Council’s Standing Orders and to adopt the amended Standing Order.

**014-24/25 Financial regulations** - to review the council’s Financial Regulations for adoption.

**015-24/25 Adoption of policies** - to review various policy documents and confirm adoption/ re-adoption.

Councillors Allowance and Attendance Policy  
Environmental Policy  
Complaints Procedure  
Member and Officer Protocol  
Members’ Code of Conduct  
Disciplinary Policy and Procedure  
Grievance Procedure  
Document Retention Policy  
Office Security Policy  
Scheme of delegation  
Safeguarding Policy

**016-24/25 Matters to be considered at an Annual Meeting** - to review various matters that should be considered.

**017-24/25 Internal Audit Report** - to receive and note the report of the Internal Auditor for 2023/24.

**018-24/25 Approval of Annual Governance Statement** - to approve the Annual Governance Statement for 2023/24.

**019-24/25 Approval of Accounting Statement** - to approve the Accounting Statement for 2023/24.

**020-24/25 Financial Report** - to receive a report on the current financial position and approve payments for April 2024.

**021 25/25 Annual Report** - to receive a report on the progress of the 2022- 2026 Strategic Plan.

**022-24/25 Officers’ Report** – to receive and note a verbal report from the Proper Officer.

## QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held in the Beethoven Centre  
on **Wednesday 13<sup>th</sup> March 2024** commencing at 18:00.

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

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

**055-23/24 Apologies for absence** – Councillor Ali issued apologies stating the need to break fast as part of the observances of the holy month of Ramadan. A vote was undertaken.

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

**056-23/24 Declarations of interest** - The Proper Officer received no new declarations of interest, and noted a standing declaration for Councillor McArdle as the RFO.

**057-23/24 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.

**058 -23/24 Public Session** – Residents raised concerns regarding dogs of leash in Queen's Park gardens and a dog owner becoming aggressive when concerns are raised. The resident requested that the Council do more to address dog related issues such as these and to request stronger enforcement by the City Council. The Proper Officer noted concerns and it was agreed that conversations will be had with the City Council to establish new/ improved avenues for tacking off leash dogs in the Park.

**059 -23/24 Minutes of the Committee Minutes** – The minutes of the previous Place and People Committee meetings held 8<sup>th</sup> and 29<sup>th</sup> November 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 Meeting are ADOPTED

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

**060 -23/24 Alderman Barrie Taylor** – Councillors Pond, McArdle, Sweeney and Bynoe shared stories recognising the contributions of Alderman Barrie Taylor to the Queen's Park Community and the establishment of the Queen's Park Community Council and a minute of silence was observed.

**061 -23/24 People Committee Report** – The chair of the People Committee delivered a report outlining the outcomes of the previous meeting of the committee in March 2024. (See Appendix A.) The report was seconded and a vote was undertaken.

**RESOLVED THAT**, the report be NOTED

**062 -23/24 Place Committee Report** – The Chair of the Place Committee delivered a report outlining the outcomes of the previous meeting of the committee in February 2024. (See Appendix B) The report was seconded and a vote was undertaken

**RESOLVED THAT**, the report be NOTED

**063 -23/24 HR Committee Report** – The Chair of the HR Committee delivered a verbal report outlining ongoing recruitment for a community development officer, and pending appraisal for the Proper Officer. The report was seconded and a vote was undertaken.

**RESOLVED THAT**, the report be NOTED

**064 -23/24 Financial Report** – A financial a report was circulated a part of the meeting's papers and accepted as read. The RFO further outlined that the council hold in excess of £2000 in CIL to invest in a Capital project. Councillors shared ideas about projects that may benefit from such investment – such as projects that mark the Council's 10-year anniversary. The RFO also outlined payment to be approved. The report was seconded and a vote was undertaken.

**RESOLVED THAT**, the report be NOTED and payments be APPROVED.

**066 -23/24 Review of the Risk Management Policy** – The report was circulated as part of the Meeting papers and accepted as read. Cllr McArdle pointed out the key changes to the Policy and the underlying reasonings. The report was seconded and a vote was undertaken.

**RESOLVED THAT**, the report be APPROVED

**065 -23/24 Working Group Report** – The Working Groups Report was circulated as part of the meeting's papers and accepted as read. The report was seconded and a vote was undertaken.

**RESOLVED THAT**, the report be NOTED

**067 -23/24 Councillors' Report** – The Proper Officer delivered reports from Councillors Bynoe, Alleyne and Ali which were submitted prior to the meeting. Cllrs McArdle, Sweeney and Wilson delivered verbal reports. Cllr Lawrence did not deliver a report.

#### **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**

I continue to support the Communita Project at Juniper House once a month – connecting with residents living within the sheltered accommodation and making them aware of health messages. We also play board games, run quizzes, play music Chair, run yoga session and provide a good hearty lunch.

#### **Cllr Ali**

- International Women's Day (8th March): Contributed to an article for social media.
- Written various articles promoting local activities for publication.

- Attended Eid in Queens Park meetings with local organisations such as QPBA, Queens Park Library, Lizzy, etc.
- Attended local Women's socials for networking and supporting their local activities.
- Promoted Queens Park Community Council's events on social media platforms, and shared on various local WhatsApp groups.

**Cllr McArdle**

I continue to engage s the Responsible Financial Officer daily, in addition to co-ordinating as the lead of the Planning Working group. I also engage with the Amenities societies form on behalf of the council, have taken part consultation with the City Council on the canal side and have called and facilitated meet8ing in my capacity as the Cahir of the HR committee.

**Cllr Sweeney**

I have engaged with the HR committee meetings and the recruitment process, I have also supported the clean-up and refurbishment of the Happy Hub to enable its use by the Community n addition to working with PDT to prioritise and share information regarding QPCC activities and events though the popular North Paddington WhatsApp group.

**Cllr Wilson**

I have shared a message on the Councillor's What App group regarding the Family Hub networks have signposted resident so they can access support.

The report was seconded and a vote was undertaken.

**RESOLVED** THAT, the report be NOTED

**068 -23/24 Chairs' Report** – The chair delivered a verbal report outlining attendance at various City Council resident's consultation events, engaging with HR committee and ongoing work engaging young women in sports as part of the ESP foundation. The report was seconded and a vote was undertaken.

**RESOLVED** THAT, the report be NOTED

**069 -23/24 Officers' Report** – The Officer's report was circulated as part of the meeting's papers and accepted as read. The proper Officer outlined various key areas outlined in the written report. The report was seconded and a vote was undertaken.

**RESOLVED** THAT, the report be NOTED

*The meeting closed at 19:32*

Minute Ref: 055- 069 – 23/24

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

**Cllr. Eartha Pond, Chair**

## Appendix A

Report To:	Queen's Park Community Council		
Title:	People Committee Report		
Purpose:	TO NOTE		
Author:	Shuwanna Aaron, Proper Office and Councillor Lawrence		
Date of Meeting	13 March 2023	Agenda Item	061 23/24

### 1 Summary

This report sets out some of the activity of the People Committee since the last meeting of the Full Council.

### 2 Recommendations

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

#### Meeting and Decisions

- The People Committee met last on 6<sup>th</sup> March.
- Councillors Alleyne, Wilson, Pond, Ali, Bynoe and Nicholas were in attendance along with three members of the public.
- The meeting received a brief financial update confirming no areas of concerns in relation to the set budget.
- The Working Group provided updates on events between December and February and laid out brief plans for an Eid fun Day in April and a Community Day in May.
- Updates were also provided on the ongoing Wellbeing Wednesdays, Communtea, Carer's Time for Self projects and Volunteer inductions taken place in recent months.
- The Community Day report provided more details of the planned event and the opportunity for the Committee to input its ideas. The Committee approve the report and its recommendation that the 2024/2025 Community Engagement budget approved in January be put towards this project.
- The Eid Fun Day report outlined overall plans for the event and recommended that the Committee proposes an increase to the Community Engagement Budget to support this project. The income for this increased budget is expected from a pending Ward Budget application. The Proper Officer has since advised that payment of this funding, in addition to payments of invoices for this project are expected after the close of this Financial year – so the recommendation will be taken to a subsequent meeting of the Council.
- The Officer's Report outlined:
  - The delivery of events Between December and February and plans for upcoming events.
  - The start of QPCC' engagement at Citizen's Advice Bureau bi-monthly surgeries at the Beethoven Centre.
  - Support for the ongoing Health, wellbeing and Social Care Working Group projects
  - Ongoing Community Engagement Working Group projects and a report on the development of the Social Media strategy which will also be presented at this meeting.

## Appendix B

Report To:	Queen's Park Community Council		
Title:	Place Committee Report		
Purpose:	TO NOTE		
Author:	Shuwanna Aaron, Proper Office and Councillor Lawrence		
Date of Meeting	13 <sup>th</sup> March 2024	Agenda Item	062-23/24

### 3 Summary

This report sets out some of the activity of the Place Committee since the last meeting of the Full Council.

### 4 Recommendations

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

#### Meeting and Decisions

- The People Committee met last on 7<sup>th</sup> February
- Councillors Diamond, McArdle, Bynoe and Ali were in attendance, along with three members of the public and Cathy Maund from HCGA. Councillor Wilson was absent.
- The Financial Report outlined no areas of concerns in relation the set budget.
- The Committee reviewed the key areas of the HCGA's successful tender to the City Council which proposed a number of greening projects in Queen's Park and were able to ask questions of the Contractor.
- The HCGA Contractors report highlighted the installation of sings for winners and runner-up from the 'Queen's Park in Bloom' competition, in addition to other business as usual.
- The Committee discussed the City Council's plans to introduce emission-based parking charges. The Committee instructed the Proper Officer to respond in objection to the blanket implementation, and made recommendation it felt would mitigate the impact on residents facing social- economic disadvantages. See appendix A
- Th Working Group report included an overview of the most recent air quality monitoring results and ongoing plans to produce the Councils' emissions calculations for 2022/2023 and 2023/2024.
- Among other thing the Officer's report include updates on:
  - The planned re-turfing of the dog run and the installation of the new dividing gates.
  - Progress of the Queen's Park Open Space redevelopment which is due to start in the Summer.
  - Response from the City Council regarding the public realm improvement ambitions the committee laid out at the previous meeting
  - The pending restart of the Community Garden- Clean up Programme

## Appendix A:

To whom it may concern,

I am Shuwanna Aaron, Director of Queen's Park Community Council, a statutory body representing the interests of Queen's Park, Westminster residents.

In a meeting of the Place Committee on February 6th, QPCC Councillors discussed the proposed tariff and permit pricing restructure. Under delegated authority from the Full Council on such matters, the Committee voted to object to the proposals and has tasked me with submitting this official objection on the following grounds:

- 1) QPCC accept the need for action on climate change, promotes the decarbonisation of our community, and agrees that there is a need to nudge residents into adopting smaller and less polluting vehicles. The Committee, nonetheless, believes the implementation of this proposal is too hasty and does not adequately consider or mitigate the adverse and disproportionate impact on residents of Queen's Park (and North Paddington more broadly). As the City Council knows, many residents in these areas are socio-economically disadvantaged compared to all other parts of the City. While this proposal may incentivise those with the financial means to purchase more environmentally friendly vehicles, for others, it will act as a tax on the poor who cannot change their vehicles.
- 2) The Committee notes inadequate access to public transport, particularly for disabled residents who cannot access the trains and tube from Queen's Park Station, which does not have step-free access. Similarly, changes to local bus routes and bus overcrowding have also cut off or made travel by bus challenging for many. In particular, older, disabled and people travelling with buggies are often unable to access designated spaces and seats and face arduous journeys travelling across the City and further.
- 3) The proposal to implement charges for vehicles with 0 CO2 Emissions (with a small battery capacity of 1 - 69Kwh) where there was previously none breaks trust with the public, some of whom invested in such vehicles to minimise parking costs. This move will not only produce concerns regarding the underlying motivation of the new policy (environmental vs income generation). It also reduces residents' confidence that switching to more environmentally friendly vehicles will positively impact their long-term financial positions – with the unintended impact of discouraging those who feel that the cost of parking will continue to increase for 0 CO2 Emission vehicles.
- 4) The Committee also recognises that there are other, potentially more immediately impactful measures the City Council can take to reduce emissions without such adverse impacts on the most financially vulnerable residents - specifically focusing on mitigating the effects caused by big businesses and developers.

As Queen's Park Community Council is overall in support of the ambitions to decarbonise, the Committee has proposed the following amendment:

- 1) That current permit holder be permitted to retain their permit at the existing rate (adjusted for inflation) for as long as they continue to own their current vehicles, with new rates applying to current permit holders when they attain a new or replacement vehicle.
- 2) The City Council raises awareness of the Mayor of London's scrappage scheme and introduces a supplementary scrappage scheme to make environmentally friendly vehicles more affordable.
- 3) The City Council incentivises residents to give up high-polluting vehicles by offering travel passes, car club memberships or affordable bike buying or hire schemes. In so doing, the City Council will be supporting resident's move to more environmentally friendly travel options and enabling residents to save towards environmentally friendly vehicles.
- 4) The City Council works closely with TFL to address the inaccessibility of Queen's Park Station and local concerns in regards to bus routes.



Report To:	Queen's Park Community Council		
Title:	Diary of Meetings and other Committee Matters		
Purpose:	For Decision		
Author:	Shuwanna Aaron, Proper Officer		
Date of Meeting	22 May 2024	Agenda Item	010 24-25

## 1 Summary

This report recommends that the meetings schedule be noted and the amendments be made to the Terms of Reference of the Council's Committees.

## 2 Recommendations

That the report be noted and the proposals at section 4 be approved.

## 3 Background and context

- 3.1 In each Municipal Year the Council must consider any recommendations made by each committee, review the delegation arrangements and Terms of Reference, and appoint members, a Chair, and a Vice-chair.
- 3.2 It must also consider whether any new committee should be established
- 3.3 For planning purposes meeting dates for 2024/25 have previously been published and these are shown below.

Month	Council	People	Place
May (24/25)	22		
July		10	24
September		4	18
October	16		
November		6	20
January	15		
February		5	19
March	19		
May (25/26)	21		

3.4 The Standing Order requires that the Council determines among other things, the delegation and quoracy of Committee meetings within each Committees' Terms of Reference. While some of these key requirements are observed in precedence, for clarity and consistency they should also be referenced in each Committees' Terms of Reference which act as Committees' primary governing document.

## 4 Proposals

- 4.1 That the Council amends the Terms of Reference of each committee as outlined in the Appendix and summarised below.
  - a) That the membership of the People and Place Committees be not less than six

- b) That the membership of the HR and Appeals Committees be not less than four Councillors
- c) That the quorum of each Committee be not less than three voting members.
- d) That the Chair and Vice Chair of each Committee be appointed at the Annual Meeting and where it is not possible that or in the event that either post become vacant, the Committee shall appoint a Chair or Vice Chair at the next earliest possible occasion.

4.2 That the Council appoints members of the People Committee and then appoints a Chair and Vice-chair.

4.3 That the Council appoints members of the Place Committee and then appoints a Chair and Vice-chair.

4.4 That the Council appoints members of the HR Committee and then appoints a Chair and Vice-chair.

4.6 That the Council appoints the Chair of the Council as Chair of the Appeals Committee.

4.7 That the Council decides not to establish any new committee.

## Appendix Committee terms of reference

### A People Committee

Name of group	<b>People Committee</b>
Chair, vice chair	The Chair and Vice Chair of the Committee shall be appointed at the Annual Meeting. Where it is not possible to appoint a Chair or Vice Chair at the Annual meeting or in the event that either post become vacant, the Committee shall appoint a Chair or Vice Chair at the next earliest possible occasion.
Membership (councillors & co-opted members)	The Committee shall be made up of at least six Councillors. Non- councillors may be appointed as non-voting members of the Committee.
Frequency and Quorum	The Committee shall meet no more than four times No business may be transacted at a meeting unless there is a quorum of at least three voting members.
Terms of reference	<ol style="list-style-type: none"> <li>1. Promote community cohesion, neighborliness and community spirit.</li> <li>2. Work with state and voluntary service providers to help identify gaps in services to local people and help fill these gaps where possible with a focus on children and young people and groups in need or at risk of exclusion, such as unemployed people, older people and people with disabilities.</li> <li>3. Advocate for the preservation and improvement of existing services and facilities for residents.</li> <li>4. Support initiatives that address issues of crime and anti-social behavior in Queen's Park.</li> <li>5. Identify and set up projects that fulfil QPCC's mission and objectives which are within the Health and Well Being objectives.</li> <li>6. To agree, and work within, an Annual plan.</li> <li>7. To authorise expenditure that is allocated to the committee.</li> <li>8. To fundraise where necessary to support the work of the committee.</li> </ol>
Points of reference?	

## B Place Committee Terms of Reference

Name of group	<b>Place Committee</b>
Chair, vice chair	<p>The Chair and Vice Chair of the Committee shall be appointed at the Annual Meeting.</p> <p>Where it is not possible to appoint a Chair or Vice Chair at the Annual meeting or in the event that either post become vacant, the Committee shall appoint a Chair or Vice Chair at the earliest possible occasion.</p>
Membership	<p>The Committee shall be made up of at least six Councillors.</p> <p>Non- councillors may be appointed as non-voting members of the Committee.</p>
Frequency of meetings	<p>The Committee shall meet no more than four times</p> <p>No business may be transacted at a meeting unless there is a quorum of at least three voting members.</p>
Terms of reference	<p>1. ENVIRONMENT AND OPEN SPACES</p> <p>1.1 Responsible for policies and projects relating to the environment, open spaces and planning, including public art, transport, air pollution, carbon emissions and wildlife</p> <p>1.2 To monitor and improve open spaces in the council area, including:</p> <ul style="list-style-type: none"> <li>● Queen’s Park Gardens</li> <li>● Harrow Road Open Space</li> <li>● Sports areas, facilities and equipment</li> <li>● Children’s play areas</li> <li>● Streets</li> <li>● Edges and Verges</li> </ul> <p>1.3 To raise awareness of the importance of air quality, to monitor air pollution locally and take steps to reduce it.</p> <p>1.4 To ensure that the council meets its climate change targets</p> <p>1.5 To promote walking and cycling and other healthy outdoor activities</p> <p>2. PLANNING</p> <p>2.1 To work towards achieving the implementation of policies and projects of The Neighbourhood Plan.</p> <p>2.2 To oversee the planning working group which is responsible for monitoring planning applications in Queen’s Park.</p> <p>2.3 Preparing and communicating information for residents about local planning matters. Consulting with residents and liaising with Westminster City Council (the Local Planning Authority) about planning requirements and enforcement.</p>

	<p>2.4 To represent QPCC at the Westminster Amenity Society Forum meetings.</p> <p>3. PUBLIC AND COMMUNITY ART</p> <p>3.1 To encourage art activities in Queen's Park</p> <p>3.2 To develop plans for public and community art in Queen's Park</p> <p>4. OVERALL STRATEGY</p> <p>4.1 to support, monitor and implement relevant objectives in the Neighbourhood Plan and other strategic documents; to make recommendations to Council as appropriate</p> <p>4.2 To support resident and volunteer-led initiatives and groups in these areas</p>
Points of reference?	

## C HR Committee Terms of Reference

Name of group	<b>HR Committee</b>
Chair, vice chair	<p>The Chair and Vice Chair of the Committee shall be appointed at the Annual Meeting.</p> <p>Where it is not possible to appoint a Chair or Vice Chair at the Annual meeting or in the event that either post become vacant, the Committee shall appoint a Chair or Vice Chair at the earliest possible occasion.</p>
Membership	The Committee shall be made up of at least four Councillors.
Frequency of meetings	<p>The Committee shall meet whenever the need arises.</p> <p>No business may be transacted at a meeting unless there is a quorum of at least three members.</p>
Terms of reference	<p><b>1. Purpose</b></p> <p>Responsible for the human resources of the Council including volunteers.</p> <p><b>2. Responsibilities</b></p> <p>2.1 To advise Council on issues of the terms and conditions of service including pay and pension provision of employees.</p> <p>2.2 To review and appraise the performance of employees and to recommend adjustment of salary levels.</p> <p>2.3 To ensure the Council complies with all legislative requirements relating to the employment of staff.</p> <p>2.4 To review all employment policies and procedures periodically.</p> <p>2.5 To oversee the appointment and recruitment process of Council employees.</p> <p>2.6 To refer any staff disciplinary matter in accordance with the Council's Disciplinary Procedure.</p> <p>2.7 To refer any staff grievance in accordance with the Council's Grievance Procedure.</p> <p>2.8 The Chair and Vice Chair of the Council to provide line-manager function for Chief Officer, including responsibility for day to day matters, such as authorisation of holiday, sick leave and absence from work. The Chief Officer to do so for any other staff.</p> <p>2.9 To oversee the deployment of volunteers.</p>
Points of reference?	

## D Appeals Committee Terms of Reference

Name of group	<b>Appeals Committee</b>
Chair, vice chair	<p>The Chair and Vice Chair of the Committee shall be appointed at the Annual Meeting.</p> <p>Where it is not possible to appoint a Chair or Vice Chair at the Annual meeting or in the event that either post become vacant, the Committee shall appoint a Chair or Vice Chair at the earliest possible occasion.</p>
Membership (councillors & co-opted members)	<p>The Committee shall comprise of at least four Councillors not on the HR Committee.</p> <p>No business may be transacted at a meeting unless there is a quorum of at least three members.</p>
Frequency of meetings	<p>The Committee shall meet whenever the need arises.</p> <p>No business may be transacted at a meeting unless there is a quorum of at least three voting members.</p>
Terms of reference	<p><b>1. Purpose</b></p> <p>Responsible for the Council's appeals process in respect of employee and public complaints made in accordance with the Council's agreed procedures.</p> <p><b>2. Responsibilities</b></p> <p>2.1 To hear and determine appeals under the council's Grievance and Disciplinary procedures from employees.</p> <p>2.2 To hear and determine complaints made against a decision in respect of any provision under the Council's Complaints Procedure.</p>
Points of reference?	

Report To:	Queen's Park Community Council		
Title:	Working Groups		
Purpose:	For Approval		
Author:	Shuwanna Aaron, Proper Officer		
Date of Meeting	22 May 2024	Agenda Item	011 – 24/25

## 1. Summary

This report recommends amendments to the Terms of Reference of the Community Engagement Working Group and that members and co-ordinators be appointed to all Working Groups.

## 2. Recommendations

- That the proposals at section 4 be approved.

## 4. Background and context

- The Council has a number of Working Groups, each having a Coordinator rather than a Chair, appointed by the Council to be the main link with the Group. The Coordinator's role includes calling Working Group Meetings and ensuring progress on the delivery of the activities allocated to the Group and that reports are provided to the Council and its Committees.
- The 2022 - 2026 Strategic Plans sets out the Council's ambitions to improve the sense of belonging among residents by marking "a range of cultural and religious celebrations through events and online and print communication channels." Such events would include Black History Month and Eid celebrations already undertaken by the Council with support of the Community Engagement Working Group and budget.

## 5. Proposals

- That the Council approves the amendments to the Terms of Reference of the Community Engagement Working Group, which includes the removal of some obsolete references, and the extension of its remit to include facilitating events and communication channels to engage and strengthen the sense of belonging of residence from a diversity of backgrounds. See Appendix A.
- That the Forward Planning Working Group comprise of the Chair and Vice Chair of the Council and the Chairs of the People, Place and HR Committees and the Proper Officer.
- That the co-ordinators of the Forward Planning, Events, Community Engagement and The Voice Working Groups be as appointed as outline below:

Working group	Coordinator
Events	Proper Officer
The Voice	Proper Officer
Community Engagement	Community Development Officer
Forward Planning	Chair of the Council / Proper Officer

- That the Council appoints members and a co-ordinator to all other Working Groups noting that anyone may join at a later point in time.





**QUEEN'S PARK  
COMMUNITY COUNCIL**

Beethoven Centre, Third Avenue, W10 4JL  
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 020 89605644

### Terms of Reference Community Engagement Working Group

Name of group	Community Engagement
Convenor	
Membership	
Frequency of meetings	<del>Scheduled once a month with additional meetings around events and initiatives.</del> <u>As needed</u>
Terms of reference	<p><del>To ensure that the Community Council has ongoing open conversations and established channels of communication with residents, businesses and local organisations to encourage comments and contributions to the Council's activities, and to enable consultation.</del></p> <p><del>To support the processing of information and material received through these channels and submit key points to council with recommendations.</del></p> <p><u>Key tasks:</u></p> <p><del>To ensure that the community council has an ongoing open conversation with residents, businesses and organisations in Queens Park about their challenges, issues and ideas. This in turn will inform the council's strategy and actions.</del></p> <p><del>The group will establish and maintain various open channels of communication with residents, businesses and organisations to encourage comments and contributions, and as a platform for consultation. The group will process the material received through these channels and submit key points to council with recommendations.</del></p> <p><u>Key tasks:</u></p> <ul style="list-style-type: none"> <li>• To review and re-assess available material from previous consultation exercises.</li> <li>• To establish new ways of giving residents, businesses and organisations opportunities to give their views and suggestions, for example using online polls, pop-up stands in Queen's Park gardens, suggestion boxes or boards etc.</li> <li>• To collaborate with the Events working group and advise on participative opportunities provided by specific events.</li> </ul> <p><u>Time and cost requirements</u></p> <ul style="list-style-type: none"> <li>• A budget <u>will be set each year, the Working Group can seek support from officers to fundraise where necessary. for activities outside the of £3000 has been set.</u></li> <li>• Expect each member of the council to attend, where possible, at least three engagement events each year.</li> </ul> <p><u>Promotion</u></p>

	<ul style="list-style-type: none"> <li>• <del>Require planning to make sure there is a dedicated programme of events organised in advance to promote "on the road"</del></li> <li>• <del>To support the promotion of the Council's engagement and consultation activities, including by Align with the Voice working group, supporting the delivery of the Queen's Park Voice and sharing information digitally, to promote the initiative and move the initiative forwards.</del></li> </ul> <p><u>To work with Officers, local groups and other partners to engage the rich diversity of our community by marking cultural and religious celebrations through events, online and print communication channels.</u></p> <p><u>Key tasks:</u></p> <ul style="list-style-type: none"> <li>• <u>To support the production of a time-table of key events and celebrations the Community Council should recognise in its digital and physical spaces.</u></li> <li>• <u>To support the development of, and strengthen the Council's communication, engagement, and role as a voice for underserved and seldom heard sections of the community.</u></li> <li>• <u>To work with residents and local organisations with lived cultural and religious experiences to develop and facilitate culturally relevant and sensitive events, digital and print materials.</u></li> </ul> <p><u>To work with residents and local organisations to produce and submit funding applications to support a range of events, digital and print materials</u></p>
Points of reference to Strategic Plan	

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Approved by council

Date: ~~19 June 2019~~ 22 May 2024

Minute: ~~47-19/20~~ 011 – 24/25

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Report To:	Queen's Park Community Council		
Title:	Representation on External Bodies		
Purpose:	For Discussion and Approval		
Author:	Shuwanna Aaron, Proper Officer		
Date of Meeting	22 May 2024	Agenda Item	012 – 24/25

## 1 Summary

This report deals with the Council's representation on external bodies.

## 2 Recommendations

That the Council approve the recommendations in section 4.

## 3 Background and context

- 3.1 The Standing Orders provide for the Council must nominate individuals to represent it on external bodies. These may be Councillors, officers or volunteers.
- 3.2 The Council has discussed this a number of times over the years, and noted that many of the above are engaged in other organisations but do so not as representatives of the Council.
- 3.3 During 2023/24 the Council was formally represented on four organisations, Westminster Amenities Societies Forum (WASF) by Simon Walton, The Jubilee Community Centre Steering Group by the Director and the BT Garden Management Group and the Harrow Road Business Association Steering Group by then Councillor Fitzhugh.
- 3.4 It should be noted that an officer of the Council, and in particular the Director, may routinely represent it to other organisations as part of their duties. During 2023/24 the Director was appointed to a number of Boards, and other groups established by the City Council as part of the North Paddington Programme.
- 3.5 In representing the Council a person may give the agreed policy of the Council, or indicate what the view of the Council is likely to be on any issue, but may not commit the Council to any action or expenditure. The representative should report back to the Council or a nominated Committee on all meetings attended as a representative of the Council.

## 4 Proposals

- 4.1 It is proposed that all requests for nomination not covered in this report, particularly when of a civic nature, be taken by the Chair of the Council. Where the Chair is unavailable and a substitute is permitted the Vice-chair should attend instead. On the unavailability of both the Director shall arrange for another person to be nominated instead.
- 4.2 It is proposed that Councillor John McArdle represent the Council on Westminster Amenities Societies Forum (WASF) and on any other formal or informal town planning groups for 2024/25.
- 4.3 As the Management Committee for the "St John's Gardens" (formally the BT Garden) and the Harrow Road Business Association Steering Group are not as active as previously it is proposed that no representative be appointed.

- 4.4 It is proposed that the Director continues to represent the Council as a member of the Jubilee Community Centre Steering Group.
- 4.5 It is proposed that the Council discusses whether it should be represented on any other organisations.



Report To:	Queen's Park Community Council		
Title:	Review of Standing Orders		
Purpose:	For Approval		
Author:	Shuwanna Aaron, Proper Officer		
Date of Meeting	22 May 2024	Agenda Item	013 – 24/25

## **1 Summary**

This report recommends one amendment to the existing standing orders.

## **2 Recommendation**

2.1 It is recommended that the Council approves an amendment to Section 3(t) of the Standing Order to include a requirement that the minutes of a meeting includes "a note of the time and the names of Councillors who enter a meeting after apologies for absence have been issued or leave before the meeting closes."

2.2 That the Council approves the re-adoption of the amended Standing Order

## **3 Background**

- 3.1 The Council has a set of Standing Orders which regulate how certain activities are undertaken including a number of provisions around the arrangements for and conduct of meetings. These are based on a model document developed by the National Association for local Councils (NALC).
- 3.2 This model document is updated from time to time, with the latest being in April 2022 which was implemented by the Council in May 2022 (012 – 22/23).
- 3.3 In 2023/24 the Council developed a Councillor's Allowance and Attendance policy requiring the noting of lateness and partial presence at meeting – an already established practice.
- 3.4 This amendment serves to ensure long term consistency of this record keeping by making this a requirement alongside others in the Standing Order.

## Appendix

Section 3(t) will now read:

The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. a note of the time and the names of Councillors who enter a meeting after apologies for absence have been issued or leave before the meeting closes;
- iv. interests that have been declared by councillors and non-councillors with voting rights;
- v. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- vi. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vii. if there was a public participation session; and
- viii. the resolutions made.



Report To:	Queen's Park Community Council		
Title:	Review of Financial Regulations		
Purpose:	For Approval		
Author:	Shuwanna Aaron, Proper Officer		
Date of Meeting	22 May 2024	Agenda Item	014 – 24/25

## **1 Summary**

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

## **2 Recommendation**

It is recommended that the Council adopts the Financial Regulations attached as an appendix to this report.

## **3 Background**

- 3.1 The Council has a set of Financial Regulations which govern the conduct of financial management to ensure probity and value for money.
- 3.2 These are based on a model document provided by NALC and were first adopted by the Council in May 2018.
- 3.3 Amendments have been made to this version to recognise the facts that electronic banking is now the main payment channel rather than cheques, and that the Council now runs a savings account and funds need to be transferred between it and the current account.
- 3.4 A copy of the document is attached as an appendix.



## QUEEN'S PARK COMMUNITY COUNCIL

### FINANCIAL REGULATIONS 2024

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## 1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three key governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. A breach of these Regulations by an employee may be gross misconduct.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.
- 1.9. The RFO
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;
  - maintains the accounting records of the council up to date in accordance with proper practices;
  - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and

- produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations as currently in place.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the council; and
  - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
  - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular, any decision regarding:
- setting the final budget or the precept (council tax requirement);
  - approving accounting statements;
  - approving an annual governance statement;
  - borrowing;
  - writing off bad debts;
  - declaring eligibility for the General Power of Competence; and
  - addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.
- 1.14. In addition, the council must:
- determine and keep under regular review the bank mandate for all council bank accounts;

- approve any grant or a single commitment in excess of £7,500; and
  - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee (HR) in accordance with its terms of reference.
- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Chief Officers (SLCC).

## 2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall ~~be appointed by council to~~ verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations ~~and the original bank statements (or similar document)~~ as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
  - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;

- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### 3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee shall review its forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year as part of the budget setting process described below.
- 3.2. The RFO must in each financial year, for the January meeting of the Council, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.
- 3.3. The council shall consider annual budget proposals in relation to revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than ~~that date in by the end of~~ January that is stipulated by Westminster City Council as the billing authority for each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

#### 4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined to be:

- the council for all items over £7,500.
- A delegated committee or officer for items over £1,000
- The RFO for items up to £1,000

Such authority is to be evidenced by a minute reference or signed authorisation on the transaction slip for the payment.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure by a material amount other than by resolution of the council or duly delegated committee. If necessary, an Extraordinary Meeting will be held to approve such expenditure. Where a cost centre has both income and expenditure lines, ~~such as events~~, they can be offset against each other. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually and an anticipated chime considered when setting the budget for the following financial year. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the RFO may authorise revenue expenditure on behalf of the council which in the RFO judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The RFO shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall provide each ordinary meeting of the Council with a statement of receipts and payments to date under each head of the budgets, together with a forecast of the projected outturn for the year end. These statements shall show explanations of material variances. For this purpose, "material" shall be in excess of £100 or 15% of the budget.

4.9. Changes in earmarked reserves shall be approved as part of the budgetary control process.

## 5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.3. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order. Details of the payment, including authorisation and budget allocation, will be marked on a ~~slip attached to a~~ copy of the invoice and filed.
- 5.4. The RFO shall have delegated authority to authorise the payment of items in the following circumstances. Where this power is used a schedule of the payments made shall be presented to the next meeting of the council.
- (a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of the Council, where the Chief Officer and RFO certify that there is no dispute or other reason to delay payment,
  - (b) An expenditure item authorised previously by resolution or delegation,
  - (c) An expenditure item up to £1,000 for which a budget has been authorised previously by the council and which can be met from within that budget; or
  - (d) The payment of salaries and other employer costs
  - (e) Fund transfers within the council's banking arrangements ~~up to the sum of £10,000.~~
- 5.5. The RFO shall prepare a schedule of all payments, excluding redacted payments, and present it to each ordinary meeting of the Council. Copies of the invoices and any supporting information ~~payment slips supporting this schedule~~ shall be available for inspection by appointment in the office prior to the meeting and shall be brought to the meeting. ~~The A separate~~ schedule will list all payments made under delegated powers as provided for in 5.4 above. The council shall review the schedules for compliance and, having satisfied itself shall authorise payment by a resolution of the council. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) will be redacted to remove public access to any personal information.
- 5.6. In respect of Community Grants, expenditure recommended by the Grants Panel can only be made following approval ~~must be approved~~ by council.
- 5.7. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct

payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

- 5.8 The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

## 6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1 The council will make safe and efficient arrangements for the making of its payments.
- 6.2 Following authorisation under Financial Regulation 5 above the RFO shall give instruction that a payment shall be made.
- 6.3 All payments shall be made by electronic means, cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.
- 6.4 Electronic payments, cheques or orders for payment drawn on the bank account shall be signed or electronically authorised by two authorised signatories, in accordance with the bank mandate. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and/or permissible to be a signatory to the transaction in question.
- 6.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil or payment authorisation schedule as appropriate.
- 6.6 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two signatories and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.7 If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced, by two members and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.8 ~~If thought appropriate by the council, P-payment for certain items~~ may be made by BACS or CHAPS methods provided that the instructions for each payment are ~~signed, or otherwise evidenced, made and released~~ by two authorised bank signatories and any payments are reported to council as made. ~~The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.~~
- ~~6.9~~ ~~If thought appropriate by the council, p~~Payment for certain items may be made by internet banking as provided for in 6.8 above.
- ~~6.9~~ ~~transfer provided evidence is retained showing which signatories approved or authorised the payment.~~

- 6.10 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally at the next meeting of council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.11 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.12 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.13 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.14 Where internet banking arrangements are made with any bank, the Chief Officer/RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.15 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Chief Officer/RFO and members. A programme of regular checks of standing data with suppliers will be followed.
- 6.17 Any Debit Card issued may only be issued to a named officer for their sole use and payments will only be made which comply with the provisions of these financial regulations and subject to a further restriction that no single payment of over £500 shall be made without the specific authorisation of the council.
- 6.18 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Chief Officer/RFO and shall be subject to automatic payment in full at each month-end.

## **7. PAYMENT OF SALARIES**



- 7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next meeting of council, as set out in these regulations above.
- 7.3 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 7.4 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6 An effective system of personal performance management should be maintained for officers.
- 7.7 Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8 Before employing interim staff, the Chief Officer must consider a business case.

## **8. LOANS AND INVESTMENTS**

- 8.1 All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3 All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

- 8.4 The Forward Planning Group shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Forward Planning Group at least annually.
- 8.5 All investments of money under the control of the council shall be in the name of the council.
- 8.6 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7 Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. INCOME**

- 9.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3 The council will review all fees and charges at least annually, following a report of the Chief Officer.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5 All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more

quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

10.2 A member may not issue an official order or make any contract on behalf of the council.

10.3 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## 11. CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
  - i. for the supply of gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
  - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Chief Officer and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- b. Where it is intended to enter into a contract exceeding £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Chief Officer shall invite tenders from at least three firms.
- c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- d. Such invitation to tender shall state the general nature of the intended contract and the Chief Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Chief Officer in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- e. All sealed tenders shall be opened at the same time on the prescribed date by the Chief Officer in the presence of at least one member of council.

- f. If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Chief Officer or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1,000 the Chief Officer or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. The European Union Procurement Directive, or any replacement legislation, shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the council and Chief Officer to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

## **13. ASSETS, PROPERTIES AND ESTATES**

- 13.1 The Chief Officer shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 13.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1000.
- 13.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.4 No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.5 Subject only to the limit set in Reg. 13.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 13.6 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets. The threshold value for an item to be classed as an asset is £1,000 and this figure will be reviewed annually along with these financial regulations.

## 14. INSURANCE

- 14.1 Following the annual risk assessment (per Financial Regulation 16), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 14.2 The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 14.3 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 14.4 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

## 15. CHARITIES

- ~~15.1~~—Where the council is sole managing trustee of a charitable body the Chief Officer /RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Chief Officer and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.



## 16. RISK MANAGEMENT

- 16.1 The council is responsible for putting in place arrangements for the management of risk. The Chief Officer shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2 When considering any new activity, the Chief Officer shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

## 17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1 It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Chief Officer shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 17.2 The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

*These Financial Regulations were based upon the NALC Model document in September 2016.*

Adopted: ~~22 18~~ May 20242  
~~0134-24/252/23~~

Minute ref:

~~Re-adopted: 24 May 2023~~ Minute ref: ~~012-23/24~~

Next Review Due: May 20245



Report To:	Queen's Park Community Council		
Title:	Re-adoption of Policies		
Purpose:	For Approval		
Author:	Shuwanna Aaron, Proper Officer		
Date of Meeting	22 May 2024	Agenda Item	015 – 24/25

## 1 Summary

This report recommends amendments to the Councillor's Attendance and Allowance policy and the adoption of various policies.

## 2 Recommendations

- 2.1 That the Council approves the amendments and adopts the amended Councillors' Attendance and Allowance Policy.
- 2.2 That the Council readopts the policies listed in section 4 without amendments.

## 3 Background and context

- 3.1 In advance of each Annual Meeting of the Council's various policy documents are reviewed, amended where necessary and brought to the meeting to be re-adopted.
- 3.2 The Councillors' Allowance and Attendance policy was approved by the Council in January 2024 with recommendation that several amendments be made.
- 3.3 An amended policy was presented to Council in March 2024, and a further recommendation was requested to include religious observances as a condition for approval of absence. This amendment has been made (See appendix A) and the policy is presented for final approval and adoption.
- 3.4 The documents in section 4 below, adopted by the Council at its meeting on 24 May 2023 have been examined and are considered to be still fit for purpose so are recommended for re-adoption without amendment.

## 4 Policies to be re-adopted

- 4.1 Procedure for handling complaints from the public
- 4.2 Member and Officer Protocol
- 4.3 Members' Code of Conduct
- 4.4 Disciplinary Policy and Procedure
- 4.5 Environmental Policy
- 4.6 Grievance Procedure
- 4.7 Document Retention Policy



- 4.8 Office Security Policy
- 4.9 Scheme of Delegation
- 4.10 Safeguarding Policy

## 5 Existing documents

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

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

## Appendix A

### 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 religious observances, 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.

Report To:	Queen's Park Community Council		
Title:	Matters to be considered at an Annual Meeting		
Purpose:	For Approval		
Author:	Shuwanna Aaron, Proper Officer		
Date of Meeting	22 May 2024	Agenda Item	016 – 24/25

## 1 Summary

This report sets out matters to be considered at an Annual Meeting.

## 2 Recommendations

That the Council approve the report.

## 3 Background and context

3.1 The Council's Standing Orders require that a number of matters be considered at each Annual meeting.

3.2 Most of these are agenda items in their own right but the remainder are set out in section 4 below.

## 4 Matters to be considered

4.1 Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities.

QPCC has no such arrangements.

4.2 Review of inventory of land and assets including buildings and office equipment.

QPCC does not own and land or buildings and as it decided in November 2016 (059 16/17) that an item would only considered an asset if it had a material value in excess of £1,000, it holds no assets. It is not proposed to alter this value.

4.3 Confirmation of arrangements for insurance cover in respect of all insured risks.

QPCC has had an insurance policy arranged through specialist local government brokers Camel & Co since 2014 and has found them to be both helpful with advice and responsive to requests for amendments to reflect changes in circumstances. The quote for 2024/25 is £1,786.52 to be renewed on 1 June 2024, and it is recommended that this be accepted. A separate item in the Finance Report seeks authorisation to make this payment.

4.4 Review of the council's and/or staff subscriptions to other bodies

QPCC as an organisation has membership of the National Association of Local Councils (NALC), the Surrey Association of Local Councils (SALC), and the National Council for Voluntary Organisations (NCVO). It also takes out staff subscriptions to the Society of Local Council Clerks.

Report To:	Queen's Park Community Council		
Title:	Internal Audit Report		
Purpose:	For Approval		
Author:	Councillor John McArdle, Responsible Financial Officer		
Date of Meeting	22 May 2024	Agenda Item	017 – 24/25

## 1 Summary

This report recommends that the final Internal Audit report for 2023/24 be approved by the Council.

## 2 Recommendation

It is recommended that the Council

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

## 3 Background

- 3.1 The Council is required to complete an Annual Governance and Accountability Return (AGAR) as set out in detail in the next report (018 – 24/25)
- 3.2 Part of this process is to consider the findings of the Internal Auditor at Stage 2 as set out on page 3 of the AGAR. A copy of this page is attached as an Appendix to this report

## 4 Audit Findings

- 4.1 The auditor found that the Council's accounts were in good order and that effective processes were in place and being followed.
- 4.2 He noted that the AGAR for 2022/23 was not published by the due date of 30 September 2023 due to delays in processing at the external auditor. It will be submitted earlier this year to place us nearer the front of the queue.
- 4.3 There are no formal recommendations on any matter to be raised with the Council although he did offer advice to the RFO on completing the AGAR forms.
- 4.3 The full report prepared by the auditor has been previously circulated to all councillors, with the AGAR, and copies will also be available at the meeting.

# Annual Internal Audit Report 2023/24

## QUEEN'S PARK COMMUNITY COUNCIL

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

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).		✓	

NO  
PETTY  
CASH

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

18/09/2023 24/04/2024 DD/MM/YYYY

ANDY BEAMS, MULBERRY LAS LTD

Signature of person who carried out the internal audit

*Andy Beams* REQUIRED

Date

24/04/2024

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



Report To:	Queen's Park Community Council		
Title:	Annual Governance Statement		
Purpose:	For Approval		
Author:	Councillor John McArdle, Responsible Financial Officer		
Date of Meeting	22 May 2024	Agenda Item	018 – 24/25

## 1 Summary

This report recommends that the Annual Governance Statement for 2023/24 be approved by the Council.

## 2 Recommendation

It is recommended that the Council approves the Annual Governance Statement set out in the Appendix.

## 3 Background

- 3.1 The Council is required to complete an Annual Governance and Accountability Return (AGAR), which goes through several stages before it is finally complete. These stages are set out in Table 1 below.

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

Stage	Details of Actions
1	The Agar is prepared and signed by the Responsible Financial Officer.
2	The AGAR is checked for accuracy and completeness and signed by the Internal Auditor.
3	The Annual Governance Statement within the AGAR is approved at a meeting of the full Council and signed by the Chair and Clerk of that meeting.
4	The Accounting Statement within the AGAR is approved at a meeting of the full Council and signed by the Chair of that meeting.
5	The Council must publish a Notice of the period for the exercise of public rights together with the Annual Governance Statement and the Accounting Statement (by 1 July 2024).

6	The Council must send the approved AGAR together with supporting documentation to the External Auditor for review.
7	On receipt of the response from the External Auditor the Council must publish the completed AGAR including any amendments arising from the review (by 30 September 2024).

3.2 This Annual Governance Statement is page 4 of the AGAR, and a copy of the full document is attached as an appendix. It will be signed following approval at this meeting in accordance with Stage 3 of the process.

3.3 In preparing the report referred to in the previous agenda item (017 – 24/25) the auditor considered whether the required tests had been met and confirmed that they had. The results of this examination are set out on page 7 of that report and the evidence set out in the table below.

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

	<b>Annual Governance Statement</b>	<i>'Yes', means that this authority</i>	<b>Suggested response based on evidence</b>
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	<b>YES</b> – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	<b>YES</b> – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	<b>YES</b> – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	<b>YES</b> – the requirements and timescales for 2022/23 year-end were followed.

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

# Annual Internal Audit Report 2023/24

## QUEEN'S PARK COMMUNITY COUNCIL

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

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).		✓	

NO  
PETTY  
CASH

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

18/09/2023 24/04/2024 DD/MM/YYYY

ANDY BEAMS, MULBERRY LAS LTD

Signature of person who carried out the internal audit

*Andreas* REQUIRED

Date

24/04/2024

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

ENTER NAME OF AUTHORITY

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

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

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

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

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2023/24

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

### 3 External auditor certificate 2023/24

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2024</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

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

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

6	The Council must send the approved AGAR together with supporting documentation to the External Auditor for review.
7	On receipt of the response from the External Auditor the Council must publish the completed AGAR including any amendments arising from the review (by 30 September 2024).

3.2 This Annual Governance Statement is page 4 of the AGAR, and a copy of the full document is attached as an appendix. It will be signed following approval at this meeting in accordance with Stage 3 of the process.

3.3 In preparing the report referred to in the previous agenda item (017 – 24/25) the auditor considered whether the required tests had been met and confirmed that they had. The results of this examination are set out on page 7 of that report and the evidence set out in the table below.

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

	<b>Annual Governance Statement</b>	<i>'Yes', means that this authority</i>	<b>Suggested response based on evidence</b>
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	<b>YES</b> – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	<b>YES</b> – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	<b>YES</b> – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	<b>YES</b> – the requirements and timescales for 2022/23 year-end were followed.

# Annual Governance and Accountability Return 2023/24 Form 3

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

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

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
  - **Sections 1 and 2 must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2024
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2023/24

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

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

## Publication Requirements

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

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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

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

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

## Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
<b>1.</b> Balances brought forward *			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts *			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs *			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments *			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward *			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

**Figures in boxes marked thus \* are restated for 2022/23 as the council moved from Receipts and Payments to Income and Expenditure during 2023/24**



Report To:	Queen's Park Community Council		
Title:	Accounting Statement		
Purpose:	For Approval		
Author:	Councillor John McArdle, Responsible Financial Officer		
Date of Meeting	22 May 2024	Agenda Item	019 – 24/25

## 1 Summary

This report recommends that the Accounting Statement for 2023/24 be approved by the Council.

## 2 Recommendation

It is recommended that the Council

- (1) approves the Accounting Statement set out in Appendix 1.
- (2) Notes that the Council's accounts will be available for public inspection from Monday 3 June to Friday 12 July 2024.

## 3 Background

- 3.1 The Council is required to complete an Annual Governance and Accountability Return (AGAR) as set out in detail in the previous report (018 – 24/25)
- 3.2 Part of this process, Stage 4, is to approve the Accounting Statement as set out at page 5 of the AGAR and a copy of this page is attached as Appendix 1 to this report.
- 3.3 The auditor has examined the figures in preparation of the report referred to in a previous item (017 – 24/25) and has confirmed that they are accurate.
- 3.4 The Council is also required, at Stage 5 of the process, to make the accounts available for public inspection and to publish a notice to that effect. The dates recommended by the External Auditor, Monday 3 June to Friday 12 July 2024 have been accepted.
- 3.5 A copy of the notice which will be published on the website and on the notice board outside the office is attached as Appendix 2.



## Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
<b>1.</b> Balances brought forward *			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts *			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs *			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments *			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward *			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

**Figures in boxes marked thus \* are restated for 2022/23 as the council moved from Receipts and Payments to Income and Expenditure during 2023/24**

Smaller authority name: **Queen's Park Community Council**

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

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

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

NOTICE	NOTES
<p><b>1. Date of announcement Friday 31 May 2024</b> <sup>a)</sup></p> <p><b>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</b></p> <p><b>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:</b></p> <p><b>(b) Shuwanna Aaron, Proper Officer</b> Beethoven Centre, Third Avenue, London W10 4JL 020 8960 5644 shuwanna@queensparkcommunitycouncil.gov.uk</p> <p>commencing on (c) <b>Monday 3 June 2024</b></p> <p>and ending on (d) <b>Friday 12 July 2024</b></p> <p><b>3. Local government electors and their representatives also have:</b></p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p><b>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</b></p> <p><b>PKF Littlejohn LLP (Ref: SBA Team)</b> <b>15 Westferry Circus</b> <b>Canary Wharf</b> <b>London E14 4HD</b> <a href="mailto:sba@pkf-l.com">sba@pkf-l.com</a></p> <p><b>5. This announcement is made by (e)</b> <b>John McArdle, Responsible Financial Officer</b></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

<b>Report To:</b>	Queen's Park Community Council		
<b>Title:</b>	Finance Report		
<b>Purpose:</b>	For Decision		
<b>Author:</b>	Cllr John McArdle, Responsible Financial Officer		
<b>Date of Meeting</b>	22 May 2024	<b>Agenda Item</b>	020 – 24/25

## 1 Summary

This report summarises the current financial position at the end of March 2024. In effect the annual report for 2023/24, and recommends the approval of certain payments made in March and April 2024, recommends amendments to the approved budget for 2023/24.

## 2 Recommendations

- (1) That the contents be noted.
- (2) That payments to the value of £4,225.42 set out in Appendix 2a be approved.
- (3) That payments to the value of £9,167.63 set out in Appendix 2b be approved.
- (4) That a payment to the value of £1,786.52 set out at 4.3 be approved.

## 3 Background

- 3.1 This report has been prepared by Councillor John McArdle as Responsible Financial Officer with the support of Proper Officer Shuwanna Aaron.
- 3.3 Under Section 5 of the Council's Financial Regulation the RFO is required to provide reports to the Council on a monthly, quarterly, or annual basis. This report deals separately with the year to March 2024 and the month of April 2024 which falls into financial year 2024/25.
- 3.4 The next report will be in October 2024 and will be the report for the first half of 2024/25.

## 4 Approval of Payments

- 4.1 Appendices 1a and 1b attached set out all payments, including redacted payments, made by the Council during March and April 2024 respectively. Most of these were made under delegated powers and a summa of the values is shown in Table 1 below.

**Table 1: Payments made since the previous meeting**

<b>Month</b>	<b>Before Redactions (£)</b>	<b>After Redactions (£)</b>
March 2024	6,108.76	4,225.42
April 2024	17,361.26	9,167.63

- 4.2 Under Article 5.5 of the Council's Financial Regulations the Responsible Finance Officer has delegated authority to authorise payments in certain circumstances, including where the payment forms part of a contract or is for a value of less than £1,000. Where this authority is used a schedule of the payments is to be provided to the next meeting of the Council. The total value of these is shown in Table 2 below and set out in Appendices 2a and 2b for approval.

**Table 2: Payments for approval**

<b>Month</b>	<b>Value (£)</b>
March 2024	4,225.42
April 2024	9,167.63

- 4.3 Where payments aren't being made under delegated powers, these are presented to the Council for approval before being made. There is one such payment in hand, being a quote of £1,786.52 from the Council's brokers in respect of the renewal on insurances for 2024/25. This is recommended for approval.

## **5 Current Financial Position**

- 5.1 Under the Council's Financial Regulations the RFO is required to report from time to time on material differences between the budget and the actual financial performance with material being determined as a difference of £100 or 15%.
- 5.2 A detailed analysis has been undertaken of income and expenditure on each Cost Centre for 2023/24 and these are shown in Appendix 3 with a comment on each relevant line. The Council Detail Report at Appendix 4 provides details of the figures held on the Rialtas accounting system. These have been reconciled to the bank account as required.

- 5.3 Over the year both income and expenditure were below budget the overall impact being that the Council's total reserves increased by from £33,846 to £78,073 over the course of the year.
- 5,4 The value of Earmarked Reserves, funds that have been set aside for a specific purpose, has decreased during the year from £27,443 to £8,096 and now only contains funds for a possible election and the Council's holding of Neighbourhood CIL (Community Infrastructure Levy). These are set out in Table 3 below.

**Table 3: Summary of Reserves**

<b>Description</b>	<b>Value (£)</b>
322 EMR - Elections	5,278
324 Community Infrastructure Levy	2,818
<b>Sum of Earmarked Reserves</b>	<b>8,096</b>
Total All Reserves	78,073
<b>Total General Reserves</b>	<b>69,977</b>

- 5.5 There are also legal obligations on the Council around the publication of accounts, but these are dealt with separately in other items on this agenda.
- 5.3 This analysis has not been undertaken for 2024/25 as it is too early in the cycle for the results to be meaningful.

## **6 Community Infrastructure Levy**

- 6.1 During the year a process was agreed with the City Council for the administration of Neighbourhood CIL collected in respect of developments Queen's Park.
- 6,2 As part of the process the Community Council will publish an Annual Report alongside its accounts each year. This Report has been prepared and a copy is attached at Appendix 5.

## Appendix 1a: All Transactions 1 to 31 March 2024

<b>Date Paid</b>	<b>Payee Name</b>	<b>Goods / Services</b>	<b>Value</b>
06/03/2024	Barclays	Bank Charges	8.5
07/03/2024	Capsule CRM	Capsule CRM	67.2
20/03/2024	Redacted	Redacted	
25/03/2024	National Council for Voluntari	Membershio Fee	179
27/03/2024	Printing Today	Banner	79.85
28/03/2024	Microshade Business Consult.Lt	Emails & hosting	366.31
28/03/2024	Onecom	Broadband & calls	79.56
28/03/2024	VISION ICT	Password resets	42
28/03/2024	HAMMERSMITH COMMUNITY	Q4 23-24	3300
28/03/2024	Vodafone	Calls abd data	68
28/03/2024	Redacted	Redacted	
28/03/2024	Redacted	Redacted	
28/03/2024	ICO	registration	35
		After Redactions	4,225.42
		Full Total	6,108.76
		Redactions	1,883.34

## Appendix 1b: All Transactions 1 to 30 April 24

<b>Date Paid</b>	<b>Payee Name</b>	<b>Goods / Services</b>	<b>Value</b>
02/04/2024	Redacted	Redacted	
02/04/2024	Redacted	Redacted	
02/04/2024	Redacted	Redacted	
03/04/2024	Filmon Tekle	Film hire	805.2
03/04/2024	S S J Osei	Wellbeing sessions	150
03/04/2024	Paddington Development Trust	Resources for community	315.26
03/04/2024	T I S McKenzie	Preparation for dance performa	310
03/04/2024	Sandra Bynoe	Expenses for supplies	113.25
03/04/2024	Viking	Supplies	149.23
08/04/2024	Barclays	Bank Charges	8.5
08/04/2024	Capsule CRM	Monthly Fee	67.2
09/04/2024	EBAY	Paper Napkins	10.77
09/04/2024	EBAY	Takeaway boxes	29.99
09/04/2024	EBAY	Napkins	13.71
09/04/2024	EBAY	Baloons	6.25
09/04/2024	EBAY	Red carpet	6.75
09/04/2024	EBAY	Wood cutlery	32.5
09/04/2024	EBAY	Baloons	4.79
09/04/2024	EBAY	Tablecloth	19.94
09/04/2024	EBAY	Paper cups	9.89
09/04/2024	Amazon	Bunting	18.95
09/04/2024	EBAY	Backdrop stand	19.59
15/04/2024	Local Shop	Deposit for event food	20
15/04/2024	Local Shop	Event catering	500
15/04/2024	Sainsburys	Refreshments	101.53
15/04/2024	Local Shop	Plates	31.96
15/04/2024	Local Shop	Plates	37.57
16/04/2024	VISTAPRINT	Notebooks	83.89
18/04/2024	N-TERTAIN	Candy floss	220
22/04/2024	A2 Dominion	Room Hire	97.5
22/04/2024	Texas Cafe & Grill	Catering for event	1000
22/04/2024	Waitrose	Refreshments for training	7.05
22/04/2024	Waitrose	Training Refreshments	54.35
22/04/2024	Local Shop	Catering for training	166.05
22/04/2024	Waitrose	Refreshments	27.48
24/04/2024	Happy Lizzy Event Planning	Venue Hire	300
24/04/2024	Happy Lizzy Event Planning	Equipment Hire	400
24/04/2024	Parc Ponies Limited	Donkey hire for event	450
24/04/2024	Rialtas Business Solutions Ltd	MTD Software	132
24/04/2024	SSALC Ltd	Membership 24/25	2464.58
24/04/2024	Rialtas Business Solutions Ltd	Accounting software	332.4
26/04/2024	Twinkle	Craft meterials	9.99
26/04/2024	Printing Today	Banner	33.77
29/04/2024	Redacted	Redacted	
29/04/2024	Redacted	Redacted	
29/04/2024	Redacted	Redacted	
29/04/2024	Abida Nasreen	henna	150
29/04/2024	MULBERRY & CO	year end audit	301.92

29/04/2024	Vodafone	Calls and data	67.96
30/04/2024	Onecom	Broadband and voice services	85.86
		After Redactions	9,167.63
		Full Total	17,361.26
		Redactions	8,193.63



## Appendix 2a: Transactions for Approval 1 to 31 March 2024

<b>Date Paid</b>	<b>Payee Name</b>	<b>Goods / Services</b>	<b>Value</b>
06/03/2024	Barclays	Bank Charges	8.5
07/03/2024	Capsule CRM	Capsule CRM	67.2
25/03/2024	National Council for Voluntari	Membershio Fee	179
27/03/2024	Printing Today	Banner	79.85
28/03/2024	Microshade Business Consult.Lt	Emails & hosting	366.31
28/03/2024	Onecom	Broadband & calls	79.56
28/03/2024	VISION ICT	Password resets	42
28/03/2024	HAMMERSMITH COMMUNITY	Q4 23-24	3300
28/03/2024	Vodafone	Calls abd data	68
28/03/2024	ICO	registration	35
		For Approval	4,225.42

## Appendix 2b: Transactions for Approval 1 to 30 April 24

<b>Date Paid</b>	<b>Payee Name</b>	<b>Goods / Services</b>	<b>Value</b>
03/04/2024	Filmon Tekle	Film hire	805.2
03/04/2024	S S J Osei	Wellbeing sessions	150
03/04/2024	Paddington Development Trust	Resources for community	315.26
03/04/2024	T I S McKenzie	Preparation for dance performa	310
03/04/2024	Sandra Bynoe	Expenses for supplies	113.25
03/04/2024	Viking	Supplies	149.23
08/04/2024	Barclays	Bank Charges	8.5
08/04/2024	Capsule CRM	Monthly Fee	67.2
09/04/2024	EBAY	Paper Napkins	10.77
09/04/2024	EBAY	Takeaway boxes	29.99
09/04/2024	EBAY	Napkins	13.71
09/04/2024	EBAY	Baloons	6.25
09/04/2024	EBAY	Red carpet	6.75
09/04/2024	EBAY	Wood cutlery	32.5
09/04/2024	EBAY	Baloons	4.79
09/04/2024	EBAY	Tablecloth	19.94
09/04/2024	EBAY	Paper cups	9.89
09/04/2024	Amazon	Bunting	18.95
09/04/2024	EBAY	Backdrop stand	19.59
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15/04/2024	Sainsburys	Refreshments	101.53
15/04/2024	Local Shop	Plates	31.96
15/04/2024	Local Shop	Plates	37.57
16/04/2024	VISTAPRINT	Notebooks	83.89
18/04/2024	N-TERTAIN	Candy floss	220
22/04/2024	A2 Dominion	Room Hire	97.5
22/04/2024	Texas Cafe & Grill	Catering for event	1000
22/04/2024	Waitrose	Refreshments for training	7.05
22/04/2024	Waitrose	Training Refreshments	54.35
22/04/2024	Local Shop	Catering for training	166.05
22/04/2024	Waitrose	Refreshments	27.48
24/04/2024	Happy Lizzy Event Planning	Venue Hire	300
24/04/2024	Happy Lizzy Event Planning	Equipment Hire	400
24/04/2024	Parc Ponies Limited	Donkey hire for event	450
24/04/2024	Rialtas Business Solutions Ltd	MTD Software	132
24/04/2024	SSALC Ltd	Membership 24/25	2464.58
24/04/2024	Rialtas Business Solutions Ltd	Accounting software	332.4
26/04/2024	Twinkle	Craft meterials	9.99
26/04/2024	Printing Today	Banner	33.77
29/04/2024	Abida Nasreen	henna	150
29/04/2024	MULBERRY & CO	year end audit	301.92
29/04/2024	Vodafone	Calls and data	67.96
30/04/2024	Onecom	Broadband and voice services	85.86
		For Approval	9,167.63

**Detailed Budget Monitoring 2023/24 as at**

<b>100</b>	<b>Income</b>	<b>Target</b>	<b>Forecast</b>	<b>Variance</b>	<b>%</b>	
1010	Project Income	35,000	22,302	12,698	64%	Shortfall due to staff vacancies
	CIL	-				
1076	Precept	172,106	172,106	-	100%	
	<b>Total Income</b>	<b>207,106</b>	<b>195,128</b>	<b>11,978</b>	<b>1</b>	

<b>101</b>	<b>Staff Costs</b>	<b>Target</b>	<b>Forecast</b>	<b>Variance</b>	<b>%</b>	
4100	Staff costs	93,559	73,447	20,112	79%	There is a vacancy for a CDO
4105	Training	1,000	536	464	54%	
	<b>Total Staff costs</b>	<b>94,559</b>	<b>73,983</b>	<b>20,576</b>	<b>78%</b>	

<b>102</b>	<b>Adminisrtation</b>	<b>Target</b>	<b>Forecast</b>	<b>Variance</b>	<b>%</b>	
4101	Councillor allowances	3,000	1,250	1,750	42%	
4105	Training	1,000	220	780	22%	
4120	Insurance	1,500	1,665	- 165	111%	Insurance costs have risen
4125	Office Rent	10,000	10,000	-	100%	
4126	Room Bookings	1,000	334	666	33%	
4127	Office Maintenance	500	10	490	2%	
4128	Catering	200	233	- 33	117%	More catering at meetings
4130	IT Costs	6,000	4,754	1,246	79%	
4132	Stationery & Materials	700	394	306	56%	
4133	Chair's Allowance	75	-	75	0%	
4135	Tel & post	1,500	1,319	181	88%	
4137	Subscriptions	3,000	2,689	311	90%	
4139	Travel expenses	300	94	206	31%	
4140	Professional fees	500	-	500	0%	Not called on
4142	Audit fees	1,500	1,093	407	73%	
4144	Bank charges	102	108	- 6	106%	
	<b>Total Administration</b>	<b>30,877</b>	<b>24,163</b>	<b>6,714</b>	<b>78%</b>	

<b>201</b>	<b>Communications</b>	<b>Target</b>	<b>Forecast</b>	<b>Variance</b>	<b>%</b>
4110	Website	2,500	382	2,118	15%
4200	Queens Park Voice	4,500	4,471	29	99%
4236	Marketing	500	470	30	94%
<b>Total Communications</b>		<b>7,500</b>	<b>5,323</b>	<b>2,177</b>	<b>71%</b>

<b>301</b>	<b>Place Committee</b>	<b>Target</b>	<b>Forecast</b>	<b>Variance</b>	<b>%</b>
4300	Community Gardening	17,500	14,148	3,352	81%
4301	Dog Strategy	-	-	500	0%
4305	Park Development	500	-	500	0%
4400	Neighbourhood Plan	-	-	-	N/A
4405	Retailers' Support	100	-	100	0%
4410	Air Quality	300	277	23	92%
4420	Public & Community Arts	300	-	300	0%
4999	Climate Emergency	100	120	- 20	120%
<b>Total Place Committee</b>		<b>19,300</b>	<b>14,545</b>	<b>4,755</b>	<b>75%</b>

0

Small overspend

<b>401</b>	<b>Events</b>	<b>Target</b>	<b>Forecast</b>	<b>Variance</b>	<b>%</b>
1410	Income Summer Festival	10,000	6,550	3,450	66%
1411	Income Fireworks	7,500	11,118	- 3,618	148%
1412	Income Winter Fair	1,500	3,684	- 2,184	246%
1415	Income BHM	-	1,527	- 1,527	N/A
4201	Events Administration	9,300	7,800	1,500	84%
4205	Winter Fair	3,200	6,054	- 2,854	189%
4206	Winter Social	100	21	79	21%
4210	Summer Festival	17,000	15,944	1,056	94%
4220	Fireworks	10,000	10,202	- 202	102%
4240	Black History Month	1,500	2,578	- 1,078	172%
<b>Events Income</b>		<b>19,000</b>	<b>22,879</b>	<b>- 3,879</b>	<b>120%</b>
<b>Events Expenditure</b>		<b>41,100</b>	<b>42,599</b>	<b>- 1,499</b>	<b>104%</b>

Funding found for other projects

Unbudgetted income

Restricted by rain

<b>501</b>	<b>People Committee</b>	<b>Target</b>	<b>Forecast</b>	<b>Variance</b>	<b>%</b>
4107	Community engagement	1,000	535	465	54%
4129	Volunteer Development	500	486	14	97%
4425	Social Inclusion	400	421	- 21	105%
4430	Children & Young People	3,000	2,955	45	99%
<b>Total People Committee</b>		<b>4,900</b>	<b>4,397</b>	<b>503</b>	<b>90%</b>

<b>601</b>	<b>Grants</b>	<b>Target</b>	<b>Forecast</b>	<b>Variance</b>	<b>%</b>
4134	Community Grants	10,505	11,700	- 1,195	111%
4136	Pop Up Fund	2,000	1,100	900	55%
4138	Special Grants	-	-	-	N/A
<b>Total Grants</b>		<b>12,505</b>	<b>12,800</b>	<b>- 295</b>	<b>102%</b>

		<b>Forecast</b>	<b>Variance</b>	<b>%</b>
<b>Grand Total Income</b>	226,106	218,007	8,099	96%
<b>Grand Total Expenditure</b>	210,741	177,810	32,931	84%

\* Find this file in Citrix under Finance/BUDGET

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u> <u>Income</u>							
1010 Project Income	22,302	35,000	12,698			63.7%	
1076 Precept	172,106	172,106	0			100.0%	
1105 Bank loyalties (income)	670	0	(670)			0.0%	
Income :- Income	<u>195,078</u>	<u>207,106</u>	<u>12,028</u>			<u>94.2%</u>	<u>0</u>
<b>Net Income</b>	<u>195,078</u>	<u>207,106</u>	<u>12,028</u>				
<u>101</u> <u>Staff costs</u>							
4100 Staff costs	73,447	93,559	20,112		20,112	78.5%	
4105 Training	536	1,000	464		464	53.6%	
Staff costs :- Indirect Expenditure	<u>73,983</u>	<u>94,559</u>	<u>20,576</u>	<u>0</u>	<u>20,576</u>	<u>78.2%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(73,983)</u>	<u>(94,559)</u>	<u>(20,576)</u>				
<u>102</u> <u>Administration</u>							
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	4,754	6,000	1,246		1,246	79.2%	
4132 Stationery & Materials	394	700	306		306	56.2%	
4133 Chair's Allowance	0	75	75		75	0.0%	
4135 Tel & post	1,319	1,500	181		181	87.9%	
4137 Subscriptions	2,689	3,000	311		311	89.6%	
4139 Travel expenses	94	300	206		206	31.4%	
4140 Professional fees	0	500	500		500	0.0%	
4142 Audit fees	1,093	1,500	407		407	72.8%	
4144 Bank charges	108	102	(6)		(6)	105.8%	
Administration :- Indirect Expenditure	<u>24,162</u>	<u>30,877</u>	<u>6,715</u>	<u>0</u>	<u>6,715</u>	<u>78.3%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(24,162)</u>	<u>(30,877)</u>	<u>(6,715)</u>				
<u>201</u> <u>Communications</u>							
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	<u>5,323</u>	<u>7,500</u>	<u>2,177</u>	<u>0</u>	<u>2,177</u>	<u>71.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(5,323)</u>	<u>(7,500)</u>	<u>(2,177)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

## 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	14,148	17,500	3,352		3,352	80.8%	
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>14,544</b>	<b>19,300</b>	<b>4,756</b>	<b>0</b>	<b>4,756</b>	<b>75.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(14,544)</b>	<b>(19,300)</b>	<b>(4,756)</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	535	1,000	465		465	53.5%	
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>4,397</b>	<b>4,900</b>	<b>503</b>	<b>0</b>	<b>503</b>	<b>89.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,397)</b>	<b>(4,900)</b>	<b>(503)</b>				
6000 plus Transfer From EMR	(152)						
<b>Movement to/(from) Gen Reserve</b>	<b>(4,550)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

## 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	20,220						
<b>Movement to/(from) Gen Reserve</b>	<u>7,420</u>						
Grand Totals:- Income	218,015	226,106	8,091			96.4%	
Expenditure	177,809	200,236	22,427	0	22,427	88.8%	
<b>Net Income over Expenditure</b>	<u>40,206</u>	<u>25,870</u>	<u>(14,336)</u>				
plus Transfer From EMR	20,068						
<b>Movement to/(from) Gen Reserve</b>	<u>60,274</u>						



## Appendix 5: CIL Report 2023/24

Community Infrastructure Levy Regulations (2010) enabled the Mayor of London to place a fee on certain developments that create new-build floor space of 100 square metres or more. In addition, Westminster City Council implemented a Westminster Community Infrastructure Levy (CIL), which came into effect on 1 May 2016 and is charged alongside the Mayor of London's CIL.

CIL is divided between the City Portion (the 'strategic' pot), and the Neighbourhood Portion. Westminster City Council spends the City Portion of CIL delivering the infrastructure needed to support growth. The Neighbourhood Portion is made available to Communities to address local infrastructural, service and facilities needs.

Where a Neighbourhood Plan is in place, and the Queen's Park Neighbourhood Plan was adopted in November 2021 following a local referendum, the Neighbourhood Portion is 25% of the CIL collected.

In most of Westminster Neighbourhood CIL is administered by the City Council and community groups bid for funds, but in Queen's Park the funds are transferred to the Community Council as the Parish Council for the neighbourhood, and it has control over distribution. In March 2021 the Community Council decided that the funds would be held in an Earmarked Reserve and used to support infrastructure projects brought forward by the Council.

Queen's Park Community Council is committed to utilising its CIL funding to forward the ambitions outlined in the [Neighbourhood Plan](#), alongside other services, facilitates and infrastructure projects that meet new needs identified in the community.

Since implementation of the scheme the value of of Neighbourhood CIL collected in Queen's Park totals **£2,819.83** as set out in the table below.

Application	Address	Value	Collected by WCC	Transferred to QPCC
12/07672/FULL	Nos. 17 and 19 Beethoven Street W10 4LG	nil	30/06/2014	17/12/2020
16/02166/FULL	606 Harrow Road London W10 4NJ	£1,488.00	17/06/2018	17/12/2020
18/04223/FULL	150 Fernhead Road London W9 3EL	£609.74	02/07/2019	17/12/2020
21/02008/FULL	Basement And Ground Floor 5 Mozart Street London W10 4LA	£148.00	08/10/2021	22/02/2023
20/04734/FULL	164 Portnall Road London W9 3BQ	£574.09	02/02/2022	22/12/2023

Queen's Park Community Council has not yet spent any on the Neighbourhood CIL and it remains in the Earmarked Reserve Account established for this purpose. An allocation of

funds to the provision of a drinking fountain at Queen's Park Gardens was approved by the Council but when an alternative source of finance was found the funds were returned to the pot.

If Neighbourhood CIL remains unspent five years after it is transferred to the Community Council it must be returned to the City Council. No transaction has yet reached this stage as the first payment was received in December 2020 which gives rise to a due date in December 2025.

This page represents the report required by Regulations 59A and B Community Infrastructure Levy (CIL) Regulations (as amended 2019) for the year 2023/24.

22 May 2024

If you have any questions about Neighbourhood CIL please contact [planning@queensparkcommunitycouncil.gov.uk](mailto:planning@queensparkcommunitycouncil.gov.uk)

Report To:	Queen's Park Community Council		
Title:	Annual Report		
Purpose:	For Discussion and Approval		
Author:	Shuwanna Aaron, Proper Officer		
Date of Meeting	22 May 2024	Agenda Item	021 – 24/25

## 1 Summary

This report notes with the publishing of the 2023/24 Annual Report.

## 2 Recommendations

That the Council discusses the report and notes the publication of the annual Report

## 3 Background and context

- 3.1 It is good practice that the Community Council produces and publishes an Annual Report, providing an overview of the progress of its Strategic Plan to the Community and other stakeholders.
- 3.2 Due to limited staff capacity the production of an Annual Report has not been possible since 2018/2019.
- 3.3 The Annual Report 2023/2024 will be made available to all interested parties through the Council's digital platforms, at the Community Meeting on Saturday 25<sup>th</sup> May 2024 and a limited number will be printed and available to pick-up from the Beethoven Centre, the Queen's Park Library and other hub across the community.

## 4 Proposals

- 4.1 It is proposed that the Council discusses the report, suggest amendments or corrections and notes that the publication of the Report.



**QUEEN'S PARK  
COMMUNITY COUNCIL**

**YOUR COMMUNITY. YOUR COUNCIL.**

# **ANNUAL REVIEW**

**2023/2024**



# Table Of

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# Word From Our Chair

“ Last year, our community's spirit was a shining example of unity and cooperation. We've had the pleasure of joining forces with local people and groups to run events and programmes that brought us together in celebration and helped to further our mission of fostering an engaged, healthy and cohesive community. From our vibrant Summer Festival and Winter Fair, Black History Month and Eid celebrations to the many social, physical and mental well-being activities throughout the year. We have had too many moments to count where the unique role played by the Community Council, underscored by the commitment of Councillors, volunteers, residents and local partners, has shone bright.



**EARTHA POND**  
Chair of Council  
2023/2024

We've strengthened our ties with the City Council throughout the year, allowing us to amplify our voice on critical issues such as housing, employment, the public realm and more, ensuring our community's needs and aspirations are heard and addressed.



The year has also had its share of challenges, notably a pervasive cost-of-living crisis that has tested our resilience and that of our community members. We have also faced considerable challenges to our capacity, with only one full-time staff member.



Despite these hurdles, we've delivered excellence and growth for the community, bridging the gaps in our residents' access to opportunities. While doing more for the community, we are proud to have also improved our financial health following the depletion of our reserve in 2020 as we invested heavily to meet the increased needs during the COVID-19 lockdowns.

The last year also marked a bittersweet transition as we bid farewell to two Councillors, David Fakhr and Gill Fitzhugh, and welcomed Councillor Shifaa Ali. Councillor Fitzhugh, in particular, leaves a legacy of passionate community service, from her pivotal role in developing the Queen's Park Neighbourhood Plan to her tireless commitment to various community engagement activities.

As we enter into this new year, we also celebrate the 10th anniversary of the Community Council, a decade of dedication and progress where we have remained steadfast in our mission to serve and uplift our community.

The future holds promise, and we are enthusiastic about passing the torch to the next generation of local leaders. Our journey continues with the same vigour and optimism that have been our hallmarks, and we are looking forward to shaping Queens Park for another ten years and beyond.

Together, we stand poised at the threshold of new beginnings, embracing the challenges and opportunities ahead with hope and determination.

# Mission & Vision



## Our Mission

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

## Our Vision



Queen's Park Community Council aims to promote a strong sense of community and increase the quality of life for all residents and visitors of Queen's Park. Our vision is of a neighbourhood with a strong sense of community, a place where people of all ages, cultures, religious, and social backgrounds live, work, and socialise together.

# Strategic Plan 2022 - 2023



At our Community Meeting in May 2023, QPCC presented a draft Strategic Plan for the 2022 - 2026 term.

The open-invitation Community Meeting was a platform where residents and key stakeholders actively participated in shaping the future of Queen's Park. Their valuable comments, inputs, and feedback on the draft Plan were not only heard but also incorporated into an amended Strategic Plan. This revised plan which reflected the collective vision of our community was then adopted at the Annual Meeting of the full Council on 24 May 2023,

The 2022- 2026 Strategic Plan identified three critical areas of work underscored by eighteen objectives and several ambitions.

1. Democracy, Citizenship and Engagement

2. Health, Well-being and Community

3. Place: Planning, Environment and Open Spaces

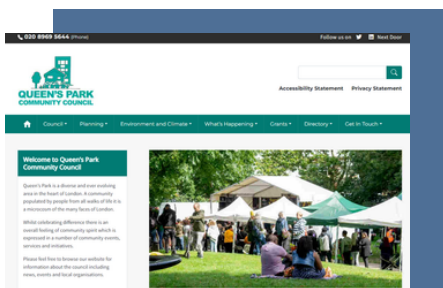
This Annual Report outlines the progress against the ambitions of the 2022- 2026 Strategic Plan and other areas of work undertaken in response to needs identified across the year.



# Democracy, Citizenship and Engagement

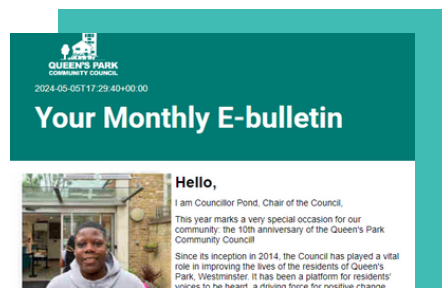
Our commitment to democracy, citizenship, and engagement is the cornerstone of our Strategic Plan. We are dedicated to being a powerful voice for the people of Queen's Park, ensuring that residents and local groups have accessible channels to express concerns, share ideas, hold the Community Council accountable, and collaborate with us to implement innovative solutions.

## Key Achievements



### Revamped Website

We redesigned our website for easy navigation and clarity and are committed to enhancing effectiveness through quarterly reviews.



### Digital Engagement

Implemented a robust digital communication strategy, boosting engagement across all online platforms.



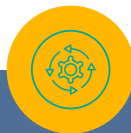
### Inclusive Rebranding

Improved branding and consistency of publishing to better reach digitally excluded residents through the Queen's Park Voice.



### Transparent Meetings

Published meeting dates online and on noticeboards for community-wide access. Meeting papers are also now available a week in advance.



### Streamlined Communication

Consolidated mailboxes and introduced simple forms on our website for seamless communication and timely responses.



### Targeted Communication

Utilised CRM systems to personalise digital communication with groups of residents based on their preferences.

# Democracy, Citizenship and Engagement

## Looking Forward

### Community Drop Boxes

Install drop boxes at key locations so digitally excluded residents can share feedback and concerns.

### Volunteer and Activist Support

Strengthen recruitment, development, and support for volunteers and activists to enhance strategic collaboration and project delivery.



### Enhanced Communication

Improve transparency in Council decisions by expanding the channels through which Council decisions are communicated to the community.

### Collaboration and Information Sharing

Facilitate greater collaboration and information exchange between local organizations and community groups.



### Join the Volunteers' Community



Do you want to give back, share and learn skills, meet new people, improve your community or just have some fun?

Then join the QPCC Volunteers' Community to support services, activities and events that help make a difference across Queen's Park!

Grab a Volunteers' Handbook for more information on opportunities and how we recognise and celebrate our volunteers!

# Health, Well-being & Community Spirit

At the heart of our mission lies a commitment to enhance the health, well-being, and overall quality of life for every resident of Queen's Park. Our strategic plan for 2022-2026 outlines a roadmap to bridge gaps in vital services, foster greater community cohesion, and address pressing issues such as crime and anti-social behaviour while promoting educational and entrepreneurial opportunities.

## Annual Festivals and Events



### 1 Summer Festival

Despite unexpected rain dampening attendance, this year's Summer Festival persevered, showcasing performances by young talents and a diverse range of activities such as outdoor climbing, face painting, henna and archery. Residents engaged with stalls and enjoyed a day filled with entertainment and community spirit.



### 2 Winter Fair

For a decade, our Winter Fair has offered a unique and free alternative to traditional winter fairs. Featuring a variety of winter-themed activities like snowball fights, Santa's Grotto, Christmas crafts and wreath making, the festival also provided dedicated entertainment spaces for older residents and an offer of free and festive refreshments for all to enjoy.



### 3 Fireworks Display

For sixteen years, QPCC has partnered with Westminster Ward Councillors to host the iconic 5th November Fireworks Display at Queen's Park Gardens. This spectacular event, graced by our community VIPs - local leaders, volunteers and their families - was kicked off by the Lord Mayor of Westminster, Councillor Patricia McAllister. Feedback from residents suggest this display was the best yet!



# Health, Well-being & Community Spirit

## Community Celebrations

### 1 Windrush 75

We marked the Windrush 75th Anniversary with a vibrant community event featuring the acclaimed production "Out of the Picture," live music, refreshments, and cultural insights



### 2 Black History Month

Our program for Black History Month focused on celebrating identities, cultures, and resistance through an exploration of Black hair, styling and care, including interactive workshops on hair care and styling rooted in African heritage and a rich evening reception with poetry, film, music and food.



### 3 Eid Al Fitr Family Fun Day

In collaboration with several community partners and the Ward Councillors we organized a joyful Eid Al Fitr celebration, bringing together over 500 residents for a day of cultural exchange, activities, and delicious food.



### 4 Festive Winter Social

Our Winter Social this year was nothing short of magical, bringing together residents from all walks of life in festive cheer to tackle social isolation. From games to creative crafts, dancing and music there was something delightful for everyone to enjoy, and renewed connection to social prescribing teams, the event also offered opportunities for intergenerational connections.



# Health, Well-being & Community Spirit

## Community Building and Support

### 1 Summer in Queen's Park

Recognizing the challenges of the rising cost of living, we first ran the Summer in Queen's Park programme in 2022. Returning again last year, the programme saw us delivering fifteen diverse activities for children and young people to stay active, engaged, and learning during the summer holidays, such as cooking classes, seaside trips, archery, art classes and outdoor cinema, ensuring a memorable and enriching summer experience for all participants.



### 2 Communita

Responding to resident feedback, we partnered with the Community Champions to facilitate monthly "Communita" sessions for older and vulnerable residents, providing light physical activities, social interactions, and healthy meals.

### 3 Well-being Wednesday

Our Well-being Wednesday activities, in collaboration with Community Champions, offer a holistic approach to improving residents' health. From African Yoga to cooking classes, Qi Gong to Dance Classes and talking therapies discussions on managing stress, these sessions promote wellness and resilience among our community members.



### 4 Carers' Time for Self

We know that those who care for others sometimes struggle to find time to care for themselves and can feel isolated and overwhelmed. So, we started the Carers' Time For Self project to provide a space for Carers to engage in well-being and social activities.

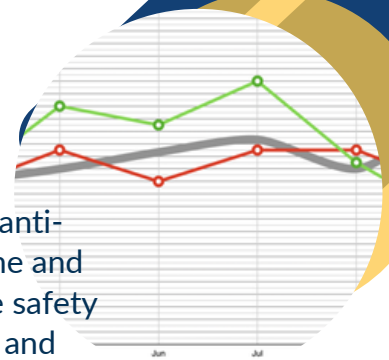


# Health, Well-being & Community Spirit

## Empowering our Community

### 1 Crime and Anti-social Behaviour

Our efforts with the City Council and other partners to address crime and anti-social behaviour is ongoing. We are involved in the North Paddington Crime and Safety Delivery Group helping to develop innovative strategies to enhance safety across Queen's Park and neighbouring areas. We also continue to monitor and publish local crime statistics and engage residents to devise local solutions.



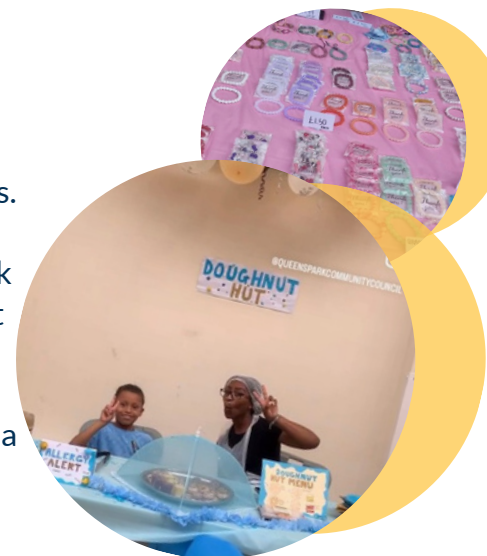
### 2 Education, Jobs and Training

QPCC is actively engaged with the City Council's North Paddington Programme, raising awareness about gaps in services and helping to develop new schemes to address local education, training, and employment needs. Through our engagement channels, we also inform residents about local job and training opportunities, empowering them to access vital resources.



### 3 Local Economy

We support local businesses and entrepreneurship by promoting participation and contracting services for QPCC events and projects. We also partnered with the Rebel Business School, to run Business 101 and Food Hygiene workshops as part of the Queen's Park Cook Off project. Participants then showcased their skills hosting stalls at The Queen's Park Food Festival selling foods they prepared themselves. Residents in attendance paid for the products with special Queen's Park money and evaluated each business based on a set of key criteria, fostering a real sense of running a business.



### 4 Community Spaces

Queen's Park Community Council facilitates the free usage scheme at the Jubilee Community Centre, enabling local groups and individuals to run free activities for the community.

# Health, Well-being & Community Spirit

## Looking Forward

### Festival, Events and Community Celebrations

Seek more opportunities to collaborate with local people and organisations to expand and improve local events and celebrations.

### Community Building and Support

Build specialist partnership and diversify our projects to better engage residents who are in work, education or training.

### Local Economy, Education, Jobs and Training

Work with the City Council and local partners to initiate new opportunities for residents, strengthen our sign-posting and seek new opportunities to develop, promote and support local entrepreneurs.

### Community Spaces

Work with the City Council to improve community spaces and residents and local organisations access to spaces including St Jude's hall and Queen's Park Garden's Hut.

### Crime and Anti-social Behaviours

Work with the City Council and others partners to implement the Crime and Anti-social Behaviour approaches developed in the North Paddington Programme.

### Greater Support for Women

Work with local residents to identify and implement new initiatives to meet local women's requirements in relation to employment, education, training, safety and community.



# Planning, Environment and Open Spaces



## Housing Inequalities

We have:

- Engaged with the North Paddington Housing and Homelessness Delivery Group working to improve approaches to the crisis within housing.
- Launched the Queen's Park Housing survey to build-up an evidence base about the key issues affecting residents to better advocate on their behalf.
- We also continue to sign-post support for residents with housing concerns.



## Looking Forward

We will produce a report on the findings of the Housing Survey and utilise the data to strengthen our understanding of residents needs to better lobby the City Council and Housing Associations to meet local needs.



## Neighbourhood Planning

- We have identified a number of priorities within the Queen's Park Neighbourhood Plan, which we have put on the City Council's agenda and are pursuing in collaboration. These include bringing the Queens Park Garden Hut into community use, introducing greening projects, re-developing local allotments, and supporting the installation of play street.

## Looking Forward

We will continue to work with the City Council to implement the policies and projects of the Neighbourhood Plan, and will be calling-up the Community Infrastructure Levy to invest in community signage and public realm development.



# Planning, Environment and Open Spaces



## Climate and Environment

We:

- Monitor and report on the Community's air quality and run community clean-up projects.
- Facilitate the Big Garden Clean-up project which has helped to clean-up the gardens of more than 100 older and disabled residents.
- Engage with the North Paddington Climate Delivery Group developing new local projects which raise awareness, mitigate the impact of the climate and promote energy efficiency and sustainability.



## Looking Forward

We will produce a report on the findings of the Housing Survey and utilise the data to strengthen our understanding of residents needs to better lobby the City Council and Housing Associations to meet local needs.



## Parks, Open Spaces and Public Realm

We :

- Contract Hammersmith Community Gardens Association to run the Queen's Park in Bloom project, weekly community gardening sessions to enhance Queen's Park Gardens and to support the Friends of Queen's Park Gardens.
- Act as a key consultant for the City Council on the development of open spaces and the public realm, and have identified several projects to facilitate collaboratively in the year's to come.

## Looking Forward

We will continue to support the enhancement of Queen's Park Gardens and the development of other open spaces and the public realm.

# Finances: Income

Our income is generated primarily from the Precept, a percentage of the Council Tax collected from eligible households in Queen’s Park, Westminster. The Precept of £172,106 this fiscal year represented 79% of our total revenue.

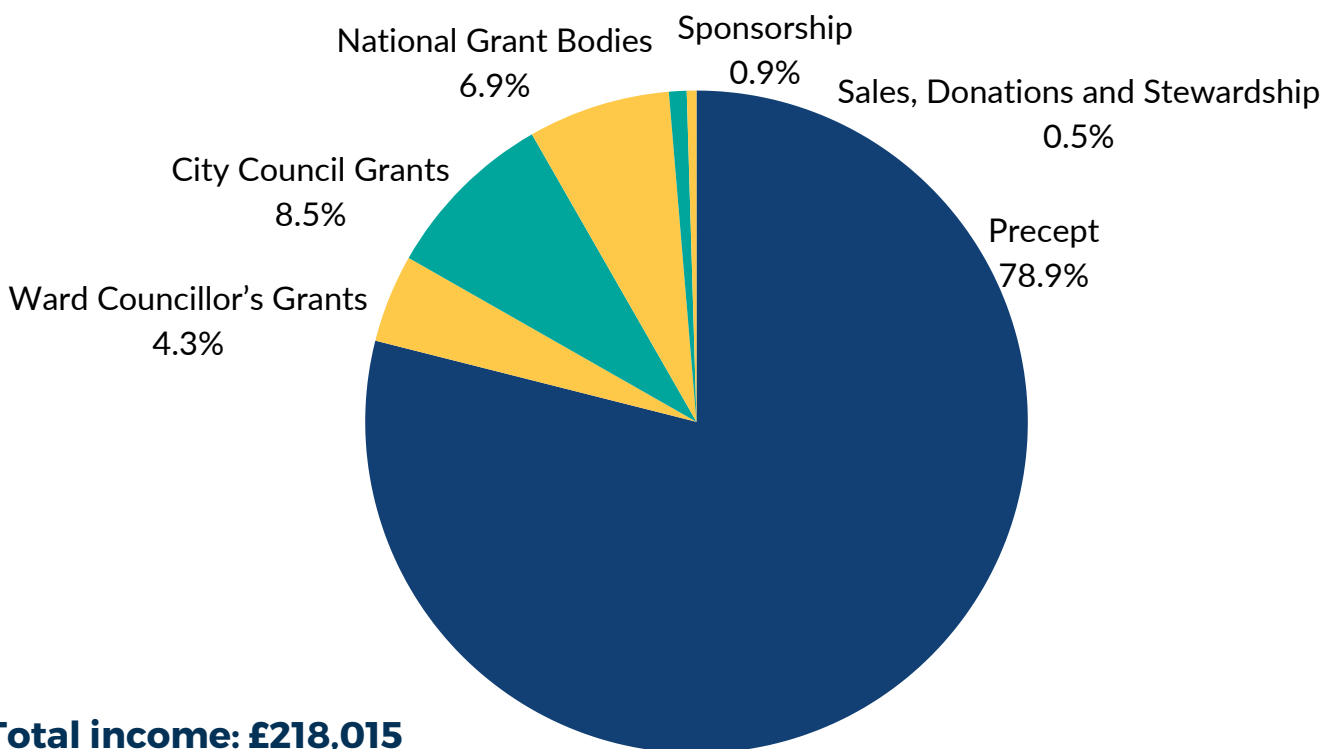
In tandem, we bid for funds from both local and national organisations where there are opportunities that align with our objectives. Over the last year, successful grant applications have infused £43,005 into events and activities facilitated by the Council.

Of this, £27,869 was awarded from applications to the Ward Councillors and other Grant schemes offered by Westminster City Council. We raised a further £15,136 through applications to the National Lottery, the English Sports Council and the BHM 365 funding scheme.

Sponsorship garnered £1,875 for specific events and activities, while sales, donations, and stewardship of events and projects brought in a total of £1029 for the associated costs of these initiatives.



## QPCC Revenue Breakdown 2023/2024



**Total income: £218,015**

# Finances: Expenditure

Our most substantial investment, totalling £73,983, or 42% of our expenditures, is in staffing. This investment is crucial as it enables us to maintain a dedicated full-time staff member and engage temporary talents as needed throughout the year. This flexibility has been vital for executing our multifaceted programs, ensuring that we can deliver on our commitments to the community.

Administration costs amounted to £24,163, including insurance, essential functions, system upkeep and regulatory compliance.

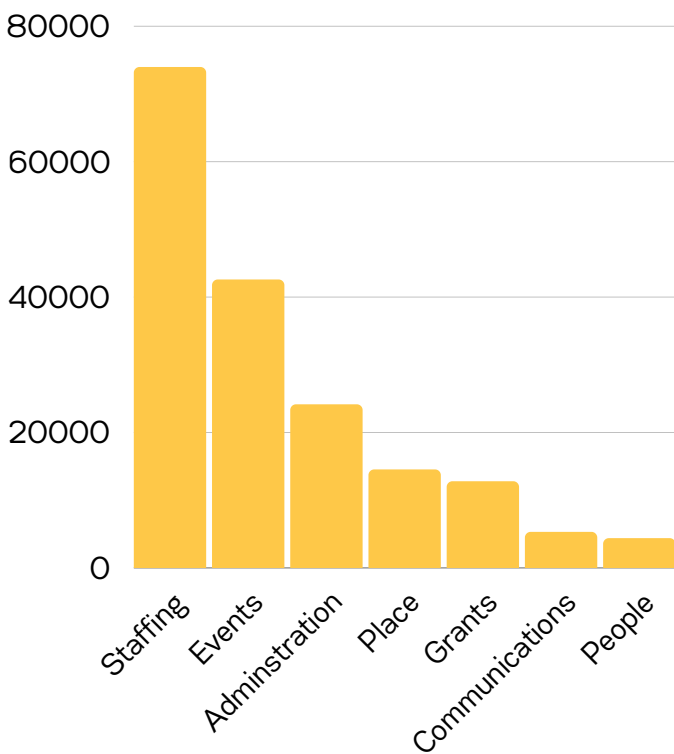
Our commitment to enriching community experiences is reflected in our robust Events portfolio, with £42,599 dedicated to its execution.

Additionally, our Place (£14,545) and People (£4,397) Committees each delivered dynamic programmes of services and activities under their purview, contributing substantially to improving our community's health, wellbeing and quality of life.



To ensure efficient and effective communication, we directed £5,323 towards developing and managing our digital spaces and publishing the Queen's Park Voice Community Newsletter.

We also disubstituted £12,800 in grant funding to local groups and organisations, catalysing grassroots initiatives and furthering our collective impact.



Expenditure	Value	%
Staffing	£73,983.00	42%
Events	£42,599.00	24%
Administration	£24,163.00	14%
Place	£14,545.00	8%
Grants	£12,800.00	7%
Communications	£5,323.00	3%
People	£4,397.00	2%
<b>Total</b>	<b>£177,810.00</b>	

# Finances: CIL

Community Infrastructure Levy (CIL) Regulations (2010) enabled the Mayor of London and the Westminster City Council to place fees on certain developments.

CIL is divided between the City Portion (the 'strategic' pot) which is spent by the City Portion delivering the infrastructural needs to support growth across the borough. The Neighbourhood Portion, on the other hand, is made available to communities like ours and utilised to fund local infrastructure, services, and facilities, a key aspect of our community's development.

In Queen's Park, the Neighbourhood Portion is 25% of the CIL collected, these funds are transferred to the Community Council, which decided how best to invest the funds to forward the ambitions outlined in the Neighbourhood Plan, alongside other services, facilitates and infrastructure projects that meet new needs identified in the community.



Since implementation of the scheme, the value of Neighbourhood CIL collected in Queen's Park totals £2,819.83 as set out in the table below.

Application	Address	Value	Collected by WCC	Transferred to QPCC
12/07672/FULL	Nos. 17 and 19 Beethoven Street, W10 4LG	£ -	30/06/2014	17/12/2020
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20/04734/FULL	164 Portnall Road London, W9 3BQ	£574.09	02/02/2022	22/12/2023

Queen's Park Community Council has not yet spent any of the Neighbourhood CIL, which remains in the Earmarked Reserve Account established for this purpose.

An allocation of funds to the provision of a drinking fountain at Queen's Park Gardens was approved by the Council but when an alternative source of finance was found the funds were returned to the pot.

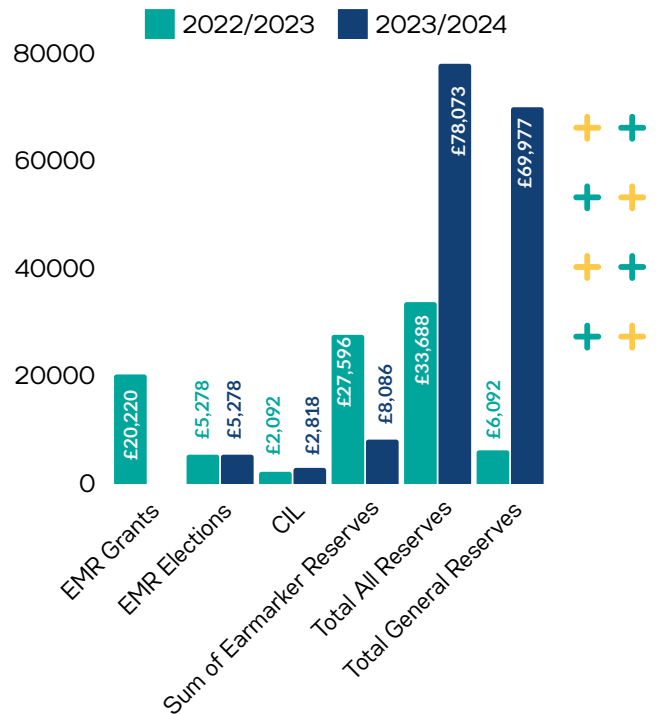
The Community Council will explore several avenues for investment in the year to come, and must spend the bulk of its CIL allocation by December 2025. If unspent the fund will be returned to the City Council. If you have any questions about Neighbourhood CIL please email: [planning@queensparkcommunitycouncil.gov.uk](mailto:planning@queensparkcommunitycouncil.gov.uk)

# Current Financial Position

It is recommended that Community Council 'ssuch as our retains a reserve of between three to twelve months of it's running costs to enable financial resillience and the ability to respond to unexpected circumstance.

In the 2021/2022 financial year, the Community Council demonstrated remarkable reliability as it developed new initiatives to responded to the community's needs brought on by the COVID-19 pandemic. However it's heavy investments resulted in some depletion of the Council's reserves.

In the 2022/ 2023 financial year, the Community Council strategically adjusted its operations to enable the rebuilding of reserves, including the suspension of its Community and Special Grants Programme. As a result of these adjustments, the Community Council not only managed to maintain its activities but also expanded its scope, demonstrating its commitment to the community and it's dynamicsm in tackling challenges. Through strategic collaborations with volunteers and local groups and organisations, coupled with improved fundraising capacity, QPCC has not only strengthened its financial position but also its ability to serve the community.



Over the year both income and expenditure were below budget with the overall impact being that QPCC's total reserves increased by from £33,846 to £78,073 over the course of the year.

The value of Earmarked Reserves, funds that have been set aside for a specific purpose has decreased during the year from £27,443 to £8,096 and now only contains funds for a possible election and the Community Council's holding of Neighbourhood CIL (Community Infrastructure Levy).

The Community and Special Grants Programme continues to be suspended for the 2024/2025 financial year, providing another opportunity for QPCC to strengthen it's financial health and resilience before considering the return of the Community Grants Programme.



## GET IN TOUCH

**Address: Beethoven Centre, Third Avenue, W10 4JL**

**Phone: 020 8960 5644**

**Web: [www.queensparkcommunitycouncil.gov.uk](http://www.queensparkcommunitycouncil.gov.uk)**

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

**X** QueensParkCouncil  QueensParkCouncil  QueensParkCouncil



Report To:	Queen's Park Community Council		
Title:	Officers' Report		
Purpose:	For information and discussion		
Author:	Shuwanna Aaron, Proper Officer		
Date of Meeting	22 May 2024	Agenda Item	022-24/25

## 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

- The Proper Officer continues to support the strategic development of the North Paddington Programme both as a member of the North Paddington Partnership Board and a member of various delivery groups. This has included attendance at a number of meeting over the last few months to input on the development of programmes which are being put forward for funding in the May Cabinet reports with plans for delivery in the years to come.
- Work also continues with the City Council's Senior Community Development Officer on the identified priorities from the Strategic Plan 2022- 2026 and the Queen's Park Neighbourhood Plan. Due to WCC internal processes and the time sensitive nature of the work related to the North Paddington Programme, the progress of this work, while ongoing has been slow.
- An Annual Report has been produced to outline the progress of the objectives and ambitions set out in the 2022- 2026 Strategic Plan which will be presented at the Annual Meeting and the Council's Community Meeting on May 25<sup>th</sup> 2024.

### Operations

- The City Councils Corporate Property team have finalised the insurance requirement for the Queen's Park Gardens hut, and are moving forward with drawing up of the draft agreement for QPCC's licence/ lease of the hut.
- It has been agreed with PDT that instead of entering into a new shared office agreement, QPCC will cover the cost of installing heavy duty shelves for shared use in the PDT office. This will act as a solution to the overcrowding and lack of storage in the current QPCC office until appropriate and front facing facilities become available.

<ul style="list-style-type: none"> <li>- A re-induction, training and team building activity was facilitated for and attended by several Councillors on April 20th, providing an opportunity to review the Council's Mission, Vision and Objectives, discuss Policy Development, Representation, and other key aspects of the Councillors' role. Councillors also engage in a number of team building activities. A second session will be facilitated for those Councillors who were unable to attend.</li> </ul>
<b>Staff</b>
<ul style="list-style-type: none"> <li>- The new Community Development Officer will be in role on 20<sup>th</sup> May 2024.</li> <li>- As part of the scheme of work put forward by the North Paddington Programme, the City Council has signed off a budget to second a member of staff to QPCC for a minimum of one year. The Proper Officer is working with WCC to develop and recruit for the role with hopes that the officer will be in role by Summer 2024.</li> </ul>
<b>Governance</b>
<ul style="list-style-type: none"> <li>- The co-option to fill the casual vacancy will take place at the meeting receiving this report.</li> <li>- Reviews have been undertaken to the Terms of References of the Council's Committees and Working Groups in addition to reviews of Council policies and several amendments will be heard at the meeting receiving this report.</li> </ul>
<b>Funding</b>
<ul style="list-style-type: none"> <li>- The Council was successful in its application to the Ward Budget seeking £4000 to support the facilitation of the Eid Family Fun Day.</li> <li>- An application has been made to the Community Events Fund to support the facilitation of the Summer in Queen's Park programme.</li> <li>- The application to the Greener future's programme was not completed but to limited capacity.</li> </ul>
<b>WCC</b>
<ul style="list-style-type: none"> <li>- Quarterly meeting cancelled due to election period</li> </ul>
<b>People Committee</b>
<ul style="list-style-type: none"> <li>- Officers are following through on recommendations made by the People Committee with regards to annual events and have met with the events co-ordinator on several occasion to discuss and put in place new processes for stall registration, selection and allocation.</li> </ul>
<b>Place Committee</b>
<ul style="list-style-type: none"> <li>- The City Council has responded to the Place Committee's objection to the implementation of emission-based parking charges, and has amended its proposal somewhat in lien with the Committee's recommendation so that the new charges will only apply once residents are required to update their permits.</li> <li>- The Free Usage Scheme at the Jubilee Community Centre has welcomed its third cohort of projects being facilitated by local groups and organisation. Demand for access to the programme has increased and there is now a steady steam of requests. The Proper Officer continues to liaise with the City Council and Everyone Active to ensure the smooth running of the programme.</li> <li>-</li> </ul>
<b>Forward Planning</b>



<p>The Working Group has not met but has received email updates regarding key matters.</p>
<p><b>The Voice</b></p> <ul style="list-style-type: none"> <li>- The Spring 2024 issue of the Queen's Park Voice has been published and circulated to most areas of the community – a number of Councillor have not completed their allocate delivery, so some streets have not yet received their copies. A review of the delivery approach will be undertaken at the upcoming working group meeting.</li> <li>- A call for submission to the Summer 2024 issue has been issued and a number of local groups and organisations have already made submissions through the online form.</li> </ul>
<p><b>Economic Development</b></p> <ul style="list-style-type: none"> <li>- No updates</li> </ul>
<p><b>Grants</b></p> <ul style="list-style-type: none"> <li>- An application has been received to the Pop-up grant programme – a decision has yet to be made.</li> </ul>
<p><b>Community Engagement</b></p> <ul style="list-style-type: none"> <li>- The Community Engagement Working Group supported by other Councillors and local organisations facilitated the Eid Al Fitir Family Fun day on April 14<sup>th</sup>. The event attracted around 500 residents to engage in a range of activities, stalls, and an offer of free food, drinks and refreshments in celebration of Eid and to promote greater community cohesion and sense of belonging. The event was attended by the Leader of the City Council, the deputy Lord Mayor, Councillor Sanquest and a number of other neighbouring Ward Councillors.</li> </ul>
<p><b>Events</b></p> <ul style="list-style-type: none"> <li>- Logistic plans for the Summer Festival are on the way. This year's festival will include a special QPCC take over in recognition and celebration of QPCC's 10<sup>th</sup> Anniversary. The events working group will meet alongside other working groups to make further recommendations.</li> </ul>
<p><b>Air, Climate and Environment Climate Emergency</b></p> <ul style="list-style-type: none"> <li>- No updates</li> </ul>
<p><b>Public and Community Arts</b></p> <ul style="list-style-type: none"> <li>- Community Theatre programme was cancelled after four session due to a false start which affected registration. Attendees of the sessions have shared positive reviews about the mental health benefits of the programme, so there will be future discussion about how this may be incorporated into the programme of activities in the Summer.</li> </ul>
<p><b>Children and Young People</b></p> <ul style="list-style-type: none"> <li>- No updates</li> </ul>
<p><b>Health Wellbeing and Social inclusion</b></p>

- Wellbeing Wednesday – Dance sessions have been ongoing and a showcase will be made at the Council's Community Meeting on May 2024. The programme will draw to an end in May. Discussion will be facilitated at the next working group meeting to discuss the future of the programme.
- Communita – The programme continues at Juniper House but has been cancelled at Brooke Court due to low turn-out.
- Carer's Time for Self – The programme has received positive feedback from participants, including a request that it be made weekly instead of bi-weekly. The programme facilitator has been tasked with developing and presenting a scheme of activity for the programme's continuation to the next meeting of the working group.
- Garden Clean up – there have been 30 requests from residents to have their gardens clean-up as part of the project. Only two residents have received support thus far, however two further sessions have been organised in June. Including with a group of 40 – with the aim of cleaning up 20 gardens across the day. Income from the project will be re-invested into securing wood chippings – instead of relying on the free but inconsistent offer as we have in the previous year. This is essential to ensuring the efficiency and sustainability of the project as a number of residents requesting support this year have also been supported by the project in the last two years, but were unable to make use of the anti-weed offer due to a lack of woodchopping.

#### **Planning**

- No Officers' updates.

#### **Immediate Plans going forward**

- Facilitate the Community Meeting
- Organise and facilitate a half-day meeting of all working groups to discuss recommendation for the year to come – in line with the strategic ambition set out in the Strategic Plan 2022-2026.
- Induct the new CDO and finalise plans for the recruitment of the Project Officer.
- Make Funding applications to the BHM 365 Fund, the National Lottery Communities fund and A2D's Community Grant.
- Facilitate a second induction and training session for Councillors.
- Support the recruitment of the Project Office
- Develop and organise a scheme of activity for the months to come.