

Report To:	Queen's Park Community Council		
Title:	Officers' Report		
Purpose:	For information and discussion		
Author:	Shuwanna Aaron, Proper Officer		
Date of Meeting	21 May 2025	Agenda Item	021-25/26

## 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

<b>Proper Officer</b>
<b>Strategic Developments</b>
- Producing the Annual Report
<b>Operations</b>
<ul style="list-style-type: none"> <li>- Undertaking training with regards to Internal and External Audit preparation</li> <li>- Overseen the distribution of the Jubilee Free Usage Scheme Hours</li> <li>- Undertaken training on development in Employment Rights legislations with a view to produce and update existing policy.</li> <li>- Undertaken training with regards to data protection and preparedness for Freedom of information and Subject Access Requests</li> </ul>
<b>Staff</b>
<ul style="list-style-type: none"> <li>- Preparing recruitment resources and assessing applications to the Community Engagement Officer's vacancy.</li> <li>- Ongoing Staff management</li> </ul>
<b>Governance</b>
<ul style="list-style-type: none"> <li>- Produced and reviewing policy and producing papers for the Annual Meeting</li> <li>- Making arrangements for the annual Community Meeting</li> </ul>
<b>Funding / Sponsorship</b>
- Secured sponsorship with relation to the Big Garden Clean up project and the Community Clean Up Competition
<b>WCC</b>
<ul style="list-style-type: none"> <li>- Leading partnership work with the City Council's Healthy Homes team</li> <li>- Continued support for the development and facilitation of Community Conversations</li> <li>- Continued engagement in the North Paddington Programme</li> </ul>
<b>Working Groups</b>
<b>Forward Planning –</b> <b>Economic Development</b> – Organised a series of financial literacy workshops to start in June.

<b>Public and Community Arts –</b>
<b>Air, Climate and Environment Climate Emergency –</b> Co-ordinated relationships with corporate partners for the provision of volunteers to support the Big Garden Clean-up Project.
<b>Community Engagement –</b> Co-ordinated the distribution of QPCC suggestion boxes at Kew locations across the community.
<b>Health Wellbeing and Social inclusion –</b>
<b>Children and Young People –</b> Supporting the development and Delivery of Holiday programme activities.
<b>Events –</b> Co-ordination meeting of the Events Working Group and developing Summer Festival Plans alongside the events co-ordinator
<b>Grants –</b> Co-ordinated a meeting of the Grants Working Group
<b>Committees</b>
-
<b>Immediate Plans going forward</b>
<ul style="list-style-type: none"> <li>- Plan and facilitate re-induction session for Councillors</li> <li>- Co-ordinate the development of Summer in Queen's Park</li> <li>- Recruit and induct the new community Engagement Officer</li> </ul>

<b>Community Development Officer (Communications &amp; Fundraising)</b>
<b>Funding</b>
<ul style="list-style-type: none"> <li>- Submitted applications to: Active Westminster application</li> <li>- Writing reworked Community Cinema project plan for the National Lottery fund</li> </ul>
<b>Communications</b>
<ul style="list-style-type: none"> <li>- Produced monthly E-Bulletins</li> <li>- Produced content and managed Council's Social Media Channels</li> <li>- Produced the following blog for the Council's website: <ul style="list-style-type: none"> <li>• Local artist at Community Lunch</li> <li>• Take Charge of Your Money - Free Financial Workshops</li> <li>• Mental Health Awareness Week</li> <li>• 510 Community Centre</li> <li>• Debt Awareness Week</li> </ul> </li> </ul>
<b>Volunteer Development</b>
<ul style="list-style-type: none"> <li>- Inducted two volunteers</li> </ul>
<b>Events</b>
<ul style="list-style-type: none"> <li>- Support for SHHC community mental health workshop</li> <li>- Logistical and comms support for Tone-Up Tuesdays &amp; Wellbeing Wednesdays events</li> <li>- Led on QPCC presence for Community Mobile Recycling Centre Day</li> </ul>
<b>Working Groups</b>
<b>Health Wellbeing and Social Care -</b> Producing Project proposal for Iniva & Communitia workshops [WIP]
<b>Public and Community Arts -</b> The Great Big Green Week films screening
<b>Children and young People -</b> Easter in Queen's Park support

<b>General</b>
- Supported Intercultural therapy communications - posters & leaflets
<b>Training</b>
-
<b>Immediate Plans going forward</b>
<ul style="list-style-type: none"> <li>• Publication of upcoming</li> <li>• On-going working group support</li> </ul>