



You are hereby summoned to attend a
Meeting of the **Queen's Park Community Council** to be held at the Beethoven
Centre, Third Avenue, W10 4JL

on **Wednesday 15 October 2025** commencing at **6:00pm**.

Shuwanna Aaron, Proper Officer

10 October 2025

AGENDA

022-25/26	Apologies for absence – to receive and approve any apologies for absence.
023-25/26	Declarations of interest – to note any Declarations of Interest or Dispensations granted in respect of any item on the Agenda.
024-25/26	Minutes of the previous meeting – to consider for approval the minutes of the Council Meeting held on 21 May 2025 for confirmation and signing as a correct record.
025 -25/26	Public session – to receive any questions, representations or petitions from members of the Public. <i>(Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).</i>
026-25/26	Committee Minutes – to adopt the minutes of Place and People Committee Meetings held in February and July 2025.
027-25/26	People Committee Report - to receive a verbal update on the work of the People Committee.
028-25/26	Place Committee Report - to receive a verbal update on the work of the Place Committee.
029-25/26	HR Update – to receive a verbal update from the Chair of HR committee.
030-25/26	Financial Report - to receive a report on the current financial position and approve payments and expenditure.
031-25/26	Audit Reports - to review the External Audit Report for 2024/25 and the Mid-year Internal Audit Report for 2025/26.
032-25/26	Digital Engagement Report – to receive a verbal report about the Council's digital engagement reach.
033-25/26	Working Groups - to receive a verbal update from The Voice Working Group.
034-25/26	Pop-up Grant decisions – to review a pop-up grant application for decision making.

035-25/26	Chair's Report – to receive a verbal report from the Chair of Council
036-25/26	Officers' Report – to receive a verbal update from Officers.
037-25/26	Motion to exclude press and public – to receive a motion for the exclusion of the press under the Public Bodies (Admission to Meetings) Act 1960 s1(2) on account that the nature of the business to be transacted would betray information received in confidence and would be prejudicial to the public interest if discussed publicly at this point.
038-25/26	Confidential item – to receive confidential information regarding the Beethoven Project and approve the next steps of the project.

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held in the Beethoven Centre on **Wednesday 23 May 2025**
commencing at 18:00.

Present: Councillors Eartha Pond (Chair), Shifaa Ali, Samantha Alleyne, Sandra Bynoe, Shamsa Hersi, Millie Kent, Emma Sweeney and John McArdle.

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

01-25/26 Election of Chair – Councillor Eartha Pond was nominated as Chair of the Council. The nomination was seconded and a vote undertaken.

RESOLVED THAT, Councillor Eartha Pond be ELECTED Chair of Queen's Park Community Council for the Municipal Year 2024/25.

02-24/25 Chair's declaration of acceptance of office - Councillor Pond made and signed a declaration of acceptance of office.

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

03- 25/26 Election of Vice-chair – Councillor Roger Diamond was nominated to stand as Vice Chair of the Council. The nomination was seconded and a vote undertaken

RESOLVED THAT, Roger Diamond, be ELECTED Vice-chair of Queen's Park Community Council for the Municipal Year 2024/

04- 25/26 - Apologies for Absence- Cllr Aktar issued apologies, stating a Family Emergency. The apologies were seconded and a vote was undertaken.

RESOLVED THAT, the apologies be APPROVED.

05-25/26 Declarations of interest - The Proper Officer received a declaration of Interest from Councillor McArdle as Responsible Financial Officer (RFO). The RFO was permitted to participate in discussions on matters with financial implication but would not vote. No other Declarations of Interest were made.

06-25/26 Minutes of previous meetings – The minutes of the previous meeting were included in the meeting papers and accepted as read. The minutes were seconded and a vote undertaken

RESOLVED THAT, the minutes be APPROVED.

07-25/ 26 Public Session – No questions were raised.

08-25/26 Declaration of Acceptance of Office - Councillors Hersi and Kent signed their declarations of acceptance of Office.

RESOLVED THAT - The declarations be ACCEPTED.

09-25/26 Diary of Meetings and other Committee Matters –The report was circulated and accepted as read. The report was seconded and a vote was undertaken.

RESOLVED THAT, the proposal be APPROVED.

The Meeting moved on to the appointments of the Chair and Vice Chair of the Committees, and the members of the committees. The Proper Officer recalled the nominations for each post. Each nomination was seconded, votes were undertaken and the following appointments were made.

RESOLVED THAT, Councillor Lawrence was ELECTED as the Chair of the People Committee for the 2025/26 Municipal Year

RESOLVED THAT, Councillor Alleyne be ELECTED as Vice Chair of the People for the 2024/25 Municipal Year

RESOLVED THAT, Councillors Pond, Ali, Wilson, Lawrence and Aktar be APPOINTED as members of the to the People Committee for the 2025/26 Municipal Year

RESOLVED THAT, Councillor Wilson be ELECTED as Chair of the Place Committee for the 2024/25 Municipal Year.

RESOLVED THAT, Councillor Kent be ELECTED as Vice Chair of the Place Committee for the 2024/25 Municipal Year.

RESOLVED THAT, Councillors Alleyne, Ali, Kent, Bynoe and McArdle be APPOINTED to the Place Committee for the 2025/26 Municipal Year.

RESOLVED THAT, Councillor McArdle be ELECTED as the Chair of the HR Committee for the 2025/26 Municipal Year

RESOLVED THAT, Councillor Sweeney be ELECTED as Vice Chair of the HR Committee for the 2024/25 Municipal Year.

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

RESOLVED THAT, Councillor Wilson by ELECTED as the Chair of the Appeals Committee for the 2025/26 Municipal Year.

RESOLVED THAT, Councillor Bynoe, be ELECTED as the Chair of the Appeals Committee for the 2025/6 Municipal Year.

RESOLVED THAT, Councillors Ali and Lawrence be APPOINTED to the Appeals Committee the 2025/26 Municipal Year.

RESOLVED THAT, Members of the Committees the 2025/26 Municipal Year be as outline below:

Board	Chair	Vice Chair	Members
Council	Cllr Eartha Pond	Cllr Roger Diamond	
People Committee (min 6)	Cllr Lawrence	Cllr Hersi	Cllr Pond Cllr Sweeney Cllr Ali Cllr Aktar

Place Committee (min 6)	Cllr Wilson	Cllr Kent	Cllr Alleyne Cllr Ali Cllr Bynoe Cllr McArdle
HR Committee (min 4)	Cllr John McArdle	Cllr Emma Sweeney	Cllr Pond Cllr Diamond Cllr Kent
Appeals Committee	Cllr Wilson	Cllr Alleyne	Cllr Ali Cllr Lawrence

10-25/26 Working Groups – The Proper Officer proposed that no new working groups be established, and delivered a report highlighting the culmination of the community engagement working groups housing survey and the voice working group publication of the most recent issue of the newsletter. The report was seconded and vote was undertaken.

RESOLVED THAT, the report be NOTED

The Proper Officer proposed that the Forward Planning Working Group continues to be coordinated by the Chair of the Council and comprise of the Chairs of the People, Place and HR Committees and the Vice-Chair of the Council and begins to meet monthly, and that the co-ordinators of the Forward planning, Events, Community Engagement and Voice Working Groups be appointed as below:

The proposals were seconded and a vote was undertaken.

RESOLVED THAT, the proposed appointment be APPROVED. The Proper Officers moved to appoint members to the working groups.

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

Table 1: Working Groups

Name of Group	Members
Air, Environment and Climate Emergency	Co-ordinator: Ray Lancashire M Kent, S Wilson
Children & Young People	Co-ordinator: S Hersi M Kent, S Alleyne
Community Engagement	Co-ordinator: Community Engagement Officer S Wilson, E Pond M Kent

	S Hersi
Economic Development	Co-ordinator: J McArdle S Alleyne
Events and Socials	Co-ordinator: Director E Pond S Hersi E Sweeney
Forward Planning	Co-ordinator: Eartha Pond, Director Diamond, Lawrence, Wilson, McArdle
Grants	Co-ordinator: Director S Alleyne R Diamond S Ali M Kent O Lawrence
Planning	Co-ordinator: John McArdle M Kent
Public and Community Art	Co-ordinator: S Wilson S Alleyne
Health, Well-being and Social Care	Co-ordinator: Sandra Bynoe S Ali S Alleyne S Hersi E Sweeney
The Voice	Co-ordinator: CDO O Lawrence S Hersi

012-25/26 Representation on External Bodies – The report recommended that Councillor John McArdle represent the Council on Westminster Amenities Societies Forum (WASF) and on any other formal or informal town planning groups for 2025/26, that the Director continues to represent the Council as a member of the Jubilee Community Centre Steering Group and that all requests for nomination not covered in this report, be taken by the Chair of the Council, the Vice-Chair or Director should the Chair be unavailable.

RESOLVED THAT, the report be APPROVED.

12-25/26 Standing Orders – The Proper Officer recommended that the Council readopts the Standing Orders with amendments as outlined in the papers circulated - the updates bring the standing orders up to date with the NALC model and reflects gender neutrality and updated to the NALC model financial regulations which the council had previously approved.

RESOLVED THAT, the Standing Orders be APPROVED.

013-25/26 Financial Regulations - The RFO no changes to the financial regulations.

RESOLVED THAT, the Financial Regulations be APPROVED.

014-25/26 Adoption of Policies – The Proper Officer recommended amendments to the following policy be adopted as outlined in the meeting papers. Data Protection Policy, Operational Data Protection Policy. Health and Safety for Volunteers. The Recommendation was seconded and a vote was undertaken.

RESOLVED THAT, the new policies be APPROVED.

The Proper Officer recommended amendments to the following policies as outlined in the meetings papers: social media Policy (Amended) Safeguarding Risk Assessment and Risk Management Policy (Amended) Equal Opportunities policy (Amended). The amendments were seconded and a vote was under taken.

RESOLVED THAT, the amended policies policies be APPROVED.

The Proper Officer also recommended the re-adoption of the following policies: Health and Safety Policy (Unamended) Councillors Allowance and Attendance Policy (Unamended) Environmental Policy (Unamended) Complaints Procedure (Unamended) Member and Officer Protocol (Unamended) Members' Code of Conduct (Unamended) Disciplinary Policy and Procedure (Unamended) Grievance Procedure (Unamended) Document Retention Policy (Unamended) Safeguarding Policy (Unamended) Anti-Sexual Harassment and Victimisation Policy (Unamended) Biodiversity Duty Policy (Unamended) Volunteering Policy (unamended) Environmental Policy (unamended). The proposal was seconded and a vote was undertaken.

RESOLVED THAT, the Re-adoption of the aforementioned policies be APPROVED.

015-25/26 Matters to be considered at an Annual Meeting – The Proper Officer circulated a report setting out matters that should be considered at an Annual Meeting. It was highlighted that QPCC has no arrangements relating to charters and agency agreements or inventory of land and assets which needed to be considered. It was also highlighted that QPCC has an insurance policy arranged through specialist local government brokers Camel & Co in place since 2014 and quoted at £1,786.52 to be renewed on 1 June 2025, and that the Council's and/or staff subscriptions were held with to National Association of Local Councils (NALC), the Surrey Association of Local Councils (SALC), and the National Council for Voluntary Organisations. The report was seconded and a vote was undertaken.

RESOLVED THAT, the report be APPROVED.

016-25/26 Internal Audit Report - The Responsible Financial Officer circulated a report and took the meeting through the annual report that contained the internal auditor's conclusions and recommended that the response to the internal audit be approved. The report was seconded and a vote was undertaken.

RESOLVED THAT, the internal audit report for 2025/26 be APPROVED.

017-24/25 Approval of the Annual Governance Statement - The Responsible Financial Officer circulated a report and stated the requirement that the report be approved and signed by the Proper Officer and Chair of the Council. The report was seconded and a vote was undertaken.

RESOLVED THAT, the Annual Governance Statement for 2025/26 be APPROVED.

018-25/26 Approval of Accounting Statement - The Accounting Statement was circulated as part of the meeting's papers and introduced by the Responsible Financial Officer. It was stated

that approval of the report was required. The report was seconded and a vote was undertaken.

RESOLVED THAT, the Accounting Statement for 2025/26 be APPROVED and signed by the Chair.

019-25/26 Financial Report - The Financial Report was introduced by the Responsible Financial Officer, supported by the Proper Officer recommending that the current financial position be noted, that payments to be made as outlined in the report be approved. The proposal was seconded and a vote was undertaken.

RESOLVED THAT, the payments be APPROVED.

Further to the payments it was recommended that the Clerk be appointed as RFO. The appointment was seconded and a vote was undertaken.

RESOLVED THAT, the appointment of the clerk as RFO be APPROVED.

Following recommendations that the grants panel be disbanded until the election on May 2026, The Proper Officer also recommended a virulent of the £5000K remaining in the grants as outlined in the meeting papers. The Virements were seconded and a vote was undertaken.

RESOLVED THAT, the recommended virements be APPROVED.

020-25/26 Annual Report– The Proper Officer delivered the report outlining the key elements of the Annual Report as circulated with the meetings papers. The report was seconded and a vote was undertaken.

021-24/25 Officers' Report – The Proper Officer delivered a brief Report noting the production of the Annual Report, Plans for the Annual Community meeting being undertaken, the development of Project Proposals for each working Group to be approved by the responsible committee and the recruitment plans for a new engagement officer.

RESOLVED THAT, the report be NOTED.

The meeting closed at 19:57

Minute Ref: 01-021 – 25/26

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

Cllr. Eartha Pond, Chair

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the People Committee Meeting held at the St Luke's Church, Fernhead Road
on **Wednesday 12th February 2025** commencing at 18:00.

Shuwanna Aaron, Proper Officer

24th February 2024

Present: Councillors: Sandra Bynoe (Chair), Roger Diamond (Vice-chair), Eartha Pond, Samantha Alleyne, Stella Wilson.

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

PP 27 24/25 - Apologies for absence – Cllr Ali issued apologies for absence stating Child care responsibilities. The apologies were seconded and a vote was undertaken.

RESOLVED THAT, the apologies be APPROVED.

PP 28 24/25 - Declarations of interest – No declarations were made.

PP 29 24/25 - Minutes of the previous meetings – The minutes of the previous meeting were circulated with the meeting papers and accepted a read. The Minutes were seconded as an accurate account of the meeting and a vote was undertaken.

RESOLVED THAT, the minutes be APPROVED and signed by the Meeting's Chair.

PP 30 24/25 – No questions were raised by the public.

PP 31 24/25 Financial Report – The Proper Officer noted that the Financial Report was circulated with the meetings paper and accepted as read. No questions were raised regarding the report. The report was seconded and a vote was undertaken.

RESOLVED THAT, the report be NOTED

PP 32 24/25 - Working Group Report – The Proper Officer noted that the Working Groups have not met since the last meeting of the Committee. Officers have discussed the ongoing work of each Group, feedback from residents and the Strategic Plan to make proposals for the Working Groups plan of work for the year to come. The Officer also noted a that a meeting of the Events Working Group will take place 6-8pm Monday 10th March.

RESOLVED THAT, the report be NOTED

PP 33 24/25 – Working Group Plan of Work – The Proper Officer delivered the report, outlining the key elements of each proposal. Councillors discussed the merit of each proposal and recommended that the proposed Community conversations Project be discussed further in Working Group Meeting and re-submitted to the Council for approval. The committee recommended that the Language Café Proposals be amended to be delivered in partnership with local organisations. The Report was seconded were seconded and the votes were undertaken.

RESOLVED THAT, the Run the Avenues' Project be APPROVED
RESOLVED THAT, the Language Café Project be APPROVED
RESOLVED THAT, the Community Café Project be REJECTED

PP 34 24/25 - Officers' Report – The Proper Officer provided a verbal report, noting that since the return in the New Year, Officers have been developing operational systems and the project proposals going to each meeting, as well as supporting ongoing work.

Meeting ends: 19:15

Minute Ref: PP 27- 24 – 24/25	
 Signed by..... Date..... Cllr: Sandra Bynoe (Chair) / Roger Diamond (Vice-Chair)	

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the People Committee Meeting held at the St Luke's Church, Fernhead Road
on **Wednesday 9th July 2025** commencing at 18:00.

Shuwanna Aaron, Proper Officer

10th July 2024

Present: Councilors: Orrel Lawrence, (Chair), Shamsa Hersi (Vice-chair), Eartha Pond, Emma Sweeney, Shifaa Ali, Roger Diamond, Samantha Alleyne

Also present: Shuwanna Aaron (Proper Officer) and one member of the public.

PP 01 25/26 - Apologies for absence – No apologies were issued for this meeting.

PP 02 25/26 - Declarations of interest – No declarations were made.

PP 03 25/26 - Minutes of the previous meetings – The minutes of the previous meeting were circulated with the meeting papers and accepted a read. The Minutes were seconded as an accurate account of the meeting and a vote was undertaken.

RESOLVED THAT, the minutes be APPROVED and signed by the Meeting's Chair.

PP 04 25/26 – Public Session – A member of the public enquired about the Council's work to address violence against disabled women and girls locally. The Proper Officer outlined ongoing conversations with the City Council's After Dark programme and a pending meeting to meet with the officer leading on the work to tackle violence against women. The officer also noted the VAWG team have been invited to engage with resident at the upcoming summer festival. The Committee agreed more work can be done to address VAWG and its disproportionate impact on disabled women and shared a number of avenues for the Proper Officer to explore.

PP 05 25/26 – Financial Report – The Proper Officer noted that no significant spending had been undertaken against the Committees' budgets – with the exception of the Health, Wellbeing and Social Care budget line, where spending had been made for facilitators' cost and other equipment for facilitating the weekly programme. The Officer noted that other budget lines would experience significant spending in the month to come as plans for the summer Festival and Summer in Queen's Park programmes were undertaken. Overall, there is no expectation of significant overspend or underspend.

RESOLVED THAT, the report be NOTED

PP 06 25/26 - Working Group Report – The Officer noted that the projects approved by the Committee at its March meeting were being undertaken. Including Weekly Yoga and Stretch session on Tuesday, and Soca Aerobics on Wednesday. It was noted that the run the Avenues' project had been delayed, and would now become a walking group project as uptake for running was limited. The Officer noted plans for the Summer in Queen's Park Programme were well on the way, with activities being organised following consultation with young people at the Avenues' Youth Project and the Girls allowed Programme – the programme will include popular activities including the Beach Trip, Archery, and Outdoor Cinema as well as new activities including Theatre trips,

pottery and zine making workshops. The Officer noted Summer festival plans were being finalised and the feedback from the last meeting of the Events working group were fully incorporated. Lastly, the It was noted that the Community Engagement Working Group facilitated a very successful community meeting, providing an avenue for residents to raise question and concerns with the Council and to share their views of the Council's Annual report. Councillors requested that the Proper Officer organise another meeting of the Events Working Group before the Summer Festival, so there is further clarity on the programme. Councillors also noted the success of the Annual Community meeting, and the efforts undertaken to plan an exciting agenda of activities for the Summer Programme. The report was seconded and a vote was undertaken.

RESOLVED THAT, the report be NOTED

PP 07 25/26– Revel your potential – The Proper Officer provided background for the report, noting that at its last two meetings, the Committee discussed how to utilise a grant of £5000 from the City Council to respond to Community needs in relation to improving safety, tackling issues of violence, but no project was agreed. The Proper Officer was instructed to revisit and redevelop the proposal, the Proper Officer has subsequently been working Dârin Vedarattinam an Industry Advisory at the London business School who specialises in tackling complex socio-economic challenges, to adapt her transformative youth programme to meet the need of young people in Queen's Park. Specifically, responding to the need to impact of socio-economic disadvantage on young peoples' aspiration. The Programme being proposed which was previously called Reveal your Potential has been rebranded to "Future Flex" and intends to build young people's aspirations by counteracting the effects of growing and living in socio-economic disadvantage; improving participants' self-efficacy, sense of belonging and connectedness and empowering them with knowledge and skills to target studies and/or professional fields that match their talents and aspirations. The Officer, re-visited the key details of the project as outlined in the project proposal and Councillors asked a range of questions. Including, regarding the qualification and expertise of the facilitator, how role that City Council's Global Majority Network would play in the programme and how the programme can be used as a spring board to improve youth engagement with the Council. Councillors request an overview of the details of each of the programme's session. An amendment was proposed, requiring that the scope of the programme be extended providing an opportunity for participants to get involved with the Council by working together to plan and facilitate an event, project and programme (with Officers' support) on behalf of the Council. The amendment included a recommendation that £2000 of the £5000 grant be allocated to this aspect of the programme. The proposal was seconded, a vote was undertaken and the proposal was amended. Councillors raised question about incentivising up-take and consistency, suggesting an amendment that the token at the end of the programme be increased from £15 to £50 – awarded £10 per each session attended. The amendment was seconded, a vote was undertaken and amendment to the proposal was approved. The Proper Officer restated the proposal as amended, the amended proposal was seconded and a vote was undertaken.

RESOLVED THAT, the Revel Your Potential (Future Flex) Proposal be APPROVED.
REJECTED

PP 08 25/26 – Additional Budget – The Proper Officer delivered a verbal report outlining the May Council Meeting allocated an additional £1900 budget to both the People and Place committees for a project of the committees' choice. The Officer recommended that the budget be allocated towards an event recognizing South Asian Heritage Month. Councillors raised questions about how the money would be spent, and the officer suggested the project be developed in partnership with local Organisations including QPBA and utilized to deliver core aspects of the agreed project. An amendment was put forward suggesting that £1500 be allocated to the proposed project. The amendment was seconded and a vote was undertaken. The Officer summarized the proposal which was seconded and a vote was undertaken.

RESOLVED THAT, the proposal be APPROVED

PP 09 25/26 – Chair’s Report – A chair’s report was not delivered.

and an approach was outlined that would see

PP 34 24/25 - Officers’ Report – The Proper Officer brief verbal report outlining work undertaken to support the development and delivery of working group projects, recruit a Community Development Officer for Engagement, and maintain the Council’s digital and print communication channels. The Report was seconded and a vote was undertaken.

Meeting ends: 19:35

Minute Ref: PP 01-10 – 25/26	
Signed by.....	Date.....
Cllr: Orrel Lawrence (Chair) / Shamsa Hersi (Vice-Chair)	

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the People Committee Meeting held at the St Luke's Church, Fernhead Road
on **Wednesday 3rd September 2025** commencing at 18:00.

Shuwanna Aaron, Proper Officer

10th July 2024

This meeting was not quorate, no discussions or decisions took place regarding agenda items: PP 11 - 18 25-26.

Meeting ends: 18:00

Minute Ref: PP 11-18 – 25/26

Signed by..... Date.....
Cllr: Orrel Lawrence (Chair) / Shamsa Hersi (Vice-Chair)

QUEEN'S PARK COMMUNITY COUNCIL

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

on **Wednesday 19th February** commencing at 18:00

Present: Councillors Stella Wilson (Chair), Sandra Bynoe, Samantha Alleyne and Emma Sweeney.

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

PL 36 24/25 – Apologies for absence – Cllr Ali issued apologies, but did not provide a reason. The Proper Officer confirmed vote on the apology would be held at the upcoming meeting of the committee when a reason is provided.

PL 37 24/25 – Declarations of interest – No Declarations were made

PL 38 24/25 - Minutes of the previous meetings – The Minutes of the meeting held on 13th February 2025 were circulated as part of the meeting's papers and accepted as read. The minutes were seconded and a vote was undertaken.

RESOLVED THAT – The Minutes be *APPROVED and signed by the Chair*.

PL 39 24/25 – Public session – No questions were raised in advance or during the meeting.

PL 40 24/25 – Financial Report – The Financial Report was circulated in the meeting Papers and accepted as read. No question or concerns were raised with regards to the report. The report was seconded and a vote was undertaken.

RESOLVED THAT – *The report be NOTED.*

PL 41 24/25 – Contractors Report – The Contractors report was circulated in the meeting Papers and accepted as read. No question or concerns were raised with regards to the report. The report was seconded and a vote was undertaken.

RESOLVED THAT – *The report be NOTED.*

PL 42 24/25 – 291 Harrow Road Consultation – Representatives of the City Council cancelled their attendance at the meeting. The Proper Officer responded to Councillor's question clarifying that the City Council is redeveloping the building at 291 Harrow Road and had requested to attend the Committee meeting to speak with, and hear Councillor's perspective on the proposed redevelopment. The Officer also noted that team leading the project may wish to organise a separate meeting to meet with QPCC Councillors.

PL 43 24/25 – Queen’s Park Family Hub Consultation – The Proper Officer presented images of the proposed re-development of 17 -23 Third Avenue (currently the Happy Hub) Councillor raised concerns regarding the seeming annexation of parts of the Wild Life Area of the Queen’s Park Gardens, the obstruction of Right to Light for which could result from the construction of a new building on the site, and the reduction of open space that would result from the construction of the building along with the installation of a planned courtyard. This space is currently used for outdoor events and activities, and building on the site will mard a reduction is accessible outdoor space for community events and programmes. Councillors felt that the consultation did not provide enough information with regards to the needs of the various organization that would be housed at the family hub, to enable informed contribution on the layout of the proposed redevelopment. It was broadly felt that the consultation did not ask the right questions to enable informed input into the redevelopment plans. It was proposed that the Proper Officer raise the committee’s concerns with the City Council, opposing the proposed plans on the grounds that appropriate information is not available. The proposal was seconded and a vote was undertaken.

RESOLVE THAT – The report be NOTED and the proposal be ACTIONED.

PL 44 24/25 – Working Group Plan of Work – The Proper Officer delivered a verbal report outlining the proposed projects for the Air, Environment and Climate Emergency and Public and Community Arts Working. Councilors discussed the merits of each proposal and raised questions with the Proper Officer. The proposals were seconded and votes were undertaken. Residents raised concerns with regards to a lapsed indoor air quality monitoring project being undertaken by the City Council, and with regards to the difficulty of installing double glazing in the Conservation Area. The Proper Officer advised as to the recent Local Development Order Consultation to simplify the process of installing double glazing and noted to a request to follow up with the City Council regarding the indoor air quality monitoring.

RESOLVE THAT – The Air, Environment and Climate Emergency Working Group Plan of Work be APPROVED.

RESOLVE THAT – The Public and Community Arts Working Group Plan of Work be APPROVED.

PL 45 24/25 – Chair’s Report – The Chair delivered a verbal report noting thanks for the ongoing work of each Working Group and enthusiasm for the proposed projects. The report was seconded and a vote was undertaken.

RESOLVE THAT – The report be NOTED.

PL 46 24/25 – Officer’s Report – The Proper Officer delivered a short verbal report noting that support ongoing support of the projects being undertaken by the Committee’s working Groups, the production of project proposals across all areas of Council work and the development of internal operational processes.

RESOLVE THAT – *The report be NOTED.*

Meeting closed at 19:15

Signed by.....

Date.....

Councillor Stella Wilson (Chair of Place Committee)

Minute Ref: PL25 –35 24/25

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Place Committee Meeting held at St Jude's Community Hall,
on **Wednesday 23rd July 2025 commencing** at 18:00,
St Jude's Hall, 71 Ilbert Street W10 4QL

Present: Councillors Stella Wilson (Chair), Millie Kent (Vice-Chair) Sandra Bynoe, Samantha Alleyne, Shifaa Ali, Shamsa Hersi, Roger Diamond and John McArdle.

Also present: Shuwanna Aaron (Proper Officer), three members of the public

PL 01 25/26 – Apologies for absence – No apologies were issued.

PL 02 25/26 – Declarations of interest – No Declarations were made

PL 03 25/26 - Minutes of the previous meetings – The Minutes of the meeting held on 19th February 2025 were circulated as part of the meeting's papers and accepted as read. The minutes were seconded and a vote was undertaken.

RESOLVED THAT – The Minutes be APPROVED *and signed by the Chair*.

PL 04 25/26 – Public session – No questions were raised in advance or during the meeting.

PL 05 25/26 – Financial Report – A verbal financial report was delivered noting no significant spent on the committees' budget line since most projects had not yet begun. Income was noted to the community gardening income line from the Big Garden Clean-up project – with some spending budget to support the facilitation of the project.

RESOLVED THAT – *The report be NOTED.*

PL 06 25/26 – Contractors Report – A verbal report was delivered on behalf of HCGA, noting the continuation of Thursday's community sessions in the Rose Garden, the finishing of a bug hotel on the site and a number of corporate volunteer days planning new vegetable and herb planters in orchard. The report noted new signage in the rose garden to acknowledge it's maintenance by local volunteers. It was also noted another successful year of the Queen's Park in bloom competition with 215 certificates being handed out, by 14 volunteer judges. It was also noted that a new hose was bought to support the work of the friends of Queen's Park Gardens, as well as the installation of a tap at St Jude's Hall to support ongoing maintenance of the herb gardens. Concerns were raised about the suitability and quality of the hose which has already been broken and a follow up was requested. A number of upcoming activities were included in the report such as a volunteer lunch and nature play activities for families. Additionally, the report noted that lavender from the Queen's Park gardens were being harvested and provided as part of patient care at Westminster & Chelsea Hospital and West Middlesex Hospitals. Councillors praised the initiative; the report was seconded and a vote was undertaken.

RESOVED THAT – *The report be NOTED.*

PL 07 25/26 – Queen's Park Canalside Update – A City Council representatives delivered a verbal update with regards to the Queen's Park Canalside re-development noting the completion of the canal wall restoration and the impending commencement of the wider scope of the project including the mural on the vacant wall, the design of the reading room and the extension of pedestrian pathway connecting the outdoor reading room to the Queen's Park Library. The representative noted, future plans for re-development of the paly area outside the library and the redevelopment of the H 'Penny steps to support greater sense of safety and connectedness. Councillors raised questions regarding community representation in the mural design and were informed of workshops undertaken with local primary schools which contributed elements to the design. It was noted that similar input was being undertaken for the design elements of the Ha'penny step re-development. Councillors raised concerns that secondary-aged children are consistently left-out when such consultations and community engagement are undertaken. Discussion unfolded about the difficulty engaging secondary school in such projects, but a commitment was taken away to re-attempt engaging secondary aged children. Concerns were also raised regarding the accessibility of ramp access to the outdoor reading room, specifically that the turns in the ramp were too sharp to sufficiently support wheelchair access. The representative confirmed that appropriate expertise was consulted to ensure that the ramps were fit for purpose. Councillors also raised concerns about the on-going maintenance of the site – stressing that a planting and maintenance plan needed to be put in place to ensure the safety and sustainability of the redevelopment and were informed that while a maintenance plan had not yet been agreed, an agreement would be finalized and the site will be maintained by the Councils contractors. Further concerns were raised about the lighting of the area – with regards to ensuring appropriate lighting to support users' sense of safety during the night. The representative noted a lighting audit was undertaken and that the developers were assured the site would be appropriate lit from a central point. Councillors thanked the representative. The report was seconded and a vote was undertaken.

RESOVED THAT – *The report be NOTED.*

PL 08 25/26 – Working Group Report – The coordinator of the Air, Environment and Climate Emergency Working group delivered a report on the most recent air quality monitoring noting a significant rise in poor-air quality across all areas of the ward. Areas such near St Johns Church and Kilburn Lane were significant above the legal limits, and the report was thought to be among the worst for many years. Councillors discusses the significance of the report and speculated about potential causes, noting a culmination of increased driving in the colder months in addition to road and traffic works along Kilburn Road during the recording period likely led to more drivers diverting into the estate and greater number of idle cars along the outer roads contributing to the significant increase. Councillors proposed re-visiting the discussion on new approached to take following a review of the next report, and seeking the city Council's support with the installation of new no-idling signs along the outer roads. The coordinator of the Planning Working Group Delivered a verbal report noting QPCC has responded favourably to consultations on the provision of a Multi-use Games Area in the grounds of Wilberforce school, although it has asked that a management plan be

published setting out how prioritisation for local access will be secured and residential amenity protected, and has also supported the Canalside mural. Elsewhere it was noted that the plans for a public art mural were progressing. On traffic matters, plans for cycle improvements along the Harrow Road, a Play Street in Lancefield between Caird and Mozart, and one way operation northbound on the dog-leg of Kilburn Lane were supported and comments submitted in each case. On city wide issues, QPCC joined WASF in supporting the current campaign against short term lets (Airbnb type holiday lets) as they reduced the supply of homes and had an adverse impact on residents. On behalf of the Public and Community Arts Working Group, the proper Officer noted ongoing conversations with the city Council regarding use of St Jude's Hall for the Community Cinema Project, alongside a planned series of community screenings starting in October to coincide with Black History Month.

RESOLVE THAT – The report be NOTED.

PL 09 25/26 – Additional Funding – Due to time constraint, this item was not discussed. The chair notes the discussion would take place at a subsequent meeting.

PL 10 25/26 – Officer's Report – The Proper Officer delivered a verbal report as noted in appendix A. The report was seconded and a vote was undertaken.

RESOLVE THAT – *The report be NOTED.*

Meeting closed at 19:58

Signed by.....

Date.....

Councillor Stella Wilson (Chair of Place Committee)
Councillor Millie Kent (Vice-Chair of Place Committee)

Minute Ref: PL01 –10 25/26



GREEN

Place Committee July 2025
PL01-PL10 25/26

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	15 th October 2025	Agenda Item	027-25/26

1 Summary

This report sets out some of the activity of the People Committee, and the Committee's Chair since the last meeting of the Full Council.

2 Recommendations

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

Meeting and Decisions

Since the last meeting of the Full Council, the People Committee has met twice.

The July meeting attended by Cllrs Lawrence, Hersi, Pond, Sweeney, Ali, Diamond and Alleyne heard concerns from a local resident about the disproportionate experience of Gender Based Violence which is experienced by disabled women. The committee discussed the role the Council can play in increasing awareness and improving signposting. Officers are not working to develop a digital campaign to take place across the 16 Days of activism against Gender base Violence.

The Committee heard an overview of the Summer in Queen's Park Programme and Summer Festival Plans and requested that a meeting of the Events Working Group be called facilitate wider input. At the meeting of the Events Working Group, a number of suggestions were made by committee members leading to a digital engagement campaign at festival to increase digital engagement with young people – this activity was successful and a number of new followership and posts were received. Unfortunately, due to the scale of engagement on TikTok compared to previous activity, the Council's account was flagged and all posts and new followership were subsequently deleted by the TikTok.

The July Meeting of the Committee, also approved the Future Flex Programme which was facilitated across the summer and supported 11 local youth to improve their future readiness through a 5-week workshop programme and connections to work experience, mentorship and internship opportunities. The committee amended the report and proposal which was presented to increase the incentives for the young participants, and also increased the project budget by £2000 to enable the participants in the programme to co-produce a community event helping to build their skills and experiences for CV, college and University applications.

Lastly, the Committee approved £1500 from the additional budget delegated to the committee at the May meeting of Council to the facilitation of an event in recognition of South Asian Heritage Month.

The September Meeting of the Committee, was cancelled as it was not quorate. An Extraordinary meeting was subsequently called and took place on 8th October, attended by Cllrs Lawrence, Pond, Sweeney, Ali, Hersi, Bynoe, Diamond and Alleyne. At this meeting, Committee received a detailed overview of the engagement with the Summer in Queen's Park Programme and Feedback from the Future Flex Programme. While the committee were pleased with the reports of the Health, Wellbeing and Social Care projects there was a requested for a qualitative report of the programmes impact to better support the Committee oversight of the projects and to inform budgeting going forward. Similarly, the Committee requested a qualitative overview of the Council's digital engagement channels to be presented at the upcoming meeting of the Full Council so as to best assess the impact of the current strategy.



The Committee Chair supported the Council's activities across the summer, acting a co-facilitator of the Future Flex Programme, engaging young people in the Community Council's work and bringing on board two new young volunteers. The Chair also stewarded a number of Summer in Queen's Park activities and supported at Summer Festival.

Report To:	Queen's Park Community Council		
Title:	Place Committee Report		
Purpose:	TO NOTE		
Author:	Shuwanna Aaron, Proper Office and Councillor Wilson		
Date of Meeting	15 th October 2025	Agenda Item	028-25/26

1 Summary

This report sets out some of the activity of the Place Committee, and the Committee's Chair 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 Place Committee met in July and September as planned.

At its July meeting – attended by Cllrs Wilson, Kent, Bynoe, Alleyne, Alu, Hersi, Diamond and McArdle – the Committee received a detailed update from Westminster City Council regarding the redevelopment of the Queen's Park Canal Side to create a Reading Room, and plans for the redevelopment of the Ha'penny Steps. Councillors raised a range of concerns regarding resident input into the development urging the including of secondary school-aged young people to better promote their sense of belonging to the community. Further concerns were raised regarding the ramps planned for the site and the lighting options, with the Committee urging the City Council to ensure that these elements were fit for purpose and promoted a sense of safety at a site which has long felt unsafe for the community. Additionally, the Committee urged that the City Council must ensure an adequate maintenance contract is put in place to ensure the sustainability of the site to prevent the neglect which the Queen's Park Canal Side has previously experienced.

The Committee received a detailed overview of the January Air Quality report – where the highest level of poor air quality was recorded compared to the last four years. In discussion, it was suggested this increase resulted from Road works on Kilburn Lane during the winter months, and the subsequent increase in traffic through the estate as a result, in addition to the expected increase in cars during the warmer months. The Committee agreed that the following report would give better insight as to whether this was a temporary increase or the start of an upward trend. It was discussed that the Council should appeal to the City Council for the implementation of a no-idling signages across the area encouraging cars to turn off engines if in traffic.

The Planning working Group delivered a report noting the Council's favourable response to Wilberforce school Multi-use Games Area with a request that a management plan be produced and brought to consultation to ensure prioritisation of local access. The Working Group also responded favourable to the Canalside mura n city wide issues, and joined WASF (Westminster Amenities Societies Forum) in supporting a campaign against short term lets which reduced the supply of homes for local residents.

The September meeting of the Place Committee – attended by Councillors Wilson, Kent, Bynoe, Ali, Hersi and McArdle – were consulted with by the City Council Officers leading the re-development of the of 88 Bravington Road. Councillors stressed that while social housing is a priority there are also other community needs that can also be met at the site, including an offer for teenagers and young adults. Councillors questioned how consultations will be undertaken with the wider community, and stressed the need to ensure there was open dialogue so residents can feed in the understanding of community need, rather than being guided by proposals from the tea. Councillors also raised concerns about the lack of appropriate timings and channels used for consultation in the past which presented a barrier for some residents and encouraged more timely and diverse means of engaging local people.

The Air Quality report delivered at this meeting, noted a significant drop in poor air quality compared to the previous results suggesting the assessment that road works resulted in the spike previously reported was correct.

The committee undertook a detailed discussion about how to spend the £2097 CiL funds which is required to be spent by December 17 and decided that the funds should be allocated to the purchase of a cargo bike – to support local transfers of equipment for Council activities thereby reducing the current reliance of public hire bikes, and which is made available to the community through a booking system to help reduce the use of cars through the estate and for short-distance transfers. A further extensive discussion was undertaken with regards to the additional funding that was delegated for the Committee to decide how to spend. Councillors were keen that Residents should be involved in the decision and agreed for a consultation to be undertaken at the Volunteer's Day and through other channels to encourage resident's input with a proposal being brought to the Committee's November meeting.

The Committee's chair has been involved in various conversations and meeting with regards to the Beethoven Project, providing support and guidance to the project's development.

Report To:	Queen's Park Community Council		
Title:	Finance Report		
Purpose:	For Decision		
Author:	Shuwanna Aaron, Chief Executive		
Date of Meeting	15 October 2025	Agenda Item	029 – 25/26

1 Summary

This report summarises the current financial position at the end of August 2025 and recommends the approval of certain payments made between May and August 2025.

2 Recommendations

- (1) That the contents be noted.
- (2) That payments to the value of £36,043.82 in Appendix 1 be approved.

3 Background

- 3.1 This report has been prepared by Proper Officer Shuwanna Aaron in her capacity as Responsible Financial Officer (RFO).
- 3.3 Under Section 5 of the Council's Financial Regulation the RFO is required to provide reports to the Council on a periodic basis. This report represents the monthly report for August 2025 which deals with the year to date.
- 3.4 Ordinarily this meeting would receive the report till September being the mid-year point but as the papers have to be issued in the second week of the month the figures were not ready. A verbal update will be given at the meeting and the detailed figures included in the next full report.
- 3.4 The next report will be January 2026 and will set the budget and precept for 2026/27.

4 Approval of Payments

- 4.1 Appendix 1 attached set out all payments, including redacted payments, made by the Council during the period from May to August 2025. Most of these were made under delegated powers and the total paid was £74,760.55 of which £38,716.73 were redacted payments.

- 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 £36,043.82 and these are set out in the last column in the table in Appendix 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 2025/26 and it is forecast that all lines will be within tolerance. The Detailed Income & Expenditure by Budget Heading Report at Appendix 2 provides details of the figures held on the Rialtas accounting system. These have been reconciled to the bank account as required.

Date Paid	Reference	Payee Name	Transaction Detail	Value	For Approval
06/05/2025	058 CARD	Uber	Uber	£4.48	£4.48
06/05/2025	059 CARD	Local Shop	Sam's Chicken	£44.30	£44.30
06/05/2025	060 CARD	Uber	Uber	£47.36	£47.36
07/05/2025	061 DD	Capsule CRM	Capsule CRM	£139.20	£139.20
08/05/2025	062 CARD	Brightpay	Payroll software 25/26	£100.80	£100.80
08/05/2025	063 DD	Barclays	Bank charges	£10.65	£10.65
12/05/2025	064 CARD	Forest Carbon	Forest Carbon	£3.00	£3.00
12/05/2025	065 BACS	Bushbau Ltd (T/A F	Christmas tree	£1,871.06	£1,871.06
12/05/2025	066 BACS	Mulberry LA Servic	Year end audit	£261.84	£261.84
29/05/2025	075 DD	Vodafone	Vodafone	£77.30	£77.30
29/05/2025	076 DD	Redacted	Redacted		
29/05/2025	077 BACS	Redacted	Redacted		
29/05/2025	078 BACS	Mulberry LA Servic	Training	£30.00	£30.00
29/05/2025	079 PAY	Saida Tahoon	Annual Meeting	£100.00	£100.00
30/05/2025	080 DD	Onecom	Onecom	£115.30	£115.30
30/05/2025	082 BACS	Redacted	Redacted		
30/05/2025	81 BACS	Redacted	Redacted		
05/06/2025	083 DD	Barclays	Bank charges	£10.00	£10.00
09/06/2025	085 DD	Capsule CRM	Capsule CRM	£104.40	£104.40
17/06/2025	087 BACS	Gradko Internatio	Air tubes & processing	£219.85	£219.85
19/06/2025	089 BACS	Laurence Conneel	Expensas	£15.90	£15.90
19/06/2025	089 CARD	Uber Eats	Uber Eats	£21.90	£21.90
20/06/2025	090 CARD	Forest Carbon (Cy	Forest Carbon (Cycle Hi	£6.00	£6.00
22/06/2025	069 CARD	Local Shop	Local Shop	£4.77	£4.77
23/06/2025	070 CARD	Uber Eats	Uber Eats	£30.71	£30.71
23/06/2025	09 CARD	Amazon	Amazon	£187.85	£187.85
23/06/2025	091 CARD	Forest Carbon	Forest Carbon	£19.67	£19.67
23/06/2025	092 CARD	Uber Eats	Uber Eats	£18.25	£18.25
23/06/2025	093 CARD	Uber Eats	Uber Eats	£21.15	£21.15
23/06/2025	097 CARD	Uber Eats	Uber Eats	£93.78	£93.78
23/06/2025	098 CARD	2020 Archery	2020 Archery	£510.00	£510.00
25/06/2025	100 CARD	Uber Eats	Uber Eats	£18.48	£18.48
25/06/2025	101 CARD	Uber Eats	Uber Eats	£41.43	£41.43
26/06/2025	102 CARD	Forest Carbon	Forest Carbon	£3.00	£3.00
26/06/2025	103 BACS	Redacted	Redacted		
27/06/2025	072 CARD	Sainsburys	Sainsburys	£194.49	£194.49
27/06/2025	104 DD	Redacted	Redacted		
27/06/2025	105 DD	Vodafone	Vodafone	£81.20	£81.20
30/06/2025	057E DD`	Redacted	Redacted		
30/06/2025	106 DD	Onecom	Onecom	£115.30	£115.30
30/06/2025	107 BACS	Redacted	Redacted		

30/06/2025	108 BACS	Redacted	Redacted		
03/07/2025	109 CARD	Forest Carbon (Cy	Forest Carbon (Cycle Hi	£3.00	£3.00
03/07/2025	110 CARD	London Zoo	London Zoo	£120.00	£120.00
07/07/2025	112 DD	Barclays	Barclays	£8.50	£8.50
07/07/2025	113 DD	Capsule CRM	Capsule CRM	£104.40	£104.40
08/07/2025	114 BACS	Skate Cabal	Skate Cabal	£910.00	£910.00
08/07/2025	115 BACS	Roger Diamond Fo	Pop-up Grant	£300.00	£300.00
09/07/2025	116 BACS	St Luke's PCC	Room Booking	£35.63	£35.63
09/07/2025	117 CARD	Currys	Laptop	£599.00	£599.00
10/07/2025	120B CARD	M&S	M&S	£23.05	£23.05
10/07/2025	121 CARD	Westminster City (Event Locence	£21.00	£21.00
10/07/2025	122 CARD	Westminster City (Room Bookings St Judes	£495.00	£495.00
10/07/2025	123 CARD	Local Shop	Lawdepot	£47.00	£47.00
10/07/2025	124 CARD	VISTAPRINT	Posters & Flyers	£105.14	£105.14
11/07/2025	120 CARD	Local Shop	Taxi from conference	£33.00	£33.00
11/07/2025	125 CARD	Local Shop	Taxu to conference	£34.78	£34.78
11/07/2025	CARD 127	Transport for Lond	Transport for London	£23.08	£23.08
14/07/2025	128 CARD	Transport for Lond	Transport for London	£32.50	£32.50
14/07/2025	129 CARD	Open Air Theatre	Open Air Theatre	£50.00	£50.00
14/07/2025	130 CARD	Open Air Theatre	Open Air Theatre	£177.00	£177.00
14/07/2025	131 CARD	Open Air Theatre	Open Air Theatre	£178.50	£178.50
14/07/2025	132 CARD	Westminster City (Event Licance	£35.00	£35.00
14/07/2025	133 CARD	Uber Eats	Uber Eats	£7.49	£7.49
14/07/2025	134C	Uber Eats	Uber Eats	£41.69	£41.69
14/07/2025	135 BACS	Rescued Clay	Workshop	£600.00	£600.00
14/07/2025	136 BACS	Happy Lizzy Event	Event Administration	£1,560.00	£1,560.00
14/07/2025	137 BACS	Microshade Busin	Hosting	£446.38	£446.38
14/07/2025	BACS 138	Microshade Busin	Hosting	£397.42	£397.42
15/07/2025	139 BACS	County Coaches	County Coaches	£1,360.00	£1,360.00
18/07/2025	141 CARD	Zoom Video Comn	Zoom Video Communica	£13.99	£13.99
21/07/2025	142 CARD	J J Foods	J J Foods	£356.62	£356.62
22/07/2025	143 CARD	Forest Carbon (Cy	Forest Carbon (Cycle Hi	£6.00	£6.00
22/07/2025	144 CARD	Uber Eats	Uber Eats	£53.07	£53.07
24/07/2025	146 CARD	M&S	M&S	£33.65	£33.65
24/07/2025	147 CARD	Forest Carbon (Cy	Forest Carbon (Cycle Hi	£3.00	£3.00
25/07/2025	148 CARD	Local Shop	Banners	£38.80	£38.80
25/07/2025	149 CARD	Newitts	Equipment	£148.95	£148.95
28/07/2025	150CARD	M&S	M&S	£14.85	£14.85
28/07/2025	151 CARD	Uber Eats	Uber Eats	£20.42	£20.42
28/07/2025	152 CARD	Uber Eats	Uber Eats	£28.06	£28.06
28/07/2025	153 CARD	Uber	Uber	£25.70	£25.70
28/07/2025	154 CARD	Local Shop	Webforms	£26.62	£26.62
28/07/2025	155 CARD	Zapier Inc	Zapier Inc	£27.37	£27.37
28/07/2025	156 DD	Vodafone	Vodafone	£79.20	£79.20

29/07/2025	158 CARD	Sainsburys	Sainsburys	£130.27	£130.27
30/07/2025	1166 BACS	MISS S S J Osei	Tone up Tuesday	£1,120.00	£1,120.00
30/07/2025	156 BACS	Netwise UK	Domain Transfer	£72.00	£72.00
30/07/2025	160 BACS	Redacted	Redacted		
30/07/2025	161 CARD	Local Shop	Local Shop	£32.14	£32.14
30/07/2025	162 CARD	Local Shop	Local Shop	£2.60	£2.60
30/07/2025	163 CARD	Vinyl Banners Prin	Vinyl Banners Printing	£103.97	£103.97
30/07/2025	164 CARD	Forest Carbon (Cy	Forest Carbon (Cycle Hi	£3.00	£3.00
30/07/2025	167 BACS	A2 Dominion	Room Booking	£85.00	£85.00
30/07/2025	168 BACS	T I S McKenzie	Badminton	£805.00	£805.00
30/07/2025	169 BACS	T I S McKenzie	Cook & eat workshop	£225.00	£225.00
30/07/2025	170 BACS	Moonbeamers	LED Screen Hire	£1,740.00	£1,740.00
30/07/2025	171 BACS	St Luke's PCC	Room Booking	£110.00	£110.00
30/07/2025	172 CARD	Amazon	Amazon	£100.82	£100.82
30/07/2025	173 BACS	Darini VEDARATTI	Future Flex	£675.00	£675.00
31/07/2025	174 DD	Onecom	Onecom	£115.30	£115.30
31/07/2025	175 BACS	Redacted	Redacted		
31/07/2025	176 BACS	Redacted	Redacted		
31/07/2025	177 BACS	Redacted	Redacted		
31/07/2025	178 CARD	Amazon	Amazon	£71.92	£71.92
31/07/2025	179 CARD	M&S	M&S	£45.00	£45.00
01/08/2025	180 CARD	Local Shop	Local Shop	£11.98	£11.98
01/08/2025	181 CARD	M&S	M&S	£42.10	£42.10
01/08/2025	182CARD	Amazon	Amazon	£22.50	£22.50
01/08/2025	183 CARD	Forest Carbon (Cy	Forest Carbon (Cycle Hi	£3.00	£3.00
01/08/2025	183C	Forest Carbon (Cy	correction to 188	£27.00	£27.00
04/08/2025	184 DD	Barclays	Barclays	£8.50	£8.50
04/08/2025	185 CARD	Tesco	Tesco	£6.80	£6.80
04/08/2025	186 CARD	Amazon	Amazon	£5.68	£5.68
04/08/2025	187 CARD	Banners	Banners	£293.66	£293.66
04/08/2025	188 CARD	Argos	Pots etc	£101.91	£101.91
04/08/2025	189 CARD	Amazon	Amazon	£19.10	£19.10
05/08/2025	190 CARD	Sainsburys	Sainsburys	£59.01	£59.01
06/08/2025	192 CARD	Local Shop	Local Shop	£13.46	£13.46
07/08/2025	193 CARD	Sainsburys	Sainsburys	£28.40	£28.40
07/08/2025	194 DD	Capsule CRM	Capsule CRM	£139.20	£139.20
07/08/2025	195 CARD	Local Shop	Text service for reminder	£10.00	£10.00
08/08/2025	196 CARD	M&S	M&S	£56.15	£56.15
11/08/2025	197	Local Shop	Plates cups	£10.60	£10.60
11/08/2025	198 CARD	Local Shop	Sams Chicken	£98.00	£98.00
11/08/2025	199 CARD	Uber Eats	Uber Eats	£22.85	£22.85
11/08/2025	200 CARD	Uber Eats	Uber Eats	£22.67	£22.67
11/08/2025	201 CARD	LAWDEPOT	LAWDEPOT	£47.00	£47.00
11/08/2025	202 BACS	Walton Lane Audic	Summer Festival set up	£5,100.00	£5,100.00

11/08/2025	203 BACS	John Good Printer	Printing QPV	£1,682.00	£1,682.00
11/08/2025	204 CARD	Local Shop	Zine making workshop	£300.00	£300.00
12/08/2025	205 CARD	Sainsburys	Sainsburys	£87.93	£87.93
13/08/2025	206 CARD	Local Shop	Local Shop	£2.49	£2.49
13/08/2025	207 CARD	Local Shop	Local Shop	£2.49	£2.49
14/08/2025	208 CARD	London Zoo	London Zoo	£60.00	£60.00
18/08/2025	216 CARD	Local Shop	CapCut	£13.00	£13.00
18/08/2025	217 CARD	Zoom Video Comn	Zoom Video Communic	£13.99	£13.99
19/08/2025	218 DD	Redacted	Redacted		
19/08/2025	219 BACS	Apogee Corporatic	Printing supplies	£109.78	£109.78
19/08/2025	220 BACS	Microshade Busin	Hosting	£387.82	£387.82
19/08/2025	221 BACS	Microshade Busin	Hosting	£411.82	£411.82
19/08/2025	223 BACS	Happy Lizzy Event	Summer festival	£7,163.80	£7,163.80
21/08/2025	224 CARD	County Coaches	County Coaches	£600.00	£600.00
21/08/2025	225 CARD	Sainsburys	Sainsburys	£60.50	£60.50
22/08/2025	226 CARD	Local Shop	Local Shop	£15.00	£15.00
22/08/2025	228 CARD	Local Shop	Local Shop	£19.47	£19.47
22/08/2025	27 CARD	Local Shop	Local Shop	£32.50	£32.50
26/08/2025	229 CARD	Local Shop	Staff lunch	£15.00	£15.00
26/08/2025	230 CARD	Uber	Uber	£24.95	£24.95
26/08/2025	231 BACS	A2 Dominion	Room Booking	£18.90	£18.90
26/08/2025	232 CARD	Zapier Inc	Zapier Inc	£27.37	£27.37
27/08/2025	233 CARD	M&S	Archery refreshments	£16.10	£16.10
27/08/2025	234 CARD	Forest Carbon (Cy	Forest Carbon (Cycle Hi	£3.00	£3.00
28/08/2025	235 DD	Vodafone	Vodafone	£79.20	£79.20
28/08/2025	236 CARD	M&S	Popttery workshop refre	£22.70	£22.70
29/08/2025	237 DD	Onecom	Hosting	£115.30	£115.30
29/08/2025	239 CARD	Local Shop	Local Shop	£23.84	£23.84
29/08/2025	240BACS	Redacted	Redacted		
29/08/2025	241 BACS	Redacted	Redacted		
29/08/2025	242 BACS	Redacted	Redacted		
29/08/2025	243 BACS	Redacted	Redacted		
			Total after redactions	£36,043.82	
			Total before redactions	£74,760.55	
			Redacted	£38,716.73	
			Total for Approval		£36,043.82

16:50

Detailed Income & Expenditure by Budget Heading 21/09/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1010 INCOME Project Income	26,104	12,000	(14,104)			217.5%	23,044
1020 INCOME Jubilee Booking Fees	(58)	900	958			(6.4%)	
1076 Precept	195,621	195,621	0			100.0%	
1105 INCOME Bank Interest	448	1,000	552			44.8%	
Income :- Income	222,115	209,521	(12,594)			106.0%	23,044
Net Income	222,115	209,521	(12,594)				
6001 less Transfer To EMR	23,044	0	(23,044)				
Movement to/(from) Gen Reserve	199,071	209,521	10,450				
101 Staff costs							
4100 Staff Costs	46,785	106,000	59,215		59,215	44.1%	
4105 Training	0	1,050	1,050		1,050	0.0%	
Staff costs :- Indirect Expenditure	46,785	107,050	60,265	0	60,265	43.7%	0
Net Expenditure	(46,785)	(107,050)	(60,265)				
102 Administration							
4101 Councillor Allowance	0	3,000	3,000		3,000	0.0%	
4105 Training	25	1,000	975		975	2.5%	
4120 Insurance	1,798	2,300	502		502	78.2%	
4125 Office Rent	5,000	13,000	8,000		8,000	38.5%	
4126 Room Bookings	825	1,000	175		175	82.5%	
4127 Office Maintenance	0	600	600		600	0.0%	
4128 Catering	250	400	150		150	62.6%	
4130 IT - hosting, computers, email	4,037	6,500	2,463		2,463	62.1%	
4132 Stationery & Materials	286	800	514		514	35.7%	
4133 Chair's Allowance	600	75	(525)		(525)	800.0%	600
4135 Telephone & Post	299	1,575	1,276		1,276	19.0%	
4137 Subscriptions	2,670	3,200	530		530	83.4%	
4139 Travel Costs	315	500	185		185	63.0%	
4140 Professional Fees	0	5,200	5,200		5,200	0.0%	
4142 Audit Costs	218	2,000	1,782		1,782	10.9%	
4144 Bank Charges	46	250	204		204	18.5%	
Administration :- Indirect Expenditure	16,369	41,400	25,031	0	25,031	39.5%	600
Net Expenditure	(16,369)	(41,400)	(25,031)				
6000 plus Transfer From EMR	600	0	(600)				
Movement to/(from) Gen Reserve	(15,769)	(41,400)	(25,631)				

Detailed Income & Expenditure by Budget Heading 21/09/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 Communications</u>							
4110 Website	60	1,000	940		940	6.0%	
4200 Queens Park Voice	3,208	5,100	1,892		1,892	62.9%	
4236 Marketing	0	500	500		500	0.0%	
Communications :- Indirect Expenditure	3,268	6,600	3,332	0	3,332	49.5%	0
Net Expenditure	(3,268)	(6,600)	(3,332)				
<u>301 Place</u>							
4320 INCOME Community Gardening	1,500	3,000	1,500			50.0%	
Place :- Income	1,500	3,000	1,500			50.0%	0
4300 Community Gardening	344	19,000	18,656		18,656	1.8%	
4301 Dog Strategy	0	500	500		500	0.0%	
4305 Park Development	0	2,000	2,000		2,000	0.0%	
4340 Place Special Projects	0	1,900	1,900		1,900	0.0%	
4420 Public & Community Arts	0	1,000	1,000		1,000	0.0%	
4999 Climate Emergency and Air Qual	310	1,000	690		690	31.0%	
Place :- Indirect Expenditure	654	25,400	24,746	0	24,746	2.6%	0
Net Income over Expenditure	846	(22,400)	(23,246)				
<u>401 Events</u>							
1410 Income Summer Festival	0	10,000	10,000			0.0%	
1411 Income Fireworks	0	10,000	10,000			0.0%	
1412 Income Winter Fair	0	4,000	4,000			0.0%	
1415 Income Black History Month	0	3,500	3,500			0.0%	
Events :- Income	0	27,500	27,500			0.0%	0
4201 Events Administration	1,560	9,300	7,740		7,740	16.8%	
4205 Winter Fair	1,559	5,000	3,441		3,441	31.2%	
4206 Winter Social	205	1,000	795		795	20.5%	
4210 Summer Festival	12,915	15,000	2,085		2,085	86.1%	
4220 Fireworks	0	15,000	15,000		15,000	0.0%	
4240 Black History Month	0	2,000	2,000		2,000	0.0%	
Events :- Indirect Expenditure	16,240	47,300	31,061	0	31,061	34.3%	0
Net Income over Expenditure	(16,240)	(19,800)	(3,561)				

Detailed Income & Expenditure by Budget Heading 21/09/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>501 People</u>							
4108 INCOME Community Engagement	0	3,000	3,000			0.0%	
People :- Income	0	3,000	3,000			0.0%	0
4107 Community Engagement	1,814	2,000	186		186	90.7%	
4129 Volunteer Development	183	1,300	1,117		1,117	14.1%	
4425 Social Inclusion	3,652	3,200	(452)		(452)	114.1%	
4430 Children & Young People	8,414	2,000	(6,414)		(6,414)	420.7%	5,958
4440 People Special Projects	160	0	(160)		(160)	0.0%	
4444 People Special Projects	0	1,900	1,900		1,900	0.0%	
People :- Indirect Expenditure	14,224	10,400	(3,824)	0	(3,824)	136.8%	5,958
Net Income over Expenditure	(14,224)	(7,400)	6,824				
6000 plus Transfer From EMR	5,958	0	(5,958)				
Movement to/(from) Gen Reserve	(8,265)	(7,400)	865				
<u>601 Grants</u>							
4136 Pop Up Fund	355	3,000	2,645		2,645	11.8%	
4138 Special Grants	11,222	0	(11,222)		(11,222)	0.0%	11,222
Grants :- Indirect Expenditure	11,577	3,000	(8,577)	0	(8,577)	385.9%	11,222
Net Expenditure	(11,577)	(3,000)	8,577				
6000 plus Transfer From EMR	11,222	0	(11,222)				
Movement to/(from) Gen Reserve	(355)	(3,000)	(2,645)				
Grand Totals:- Income	223,615	243,021	19,406			92.0%	
Expenditure	109,116	241,150	132,034	0	132,034	45.2%	
Net Income over Expenditure	114,500	1,871	(112,629)				
plus Transfer From EMR	17,780	0	(17,780)				
less Transfer To EMR	23,044	0	(23,044)				
Movement to/(from) Gen Reserve	109,236	1,871	(107,365)				

Report To:	Queen's Park Community Council		
Title:	Audit Reports		
Purpose:	For information		
Author:	Shuwanna Aaron, Chief Executive		
Date of Meeting	15 October 2025	Agenda Item	030 – 25/26

1 Summary

This report confirms receipt of the External Audit Report for 2024/25 and the Mid-year Audit Report for 2025/26.

2 Recommendations

That the Council:

- (a) notes the contents of this report, and
- (b) approves the draft response at 5.3.

3 Background

- 3.1 As part of the Council's Audit Plan and to meet regulatory requirements a mid-year review and end-of-year review is undertaken by internal auditors Mulberry & Co who visit the offices to examine documents and ask questions of the Chief Executive Officer who is also the Council's Responsible Financial Officer. Documents are then sent to the external auditor PKF Littlejohn who review the findings on the internal auditor. Both parties also refer to documents posted on the Council's website.
- 3.2 The outcome of the internal audit for 2024/25 was reported to Council at the Annual meeting on 21 May 2025 (016 – 25/26) and the report was NOTED.
- 3.3 The required documents were sent to the external auditor after the meeting

4 External Audit 2024/25

- 4.1 Confirmation that the external audit had been completed was received on 24 September 2025 and, as required, a copy of the Notice of Conclusion of Audit has been posted on the notice board and published to the Council's Website.
- 4.2 There was no recommendation for future action, although it was noted that incomplete figures were published in the first instance and had to be updated. This will be double-checked before submission for 2025/26.

5 Mid-year audit 2025/26

- 5.1 The internal auditor visited the Council on 22 September 2025 to examine documents and ask questions of the Chief Executive. A full copy of the report (Queens Park Community Council 2025-26 Interim Audit Report) is at the meeting and copies are available on request.

- 5.2 While the Auditor was satisfied that process was in place and were being followed he made two recommendations for future action. These are set out in the table below, which is copied directly from his report, together with the Council's proposed response to the recommendations.

Audit Point	Interim Audit Findings	Council Common
C. RISK MANAGEMENT AND INSURANCE	The council is advised to keep the Fraud & Dishonesty figure under review to ensure it covers the maximum balance held	<p>The balance held is at its highest just after the precept is received, reducing through the year so that it is now below the threshold.</p> <p>When the insurance falls due for its renewal in 2026 the insurers will be notified of the likely peak value and asked to adjust the figure accordingly.</p>
I. BANK AND CASH	<p>At the date of the interim audit, there were no signed bank reconciliations nor statements available for review, and as such at this point, I must conclude that the council is not meeting the requirements of this internal control objective.</p> <p>At the year-end, if the signed reconciliations and bank statements can be produced, I will be able to reevaluate the adherence to this internal control objective.</p>	<p>The requirement in the Council's Financial Regulations is that the bank reconciliation should be undertaken and signed by a member of the Council not less quarterly.</p> <p>A reconciliation was prepared and signed for April 2025 at the May meeting but has been misfiled and was not available for inspection.</p> <p>A replacement is available at this meeting, together with reconciliations for June and August.</p>

- 5.3 It is proposed that these responses be approved.

Report To:	Queen's Park Community Council		
Title:	Grants Paper		
Purpose:	For decision		
Author:	Shuwanna Aaron, Proper Officer		
Date of Meeting	15 th October 2025	Agenda Item	033- 25/26

1. Summary

1.1 This report outlines 2 applications to the pop-up grant for Council decision.

2. Recommendations

2.1. That the Council rejects the application, and seeks the imbed the resident and their ideas into the already established Neighbourhood Forum.

3. Background and Context

3.1. A pop-up grant application has recently been received, due to the nature of the applications, the Proper-Officer feel the decision is best made by the Council.

3.2. The application is submitted by a local resident seeking to establish a Neighbourhood Watch, and to facilitate a community event to bring together members of the community interested in taking part. The request is for £300.

4. Proposal

4.1. Due to the nature of Neighbourhood Watch, the potential for bias and harm as a result and the lack of experience/ expertise of those involved in the watch, the Council should carefully the risks of supporting the project of this nature being facilitated by untrained persons and the risks that could arise.

4.2. The Council may instead choose to engage the residents in the work being undertaken by the Neighbourhood Forum, empowering them to work within the structure of the forum share and report concerns and strengthen community co-production with the forum and the Community Council to address issues of safety.

4.3. The Council may also wish to strengthen it's collaborative work with the Neighbourhood Forum, providing more visibility for the forum through the council's website and avenues for local people to raise their concerns with the forum through digital means.

4.4. Equally, the Council may choose to encourage the Neighbourhood Form to apply to the pop-up grants programme to facilitate an event to address the need implied by the resident's application.

5. Application Detail

What is the title of your project?

Queen's Park Avenues Neighbourhood Watch (000182168).

Describe your project and your project aims.

I have been concerned lately about the lack of community and level of crimes within our lovely Avenues. As a local mother of four, I aim to contribute towards making our neighbourhood safer and friendlier through a combination of Neighbourhood Watch Scheme and Whatsapp Messaging systems to keep us all informed of local noteworthy happenings. We can use this opportunity to discuss issues such as suspicious characters checking gardens for parcels, a found open parcel, moped phone thieves in the area, a broken grate to be careful around, community events, traffic issues and whatever else is on our minds that affect others. Once set up, I will organise a local face-to-face group meeting to encourage a feeling of community.

Where did the idea of your project come from? Have any residents expressed interest or support for your project?

I have been attending the Healthy Homes Forums and lack of community and rise in crimes were concerns voiced by many of us. I believe that working as a team and using effective communication can help in both these issues.

What is the proposed date and time of your event?

Flexible once funding is through

Who are your target audience, and how many will benefit from your project?

All residents of the Queen's Park Avenues estate - boundaries Kilburn Lane, Harrow Road, Third and First Avenue

How will your event be promoted?

I am posting a leaflet through every door, putting leaflets up on posts and displaying neighbourhood watch scheme merchandise.

Is there a charge for participation, if so how much?

No

What is the total cost of your event?

£300

How much are you requesting from the Pop-up Grants programme?

£300

If the total cost of the project is more than you are requesting form QPCC, please explain how the remainder will be funded.

N/A

Please outline how the requested funds will be spent. Include the name and quantity of each item, an outline of how it will be used for/during the project and the total cost.

Hall hire £100

Refreshments for event £50

Printing leaflets £50

Neighbourhood Watch Scheme Display Merchandise for the local area £100

What grant theme(s) does your project, activity or event meet?

- Benefitting the health and well-being of local residents
 - Supporting parents, children and young people
 - Improving quality of life for older resident
 - Improving environmental conditions in Queen's Park
 - Supporting resident-led campaigns to address priority issues
 - Promoting community cohesion
-