

QUEEN'S PARK COMMUNITY COUNCIL

To the Members of Queen's Park Community Council

You are summoned to attend the **First Annual Statutory Meeting** of **QUEEN'S PARK COMMUNITY COUNCIL** to be held in the **Main Hall, Beethoven Centre, Third Avenue, London W10 4JL** on **Thursday 5th June 2014** at **6.30pm** when it is proposed to transact the following business:-

Charlie Parker, Chief Executive
Westminster Council
27th May 2014

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS

1. ELECTION OF CHAIRMAN FOR 2014/2015

1.1 To note the results of the Queens Park Parish Election held on 22 May 2014.

2. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

3. ELECTION OF VICE CHAIRMAN

4. APOLOGIES FOR ABSENCE

5. DECLARATIONS OF INTEREST

6. MINUTES

6.1. To **RESOLVE** that the minutes of the meeting of Queen's Park Temporary Council held on 15th May 2014 be taken as read, confirmed as a correct record and signed by the Chairman.

7. POWERS, DUTIES and RESPONSIBILITIES

7.1. To endorse the procedures and essential documents as discussed during the meetings of the Temporary Queen's Park Community Council held after 1st April 2014:

Members' Code of Conduct – Minute C.007

Standing Orders – Minute C.005

Financial Regulations – Minute C.011

Register of Members' Interests – Minute C.016

Operations Manual and Business Plan including Council/Committee Structure and Committee Responsibilities and draft Budget- Minute C.003 and C.006

Calendar of Meetings and Events – Minute C.019

Press/Media Policy – Minute C.022

Right to Speak leaflet – Minute C.023

Complaints Code of Practice and Procedure – Minute C.024

Other policies to be agreed at future meetings include:

Freedom of Information Publication Scheme, Data Protection, Training, Appointment of Internal Auditor, Member and Employee Protocol, Disciplinary and Grievance Procedures.

- 7.2. To formally endorse that Queen's Park Community Council has made arrangements with Came and Company for insurance purposes – Minute C.012 02.04.2014
- 7.3. To formally advise Westminster Council that Queen's Park Community Council wishes to be consulted on all planning applications affecting its area and authorises the Director to submit comments following decisions at Planning meetings.
- 7.4. General Power of Competence
Under Section 1 of the Localism Act 2011, Queen's Park Community Council has met the criteria for using this Power. All Councillors have stood for election and the Locum Director is qualified. Council will be asked to **RESOLVE** to adopt the General Power of Competence.

8. MEMBERSHIP OF STANDING COMMITTEES (*Report to be Tabled*)

- 8.1. Policy and Resources
- 8.2. Environment and Open Spaces
- 8.3. Communications and Events
- 8.4. Neighbourhood Planning
- 8.5. Audit
- 8.6. [Public Services and Social and Economic Development – although included in the Operations Manual and Business Plan it has yet to be discussed by Council].

9. STAFF MATTERS

9.1 Appointment of Clerk/RFO/ to the Community Council

To confirm the appointment of Linda Butcher as the Director/Proper Officer/RFO to Queen's Park Community Council on the terms previously agreed with Paddington Development Trust.