

| <p style="text-align: center;">NEWQUAY TOWN COUNCIL Quality Status Committee</p> | <p style="text-align: center;">Action</p> |
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| <p>Minutes of the meeting held on Tuesday 30th July 2013 at 5pm in the Committee Room, Marcus Hill, Newquay.</p> <p>Present: Cllrs C Leadbetter (Chairman), J Rainbow (Vice-Chairman) and S Slade</p> <p>Also Attending: Mr A Curtis (Town Clerk & RFO), Joe Piwecki (Senior Assistant to the Town Clerk) and Cllr K Towill.</p> <p>Members briefly discussed with the Town Clerk what the purpose of Quality Status is and how the accreditation process works.</p> <p>QS84/13 – To Elect a Committee Chairman for the Civic Year 2013-14</p> <p style="padding-left: 20px;">- <u>Cllr Rainbow</u></p> <p>Cllr Rainbow proposed Cllr Leadbetter for the role of Committee Chairman.</p> <p>It was proposed by Cllr J Rainbow, Seconded by Cllr S Slade and RESOLVED unanimously to elect Cllr C Leadbetter as the Chairman of the Quality Status Committee for the 2013-14 Civic Year.</p> <p>QS85/13 – To Elect a Committee Vice-Chairman for the Civic Year 2013-14</p> <p style="padding-left: 20px;">- <u>Cllr Leadbetter</u></p> <p>Cllr Leadbetter proposed Cllr Rainbow for the role of Committee Vice-Chairman.</p> <p>It was proposed by Cllr C Leadbetter, Seconded by Cllr S Slade and RESOLVED unanimously to elect Cllr J Rainbow as the Vice-Chairman of the Quality Status Committee 2013-14 Civic Year.</p> <p>QS86/13 - Apologies for non-attendance: None.</p> <p>QS86/13 - Declarations of Interest: None.</p> <p>QS87/13 - To approve the minutes of the meeting held on</p> | |



24th October 2012.

It was Proposed by Cllr J Rainbow, Seconded by Cllr S Slade and **RESOLVED unanimously that the minutes of the meeting held on 24th October 2012 had been recorded accurately and were they signed by the Chairman.**

QS88/13 - Matters Arising:

- Cllr Leadbetter

[Ref: QS76/12 - To discuss and ratify the purchase of a new paper-less office document management system within the office to improve efficiency

"It was proposed by Cllr Walker, Seconded by Cllr Mrs L Cherry and RESOLVED unanimously that a recommendation is made to the Finance and Policy committee with a view into taking on the new filing system, which will be presented to the committee through company representation."

Cllr Leadbetter said that this item had been recently discussed at a Finance & Policy Committee and it was decided not to go ahead at this time. The Committee took the decision to wait on further information on other Council's, such as Truro, on how they are coping with the system.

[Ref: QS77/12 - To discuss and decide on the purchase of Civic Robes and Wig

"It was proposed by Cllr Rainbow, Seconded by Cllr Towill and RESOLVED unanimously to ratify the purchase of Civic Robes and Wig for the Town Clerk."

- Cllr Leadbetter

Cllr Leadbetter said that the purchase of the robes had already taken place and the Town Clerk had since been worn by the Town Clerk in the performance of his civic duties.

[Ref: QS74/12 - Matters Referred

The Town Clerk updated members that it has been referred from the Finance and Policy committee that all committees should discuss the budget recommendations for 2013/14 given by the Scrutiny Working Party. He has said that the only change is that the budget for the Youth Council has been removed and added to a more all-encompassing budget which is held under the Finance and Policy

committee.”]

- Cllr Leadbetter

Cllr Leadbetter said that EDGP are working on a Youth Council project through Cllr Goodman. Cllr Leadbetter has asked if Mr Dent could be invited to the next meeting of the EDGP Committee to discuss his idea for a Youth Showcase.

Senior Assistant

- Cllr Towill

Cllr Towill would like to remind members that one of the criteria for Quality Status Accreditation is to produce a Youth Project.

- Cllr Rainbow

Cllr Rainbow informed members that the Youth Council has been tried in the past however was unsuccessful.

- The Town Clerk

The Town Clerk said that during the last budget round it was decided that youth projects would come under the EDGP Committee however any Committee could put in a proposal to use the funds.

- Cllr Leadbetter

Cllr Leadbetter enquired as to whether there was any information from the previous attempt which could aide Cllr Goodman.

- The Town Clerk

The Town Clerk responded in saying that the previous Clerk was asked to cease the project and so no information was passed on.

QS89/13 - Matters Referred:

None.

QS90/13 – Update the Terms of Reference

- The Town Clerk

The Town Clerk informed the Committee he intends to work on the Terms of Reference to be brought back to the next meeting.

QS91/13 - Public Question Time (15 minutes allocated):

No members of the public were present.

QS92/13 – Update and decisions on Re-accreditation

- The Town Clerk

The Town Clerk said that this is a standing item on the Agenda to be discussed for when the Town Council is asked to undergo re-accreditation.

- Cllr Rainbow

Cllr Rainbow informed members that the current criteria is available for information and is essentially a check list of what the Town Council must carry out to achieve Quality Status.

Cllr Leadbetter asked if the criteria could be circulated to the rest of the Quality Status Committee for information. If members have any queries or areas of concern this can be sent to Cllr Leadbetter himself and the Town Clerk to work through.

- Cllr Towill

Cllr Towill would like to note caution that the criteria for re-accreditation will be changing. The Town Council was informed that this was due in 6 months however nothing yet has materialised.

- The Town Clerk

The Town Clerk added that the criteria may change significantly and advised not to work focus too much on the original criteria. NALC, the body which represents all Town/Parish and Borough Councils, decides which criteria must be fulfilled. CALC is the tier below NALC and is the link between NALC and the Town/Parish Councils. The forum is not just for Clerks but for Councillors also.

QS93/13 – To discuss and decide on Updating the Town Council Website

- The Town Clerk

The Town Clerk said that the Town Council Website was first set up 2 ½ years ago and would seriously help from an upgrade. The Town Clerk has already investigated the possibility of doing this with the current provider of the website and it should cost in the region of £500. At the moment the website does not have the functionality that modern websites have. There are a few amendments that could be made such as a revamp of the

**Senior
Assistant**

presentation, Councillor access and Forums/Polls for members of the public. The government is also stating that any Council payments over £500 should be listed on the website so they are available to the public.

- Cllr Leadbetter

Cllr Leadbetter would agree that the website unfortunately does look a little dated and does not do the Town Council justice. It is not as dynamic as it could be.

- Cllr Slade

Cllr Slade said the first step of the process is to work on a list of features that need to be added to the website for the designer to work from.

- Cllr Leadbetter

Cllr Leadbetter enquired as to whether there is enough in the Quality Status budget for the upgrades.

- The Town Clerk

The Town Clerk has already discussed the list of features to be added with the website designers Pixelism and confirmed there is £600 in the budget for this upgrade. The idea is to bring the website up to date and give it much more functionality. There is also a proposed change to how Councillors are contactable via the website. At the moment there is no feature to click a button which can send an Email to a Councillor direct, something modern websites provide. The Town Clerk has advised that delegated authority is given to him to find 3 quotations for the work and to decide on which company to go with provided it is in within budget.

- Cllr Towill

Cllr Towill said that it might be worth informing other Committees to see if they wish anything to be added or changed with the website.

It was proposed by Cllr J Rainbow, Seconded by Cllr S Slade and **RESOLVED unanimously to give delegated authority to the Town Clerk to source 3 quotes for upgrading the Town Council website and to choose an appropriate quote up to a budgetary spend of £600.**

QS94/13 – To discuss and decide on the provision of

Committees

Town Clerk

Business Cards for Members and officers

- The Town Clerk

The Town Clerk informed members that during the life of the previous administration every Councillor and Officer received a business card. They are useful for new Councillors to network. The cost for cards for Councillors and Office staff was roughly £300 the last time they were ordered.

- Cllr Rainbow

Cllr Rainbow would like to reiterate that the business cards are voluntary and some Councillors didn't want them.

- Cllr Leadbetter

Cllr Leadbetter said that the business cards would be a good idea and they are a recognised form of communication between strangers.

It was proposed by Cllr S Slade, Seconded by Cllr J Rainbow and **RESOLVED unanimously to give delegated authority for the Town Clerk to source 3 quotes for Councillors and Office staff business cards and to choose an appropriate quote up to a budgetary spend of £350.**

Town Clerk

QS95/13 – To discuss and decide on the purchase of Town Council lanyards for new members

- The Town Clerk

The Town Clerk explained that the purpose of the lanyard is so Councillors can keep their door pass in a holder. They were originally free from Cornwall Council however the Town Council now must source its own.

It was proposed by Cllr S Slade, Seconded by Cllr J Rainbow and **RESOLVED unanimously to give delegated authority to the Town Clerk to source a sufficient amount of ID Holders for Councillors up to a budgetary spend of £50.**

Town Clerk

QS96/13 - To discuss the News and Trader article(s)

- The Town Clerk

The Town Clerk informed members that this is a local publication which goes from door to door. Any committee which feels it needs to do a promotion to each household in the Town can come

to the Quality Status Committee to approve of its proposal to include it in the News and Trader. This also fulfils the criteria for Quality Status which requires the Town Council to communicate to the residents.

- Cllr Leadbetter

Cllr Leadbetter feels that other Committees need to be advised that if they have a proposal they'd like to see in the News and Trader article they can contact the Committee to see if it can be approved.

- The Town Clerk

The Town Clerk said it is key to have the information well in advance to prepare the Article.

- Cllr Towill

Cllr Towill suggested it might be worth staggering any proposals throughout the year so they do not clash and are released during the appropriate time of the year.

QS97/13 - Update on 'The Crier' Publication

- The Town Clerk

The Town Clerk said that a 'Mini Crier' is being done quarterly through Mr Piwecki as the Town Council must communicate to the general public at least 4 times a year. This is also viewable on the website.

The Main 'Crier' publication is posted out to the entire town and has all the latest Council news, the Annual Report, events through the year, Chairmans reports and a Councillor attendance record.

Members agree that there are benefits to doing a postal system however it may be worth investigating going digital in the future to save on postage costs.

It was proposed by Cllr S Slade, Seconded by Cllr J Rainbow and **RESOLVED unanimously to give the Town Clerk delegated authority to source 3 quotes for the printing and distribution of 'The Crier' publication and to choose an appropriate quote up to a budgetary spend of £2500.**

QS98/13 - Items for discussion (if appropriate)

Committees

Town Clerk



Members did not discuss any additional items.

QS99/13 - Date and time of next meeting

Meeting closed at 6:06PM.

Signed: _____ Date: _____
Cllr C Leadbetter , Chairman

