

<p style="text-align: center;"><b>NEWQUAY TOWN COUNCIL</b> <b>Quality Status Committee</b></p>	<p style="text-align: center;"><b>Action</b></p>
<p>Minutes of the meeting held on Tuesday 8<sup>th</sup> April 2014 at 7pm in the Committee Room, Marcus Hill, Newquay.</p> <p><b>Present:</b> Cllrs C Leadbetter (Chairman), J Rainbow (Vice-Chairman), S Slade and S Carter</p> <p><b>Also Attending:</b> Mr A Curtis (Town Clerk &amp; RFO), Joe Piwecki (Senior Assistant to the Town Clerk), and Cllrs K Towill</p> <p><b>QS001/14 - Apologies for non-attendance:</b> Cllr L Harrison gave his apologies. Cllr S Slade gave apologies for late arrival</p> <p><b>QS002/14 - Declarations of Interest:</b> None.</p> <p><b>QS003/14 - To approve the minutes of the meeting held on 30<sup>th</sup> July 2013</b></p> <p>It was Proposed by Cllr J Rainbow, Seconded by Cllr S Carter and <b>RESOLVED unanimously that the minutes of the meeting held on 30<sup>th</sup> July 2013 had been recorded accurately and were they signed by the Chairman.</b></p> <p><b>QS004/14 - Matters Arising:</b></p> <p>Cllr Leadbetter queried the paperless system and whether it belonged under the remit of Quality Status. The background behind this was it was referred to F&amp;P which resolved to leave the decision the Town Council had received feedback from Truro. Cllr Leadbetter queried whether the Town Clerk could chase Truro City Council on how they are getting on with the paperless system.</p> <p>- <u>Cllr Leadbetter</u></p> <p><b>Minute Ref: (30.07.13) QS88/13</b> <b>RE: Matters Arising</b></p> <p>Cllr Leadbetter queried whether Mr Dent had been invited to the next EDGP Committee meeting to speak on the Youth Showcase item he is proposing. Mr Piwecki said Mr Dent had been invited however he had received no response. Cllr Leadbetter asked for the matter to be referred to the next relevant EDGP Committee meeting.</p>	<p style="text-align: center;"><b>Town Clerk</b></p> <p style="text-align: center;"><b>EDGP</b></p>



- The Town Clerk

**Minute Ref: (30.07.13) QS90/13**  
**RE: Update the Terms of Reference**

The Town Clerk circulated the draft Terms of Reference for members to review for the next meeting.

**Town Clerk**

- Cllr Leadbetter

**Minute Ref: (30.07.13) QS95/13**  
**RE: To discuss and decide on the purchase of Town Council lanyards for new members**

Cllr Leadbetter informed members the ID holders had been actioned.

**QS005/14 - Matters Referred:** None.

**QS006/14 - Public Question Time (15 minutes allocated):**

**QS007/14 – To receive an updated budget following the 2014-15 budget setting process**

Members received the budget and were mindful the new Quality Status Re-accreditation may incur additional costs should it need to be achieved in the 2014/15 Financial Year.

**QS008/14 – To receive an update on actions taken to upgrade the website and to approve retrospectively any expenditure**

*At this time Cllr S Slade entered the meeting (7:17pm)*

Criticisms of the website were addressed by the Committee however clarification was needed by the complainant to help members identify and resolve any outstanding issues with the website.

The website infrastructure has received a large overhaul and has incurred costs larger than the budget originally delegated to the Town Clerk. The Town Clerk was asked to get an idea of costs associated with the filming of meetings to aid the Committee should it need to present a business case to F&P. Members also discussed the £7000 placed in the EMR for spend on servers within the Office. Members asked the Town Clerk to research what would be required of a server taking into account; finance management, computer networking and a paperless filing system.

**Town Clerk**

It was proposed by Cllr S Carter, Seconded by Cllr J Rainbow and **RESOLVED unanimously to retrospectively approve the £1760 expenditure to upgrade the Newquay Town Council website.**

**Note to RFO**

**QS009/14 – To receive an update on actions taken to upgrade the IT hosting package and to approve retrospectively any expenditure**

Members discussed briefly the Office Email issues at the back end of last year. Cllr Leadbetter worked with the Town Clerk on upgrading the existing Email hosting package to cope with the additional workload produced by the new website.

It was proposed by Cllr J Rainbow, Seconded by Cllr S Slade and **RESOLVED unanimously to retrospectively approve £116 to upgrade the Newquay Town Council Email Hosting Package and £240 for the 2014/15 subscription.**

**Note to RFO**

**QS010/14 – To discuss and make any decisions regarding how to take advantage of the new functions provided by the upgraded website, in particular polls, surveys and QR reader**

Members discussed informing the other Committees on the Town Council of the new features available on the Newquay Town Council website. Some Committees may find the use of polls and surveys useful.

**QS011/14 – To receive an update on the purchase of new flags to replace the worn Town Council flag and Union Jack and associated ancillary repairs and make any relevant decisions**

The Deputy Mayor raised an issue regarding the current state of the Union Jack and Newquay Town Council flags. Members agreed these flags should be updated, as well as any pole repairs. Members also suggested purchasing sleeves for any new or existing flags which need protecting. The Town Clerk suggested using £1000 from the underspent budget of 2013/14. The Town Clerk also suggested members give him delegated authority to make arrangements to purchase the new flags due to the length of time between Committee meetings.

It was proposed by Cllr S Carter, Seconded by Cllr J Rainbow and **RESOLVED unanimously to give delegated authority to the Town Clerk to spend up to £1000 to renew the Town Council flags and action any repairs needed to the flag**

**Town Clerk**

**poles.**

**QS012/14 – To discuss and decide on the purchase of business cards for members and officers**

Members discussed at length what Business Cards were appropriate for the Council. It was decided the Town Mayor, TIC and Town Councillors would receive Business Cards. Members were happy to have a generic Town Councillor Card which could be provided with a name label should they wish.

It was proposed by Cllr J Rainbow, Seconded by Cllr S Slade and **RESOLVED unanimously to spend up to £200 for Business Cards for the Tourist Information Centre, The Mayor and Town Councillors.**

**QS013/14 – To receive an update on the status of the quality council scheme**

The Town Clerk informed members due to the negative feedback from the previous Quality Status consultation, NALC have gone back to the drawing board and will be revising the Quality Status criteria. There is no deadline on when the Town Council will be up for re-accreditation.

**QS014/14 - To receive an update on the Public Information measures a) Annual Crier b) Mini Crier C) News & Trader d) Public Noticeboards**

The Town Clerk informed members The Office Apprentice is currently working on the Annual Town Crier under the supervision of the Town Clerk. The mini crier is being printed and distributed four times a year and is available on the Town Council website. Members debated the benefit of the Mini Crier and suggested it should take a different format more akin to a newsletter, a feature on the website which is currently underused.

It was proposed by Cllr C Leadbetter, Seconded by Cllr J Rainbow and **RESOLVED unanimously to; cease production of the Mini Crier and reproduce it as a digital newsletter for members of the public to subscribe to, print and distribute the annual Town Crier and move towards the use of QR codes on the Town Council Notice Boards for information purposes.**

**Town Clerk**

Members agreed to cease using the News and Trader article as delivery for Public Information due to the lack of uptake from members of the public.

**QS015/14 – To discuss and make any decisions regarding the Members’ Newsletter**

Members agreed the members newsletter did not provide any additional information and they would be happier for the Office Apprentice to be working on other projects. Members would like to thank Mr Wheal for his work on the members newsletter.

It was proposed by Cllr J Rainbow, Seconded by Cllr S Carter and **RESOLVED unanimously to abandon production of the members newsletter.**

**QS016/14 – To discuss and make any recommendations regarding a Council Surgery scheme in the context of Quality Status**

Members discussed the subject at length and decided to think of ideas for the next Committee meeting on how Councillor Surgeries would work in practice.

**QS017/14 – To discuss committee membership for the civic year 2014/15**

The majority of members agreed they had put themselves forward for Quality Status membership in 2014/15.

**QS018/14 - Items for discussion (if appropriate)**

None.

**QS019/14 - Date and time of next meeting**

The next meeting has yet to be scheduled and will be in the Committee Room, Marcus Hill, Newquay.

Meeting closed at 9:00PM.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Cllr C Leadbetter , Chairman