

<p style="text-align: center;">NEWQUAY TOWN COUNCIL Quality Status Committee</p>	<p style="text-align: center;">Action</p>
<p>Minutes of the meeting held on Monday 8th December 2014 at 7pm in the Committee Room, Marcus Hill, Newquay.</p> <p>Present: Cllrs C Leadbetter (Chairman), S Carter and K Towill</p> <p>Also Attending: Mr A Curtis (Town Clerk & RFO), Miss L Sykes (Support Officer)</p> <p>QS039/14 – To receive and adopt apologies for absence: Cllrs Mrs L Cherry, S Slade and J Rainbow (Vice-Chairman)</p> <p>QS040/14 – To receive Declarations of Interest: None</p> <p>QS041/14 - To approve the minutes of the meeting held on 29th July 2014</p> <p>It was Proposed by Cllr S Carter, Seconded by Cllr C Leadbetter and RESOLVED that the minutes of the meeting held on 29th July 2014 had been recorded accurately and were they signed by the Chairman.</p> <p>QS042/14 - Matters Arising:</p> <p>Minute Ref: QS028/14 – To discuss and make recommendations on the Committee Terms of Reference, Aims and Objectives and Risk Assessments – The typographical changes suggested by the Chairman were presented to Full Council and accepted. No further action required.</p> <p>Minute Ref: QS030/14 – To receive, consider and make any decisions on the Council’s IT infrastructure – Recommendation for Cloud Hosting Strategy was taken to Full Council and accepted. No further action required.</p> <p>Minute Ref: QS031/14 – To receive an update on the purchase of new flags - RFO confirmed that a new Union Jack & Town Council flag had been sourced. A resolution was made to purchase a St Pirans Flag, this had now been done. No further action required.</p>	



Minute Ref: QS032/14 – To receive an update on the purchase of business cards – This was specifically related to cards for the Town Clerk as it was necessary to order some more. Resolution was made and this has now been completed No further action required.

Cllr Leadbetter had received comments from other councillors who felt personal business cards were more professional than the generic ones that they currently have. Originally, personal business cards were created. These proved expensive to produce. On that basis, the Committee ordered generic cards for Town Councillors, along with ones for the Mayor, Town Clerk & TIC would have name specific cards.

Cllr Carter found his business cards to be very useful at residents meetings He had never received any negative feedback about them.

Cllr Towill felt sympathetic towards members who were unhappy with the generic cards. If there were a need for individually printed cards, Cllr Towill would agree with it.

Cllr Leadbetter suggested printed labels could be made to stick on the back if preferred. Cllr Leadbetter didn't feel it was that significant for this financial year but would send out an email; to members to get their steer on the matter.

Cllr C Leadbetter

Minute Ref: QS033/14 – To discuss and make recommendations on public engagement during key projects and tasks - The Town Clerk had nearly finished the first draft.

Cllr Leadbetter asked members whether they felt that the Community Engagement Policy should be part of the agenda. Members agreed this was a good idea and it was agreed that the item it should be under Item 10, Standards of Practise Scheme.

Town Clerk to send a copy of the SPS to Cllr K Towill.

Town Clerk

Minute Ref: QS034/14 – To receive an update on the status of the Quality Council Scheme – A recommendation was made that the Council should be aiming toward Gold Standards of Practise. This was agreed at Full Council. No further action required.

QS043/14 - Matters Referred: None

QS044/14 - Public Question Time (15 minutes allocated):

None

QS045/14 – To discuss and make recommendations on the Committee Terms of Reference, Aims and Objectives and Risk Assessments:

TOR's have gone to Full Council and had been agreed. The Town Clerk stated that risk assessments were required to be set around IT systems.

Cllr Towill asked the Town Clerk for an update on the Child Protection Policy. The Town Clerk would look into this as it had been an on going item in various committees over last few years.

Cllr Leadbetter has asked the Town Clerk to put Child Protection Policy on agenda for Full Council to determine which Committee this should sit with.

QS046/14 – To draft a recommended budget for the next three financial years

Members discussed at length the budgets for 2015-18. An amendment to ID Cards from £50 to £75 for year 15/16, £50 for year 16/17 and £25 for year 17/18.

Cllr Leadbetter commented that 15/16 budget had almost doubled. There were a lot more for funds required to sustain the new IT system & an increase in printing costs.

Cllr Leadbetter queried why the Q&S Committee had a budget for IT and suggested it came under the F&P Administration Budget. Discussions were to be held about this budget line moving to another appropriate committee for next year.

Cllr Towill explained that it was purely historic why IT is on the budget, it was due to previous issues with office computers.

Town Clerk

Town Clerk



Town Clerk felt that the website should still sit under Q&S as it fits under the SPS scheme. Emails and infrastructure could be moved to another Committee. This would be investigated further in May when Terms of Reference are due to be updated.

The Town Clerk suggested this matter should be referred to F&P Committee to discuss.

It was proposed by Cllr S Carter, Seconded by Cllr K Towill and **RESOLVED unanimously to RECOMMEND the draft Q&S Budget for the 2015/16, 2016/17 and 2017/18 Financial Years to the F&P Committee for consideration.**

QS047/14 – Crier Publication:

Cllr Leadbetter clarified to the members that the Crier had been mentioned in a recent article printed in the Newquay Voice. Unfortunately, it faced numerous problems therefore; the deadline for release had been extended a number of times. The task was initially given to the office apprentice, members felt a publication of this nature was best suited with someone with more experience.

Cllr Leadbetter suggested all committees could be reminded to write a section in the Crier when writing their Annual report. Members agreed with this suggestion.

Cllr Leadbetter felt the first draft of the Crier should be available to members after the Annual Report. Members felt that the purpose of the Crier was to communicate not only what the Council had done but its plans for the future.

Cllr Towill suggested each committee agenda should have an item specifically for the committee to decide if they wish to write anything towards the Crier. The Q&S committee would collate the information ready for production, therefore they would have an editors role. The Town Clerk recommended Cllr Rainbow as a proof reader for the article. Cllr Towill was happy to co-ordinate with other committees on the Crier.

**Refer to F&P
Committee**

**F&P
Recommendation**



It was proposed by Cllr S Carter, Seconded by Cllr K Towill and **RESOLVED unanimously to RECOMMEND that The Crier is added to each Committee agenda to get submission sent to the Q&S Committee no later than 1st March 15.**

QS048/14 – To discuss actions going forward for the Standards of Practise Scheme (SPS)

Cllr Leadbetter would like to establish a project management plan and delivery for the Standards of Practise Scheme. The Committee would need to look at what was currently being achieved and what is outstanding.

Cllr Leadbetter asked the Town Clerk if there was a specific person in the office that is can be the main point of contact concerning this, the Town Clerk informed members this will be Miss Sykes.

Cllr Leadbetter wished to create a spread sheet of all requirements of the SPS to enable the committee to track the Councils progress.

Cllr Leadbetter felt that the Council should be meeting the draft minutes requirement with ease. All draft minutes should be uploaded onto the website within 2 weeks of the meeting. Members felt the drafts should be emailed to the Chairman of the respective Committees, copying in all members, asking them for them to be checked. The Chairman would be given a limit of 4 days to respond with any amendments required. The Chairman must be informed they were not agreeing the drafts were a true and accurate record, just they are a fair & true reflection and appropriate to go onto the website. If the Chair does not respond within the 4 days then this will prompt the office go ahead to upload them. In the Chairman's absence, the final say will pass to the Vice-Chair.

Cllr C Leadbetter will send an email to all committees letting them know of this.

Cllr C Leadbetter

Town Clerk to investigate with CALC & update the committee on how reliable is the SPS document is hasn't been agreed as final draft yet. CALC were also looking to produce a document the Council could use to monitor progress.

Town Clerk

QS049/14 – Items for Discussion

Town Clerk informed members the Microshade IT System was now up and running. Fibre was due to be installed on Friday 12th December.

QS050/14 - 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 8:38pm.

Signed: _____

Date: _____
Cllr C Leadbetter , Chairman

