

<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 Friday 9th October 2015 at 7pm in the Committee Room, Marcus Hill, Newquay.</p> <p>Present: Cllrs C Leadbetter, J Rainbow and K Towill</p> <p>Also Attending: Mr J Piwecki (Deputy Town Clerk), Miss L Sykes (Support Officer)</p> <p>QS0014/15 – To Elect the Chairman for the 2015/16 Civic Year</p> <p>It was Proposed by Cllr K Towill, Seconded by Cllr J Rainbow and RESOLVED unanimously to elect Cllr C Leadbetter as Chair of the QS Committee for the Civic Year 2015/16.</p> <p>QS0015/15 – To Elect the Vice-Chairman for the Civic Year 2015/16</p> <p>It was Proposed by Cllr C Leadbetter, Seconded by Cllr K Towill and RESOLVED unanimously to elect Cllr J Rainbow as Vice-Chair of the QS Committee for the Civic Year 2015/16.</p> <p>QS0016/15 – To receive and accept apologies for absence Apologies have been received from Cllr Mrs R Craze</p> <p>QS0017/15 - To receive Declarations of Interest As & When</p> <p>QS0018/15 – To approve the minutes of the meeting on Monday 19th March 2015</p> <p>It was proposed by Cllr J Rainbow, Seconded by Cllr C Leadbetter and RESOLVED unanimously to approve the minutes from the meeting held on 19th March 2015.</p> <p>QS0019/15 – Matters Arising:</p>	



Cllr C Leadbetter reported that the committee had two vacancies and he would email all Councillors in case anyone wished to join QS Committee and assist.

QS0020/15 – Matters Referred

None

QS0021/15 – Public Question Time (10 minutes allocated)

None

QS0022/15 – To discuss and make recommendations on the Committee Terms of Reference, Aims and Objectives and Risk Assessments

The Deputy Town Clerk informed members that Ellis Whittam have been appointed to complete our Risk Assessments

It was proposed by Cllr K Towill, Seconded by Cllr C Leadbetter and **RESOLVED unanimously to move Agenda Item 15 - To discuss and review the Committee Composition for discussion.**

QS0028/15 – To discuss and review the Committee Composition

Cllr C Leadbetter explained the Committee had been struggling to hold a quorate meeting due to member absence. Cllr Leadbetter felt it was appropriate to review the future of the committee. Cllr Leadbetter suggested turning the QS Committee into a Working Party that reports to F&P.

Cllr K Towill agreed in principle to the idea of the proposed change although felt now may not be the right time with the importance of gaining the LCAS accreditation. Cllr K Towill suggested giving temporary delegated authority to a Working Party that consisted of the current QS members to enable it to complete the LCAS work before making the final decision to downgrade the committee. Cllr C Leadbetter explained that at Full Council it was discussed whether the Council should look to abolishing a number of committees in favour of Working Parties. The only Committees that would remain would be

Staffing, Planning and F&P. Members discussed at length.

Members supported the option to turn QS into a Working Party & felt that once the accreditation had been awarded this would be a more suitable time to discuss again.

It was proposed by Cllr K Towill, Seconded by Cllr C Leadbetter and **RESOLVED unanimously to agree to give delegated authority of achieving LCAS Foundation Status to a working party of Cllrs C Leadbetter, K Towill and J Rainbow.**

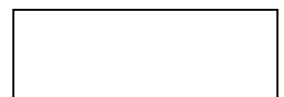
It was proposed by Cllr K Towill, Seconded by Cllr C Leadbetter and **RESOLVED unanimously to incorporate the future of the Quality Status Committee as part of the overall Committee Organisation Review.**

QS023/15 – Review and update on the SPS Awards Scheme in conjunction with our Internal Check-sheet, including decisions and relevant actions to meet the Foundation Standard criteria

In November the Council would have to resubmit its application for Foundation Award, which would require formal resolutions by Full Council that the necessary parameters had been achieved. The QS Chair wrote to each committee to ask for their objectives towards the Business Plan. Cllr C Leadbetter was concerned that some of the objectives provided would be very difficult to deliver and had tried to amend them into something achievable. Cllr C Leadbetter read out the updated list to those present. Cllr C Leadbetter suggested sending these out to all Committee Chairs & Vice-Chairs to get their steer on the proposed amendments to their objectives.

Members discussed.

It was proposed by Cllr K Towill, Seconded by Cllr J Rainbow and **RESOLVED unanimously to refer the Objectives once approved to Committees with a request that authority be afforded to the respective Chair and Vice Chair to set agendas that would work towards achieving the Foundation Award objectives.**



Cllr C Leadbetter would send Cllr K Towill and J Rainbow copies of all the objectives to get their approval before sending out to Committees. Once these had been returned, members would need to recommend the objectives go to Full Council to agree the Business Plan.

The Town Clerk suggested members aim for Quality Standard accreditation however members felt that due to time constraints at this time we should only focus on Foundation Status.

It was proposed by Cllr C Leadbetter, Seconded by Cllr J Rainbow and **RESOLVED unanimously to RECOMMEND to Full Council that Newquay Town Council meets the criteria required to achieve LCAS Foundation Award subject to any amendments to the action plan for the current year.**

It was proposed by Cllr C Leadbetter, Seconded by Cllr J Rainbow and **RESOLVED unanimously to RECOMMEND Full Council approves the Quality Status Committee continues progressing towards the LCAS Quality Standard Award.**

The office was tasked to investigate if the Council was able to move onto the next accreditation within the same year or whether this was only achievable on an annual basis.

QS0024/15 – To discuss and review the Town Council’s Website

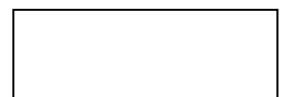
Mr C Rowley had been working on creating a new website for the Council. Members were given a viewing of the website and felt it looked much more impressive and user friendly. Members were supportive of the new website and queried whether it would fall within budget and provide the flexibility required. Cllr C Leadbetter explained that a big part of the next stages of LCAS Scheme were around engaging with the public, the current website made it difficult to this due to a very complicated back end.

It was proposed by Cllr C Leadbetter, Seconded by Cllr J Rainbow and **RESOLVED unanimously to give delegated authority to the office to look into the costs of changing Newquay Town Council’s website to an alternative platform to improve flexibility, user-friendliness and two-way engagement with the public.**

**Full Council
RECOMMENDATION**

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RECOMMENDATION**

Office



QS0025/15 – To discuss and review Business Cards

In 2013, all Councillors were provided with bespoke Business Cards. This process was reviewed and narrowed down to cards for the Mayor and Town Clerk being bespoke cards. All other Councillors would receive generic cards where they could write their name when required. This created a very varied opinion. Members discussed at length.

Cllr J Rainbow felt that the best way forward would be to allow those to have cards that require them. Members agreed.

Cllr K Towill suggested looking into sourcing the cards through online companies as it may prove more cost effective.

It was proposed by Cllr J Rainbow, Seconded by Cllr J Rainbow and **RESOLVED unanimously to purchase Business Cards on a individual Councillor request basis and delegate authority to the Office to liaise with members accordingly & research prices for Business Cards online.**

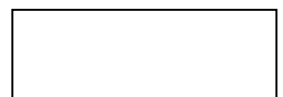
Office

QS0026/15 – To discuss and review the Crier Magazine

Cllr C Leadbetter felt that the Spring Crier was more interesting due to it being an 8 page document. It had been well received by the public. Distribution proved an issue as some sections of Newquay with a TR8 postcode were not covered by the Royal Mail delivery. Thankfully, Cllrs J Rainbow, J Fitter & Miss J Kenny hand delivered to these address's. There are 200 address's that have a TR8 postcode and after investigation unfortunately the Post Office cannot provide a list of which ones they do cover. Members suggested investigating the cost of hiring a contractor to distribute these remaining 200 & compare this against additional posting costs.

It was proposed by Cllr C Leadbetter, Seconded by Cllr K Towill and **RESOLVED unanimously to investigate the cost of a contractor to deliver 200 Criers to TR8 postcodes report back to weigh up against the cost of postage.**

It was suggested that the next edition should have a feedback



facility allowing members of the public to give their opinions. Cllr C Leadbetter received some feedback from other Councillors who felt Committee sections should have been made more personal, highlighting the projects Councillors were working on. Also that more photos should be included. Cllr C Leadbetter suggested Councillors take pictures throughout the year to capture events or impressive views. These could be used in the publication of the next Crier. Cllr K Towill enquired whether member absence could be listed as a percentage and that it included all Committee meetings, not just Full Council. Members felt this would be a useful tool.

QS0027/15 – Budget 2015-18

The Deputy Town Clerk handed out Budget paperwork to all. Members discussed through different budget lines. There was an overspend on the Crier due to the weight being slightly increased due to having 8 pages. Members discussed using funds from miscellaneous expenses to cover this.

In principal, it was felt that the QS Committee could adopt the same budget as last year there as there was no foreseeable reason for an increase. The only additional budget line members felt could be included was Public Engagement.

QS0029/15 – Items for discussion (if appropriate)

None

QS0030/15 - 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 12.00pm.

Signed: _____

Date: _____

Cllr C Leadbetter , Chairman

