

<p style="text-align: center;"><b>NEWQUAY TOWN COUNCIL Quality Status Committee</b></p>	<p style="text-align: center;"><b>Action</b></p>
<p>Minutes of the QS Committee Meeting held on Tuesday 7<sup>th</sup> June 2016 at 9.30am in the Council Chamber, Marcus Hill, Newquay.</p> <p>Present:</p> <p>Cllrs C Leadbetter, J Bunt, R Craze, J Rainbow, K Towill</p> <p>Also In attendance:</p> <p>Andrew Curtis (Town Clerk) and Callum Rowley (Administration Assistant).</p> <p><b>QS0001/16 - To Elect the Chairman for the 2016/17 Civic Year</b></p> <p>Cllr C Leadbetter stated that he would prefer not to continue as Chair due to his obligations as Mayor this year. However, he would be happy to stand until another Chairperson was elected.</p> <p><i>Proposed: Cllr J Rainbow</i>  <i>Seconded: Cllr K Towill</i>  <i>Decision: <b><u>Resolved unanimously to elect Cllr C Leadbetter as the chairman.</u></b></i></p> <p><b>QS0002/16 - To Elect the Vice-Chairman for the 2016/17 Civic Year</b></p> <p><i>Proposed: Cllr R Craze</i>  <i>Seconded: Cllr J Rainbow</i>  <i>Decision: <b><u>Resolved unanimously to elect Cllr Z Dixon as the Vice-Chairman.</u></b></i></p> <p><b>QS0003/16 - To receive and accept apologies for absence</b></p> <p>Apologies received from Cllr Z Dixon.</p> <p><b>QS0004/16 - To receive Declarations of Interest and Dispensations</b></p> <p>As and when.</p> <p><b>QS0005/16 - To approve the minutes of the meeting held on Friday 09 October 2015</b></p> <p><i>Proposed: Cllr J Rainbow</i>  <i>Seconded: Cllr K Towill</i>  <i>Decision: <b><u>Resolved to accept the minutes held on Friday 09th October 2015.</u></b></i>  <i>Cllr R Craze and J Bunt abstained due to absence.</i></p>	<p style="text-align: center;">Election</p> <p style="text-align: center;">Election</p> <p style="text-align: center;">Acceptance of minutes</p>



**QS0006/16 – Matters Arising**QS0028/15 - To discuss and review the committee Composition.

The Committee agreed that the advantages of downgrading the Committee to Working Party status were outweighed by the disadvantages and therefore no material change would be made to the current committee arrangement. The Committee was more than happy to retain a working party to go alongside the formal committee as previously established.

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

Cllr C Leadbetter stated that Foundation Award had been achieved and congratulated staff and members on their fruitful efforts.

QS0026/15 - To discuss and review the Crier Magazine

Cllr K Towill stated his wish to have the councillors' attendance shown in percentage terms rather than actual attendance. Cllr J Bunt stated that she believed the attendance should be done on a month-to-month basis, with a breakdown of all meetings.

**QS0007/16 - Public Question time (10 minutes allocated)**

No members of the public in attendance.

**QS0008/16 - To discuss and make recommendations on the Committee Terms of Reference, Aims and Objectives and Risk Assessments**

It was agreed that the Terms of Reference Document clause 1.1 should refer to all genders rather than both genders where possible. Cllr R Craze requested clarification on the scope of clause 7.9.14 and whether or not it related to the Town Crier's uniform. It was agreed that Quality Status would be responsible for the cost and procurement of the Town Crier's uniform and Cllr R Craze was requested to make a note of this in the T&L Terms of Reference Document.

*Proposed: Cllr C Leadbetter*

*Seconded: Cllr K Towill*

**Decision: Resolved unanimously to accept the Terms of Reference Document, as amended by the Committee, and recommend the revised document to Full Council.**

**Acceptance of  
Terms of  
Reference**

**QS0009/16 - To review and update the Council's current position regarding the LCAS Award Scheme including Decisions and appropriate actions to plan for the next levels of the award**

It had been previously agreed that work would continue towards attaining the next level of the LCAS namely Quality Award. Action was needed to draw up all the data for the Quality level to enable the office and committee to make and record progress. It was agreed to form an

LCAS Working Party comprising Cllrs Leadbetter, Rainbow and, with her permission, Cllr Dixon. The Office was requested to re-circulate the LCAS document that describes the criteria and accreditation process together with any associated documents as appropriate.

Proposed: Cllr C Leadbetter

Seconded: Cllr J Bunt

Decision: **Resolved unanimously to create a LCAS Working Party to project manage the necessary requirements to attain the Quality Award.**

**Working Party**

Proposed: Cllr C Leadbetter

Seconded Cllr K Towill

Decision: **Resolved unanimously to move item 13 forward.**

**Agenda**

### **QS0013/16 - To discuss and review the Crier Magazine**

The overall, 8-page format of the previous Crier edition was generally well received and would be repeated. Feedback suggested that the new edition should offer more about the work councillors were doing as they appeared to be largely overlooked. The edition should be less textual and incorporate more photos. Separating content from the Annual Report would help make the edition more current. It was suggested that a Question and Answer session with the Committee Chairs might be a worthwhile editorial approach and would help draw together the work programme. It was agreed to establish a Crier Working Party comprising Cllrs J Bunt, K Towill and J Rainbow to create the content. The Office was asked to assist with compiling the magazine. The target date to completion and distribution was 1<sup>st</sup> October at the latest. Distribution to the relevant TR8 addresses was likely to be by courier or other means. The Royal Mail wasn't able to segregate the applicable addresses.

Proposed: Cllr C Leadbetter

Seconded: Cllr J Rainbow

Decision: **Resolved Unanimously to establish a Crier Working Party charged with producing a new 8-page edition of the magazine and to delegate the task of design and print to the Admin Office.**

**Working Party**

Proposed: J Rainbow

Seconded: K Towill

Decision: **Resolved unanimously to have the crier created and distributed by the 1st of October.**

**Office & Working Party**

### **QS0010/16 - To discuss and review the Town Council's website and other social/digital media including particular attention to encouraging greater public engagement**

The committee gave its agreement for the Town Clerk to start a live trial of a new website, which had been established in-house, together with a public consultation on how users interacted with the website and

their feedback on its ease of access. The trial website would run alongside the existing website. A suitable Press Release would need to be made to announce the trial and the benefits that would accrue from the new website. It was suggested that a briefing note was made at Full Council. The trial was likely to commence from the 21st - 27th of June and progress for three months with a proposed changeover in late September 2016.

Proposed: Cllr C Leadbetter

Seconded: Cllr J Rainbow

**Decision: Resolved unanimously to give delegated authority to the Town Clerk to make the necessary arrangements to publicize and trial the new website.**

Office

It was noted that Newquay Town Council received significantly more Facebook Likes than other towns and parishes.

### **QS0011/16 - To discuss and review the issues with the Software Hosting**

The Town Clerk reported that the admin office was facing software issues with Microshade that were affecting performance. It was agreed that the Clerk should arrange a meeting with Microshade to discuss the problem areas and remedial action. It was suggested that the chairs and vice-chairs for TIC and EDGP should be invited to attend the proposed meeting.

### **QS0012/16 - To discuss and review Business Cards**

Town Councillors held mixed views about the need for business cards. As Council elections were less than a year away, the committee agreed to defer further action on a policy review until the new Council is elected.

### **QS0014/16 - To receive a budget update**

The committee was presented with a budget report up to 31<sup>st</sup> May, which showed expenditure had been limited to website costs equivalent to 23% of the budget line.

It was remarked upon that the Town Crier's uniform was looking worn and shabby and ought to be replaced.

### **QS0015/16 - To consider repairing the Mayor's Chain of Office**

It was agreed that the Mayor's chain of office needed to be properly repaired as soon as possible before it became unusable.

Proposed: Cllr C Leadbetter

Seconded: Cllr J Rainbow

**Decision: Resolved unanimously to give delegated authority to the Office to look at getting quotes for having the chain repaired.**

Office

**QS0016/16 - To consider changing the Citizen of the Year Award**

This item was deferred to the next committee meeting.

**QS0017/16 - Items for discussion (if appropriate)**

The committee agreed that the Committee Room was still cluttered with a variety of miscellaneous collectibles. Cllr Rainbow offered to help the Admin staff sort through the cabinets and archive anything of particular importance and dispose of the remainder.

**QS0018/16 - Date and time of next meeting**

Was to be decided and would be held in the **Council Chamber**, Municipal Offices, Marcus Hill, Newquay on the 18th of July at 10 am.

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

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

Cllr C Leadbetter , Chairman

