

<p style="text-align: center;">NEWQUAY TOWN COUNCIL Quality Status Committee</p>	<p style="text-align: center;">Action</p>
<p>Minutes of the QS Committee Meeting held on Thursday 24th November 2016 at 9.30am in the Council Chamber, Marcus Hill, Newquay.</p> <p>Present:</p> <p>Cllrs C Leadbetter, Mrs J Bunt, Z Dixon, K Towill</p> <p>Also In attendance:</p> <p>Mr Andrew Curtis (Town Clerk) and Miss Louise Sykes (Support Officer).</p> <p>QS019/16 - To receive and accept apologies for absence</p> <p>Apologies received from Cllr Mrs R Craze & J Rainbow</p> <p>QS020/16 - To receive Declarations of Interest and Dispensations</p> <p>None</p> <p>QS021/16 - To approve the minutes of the meeting held on Tuesday 7th June</p> <p><i>At this time Cllr K Towill entered the meeting (9:37am)</i></p> <p>It was Proposed by Cllr Mrs J Bunt, seconded by Cllr C Leadbetter and RESOLVED unanimously that the minutes of the meeting held on 7th June 2016 were correctly recorded and they were adopted and signed by the Chairman.</p> <p>Cllr Mrs Z Dixon abstained from the vote</p> <p>QS022/16 – Matters Arising</p> <p>Minute Ref: QS0011 – A meeting took place on 18th October between Microshade MD Cllr Leadbetter & the Town Clerk. The Council was assured that the system was successfully functioning and there had been no other reported issues from other Councils. Microshade employees spent a day with the Office staff to witness any issues and investigate where errors may be occurring.</p> <p>Since this meeting issues have decreased although the Town Clerk reported that on Monday 21st the whole system went down for 2 hours. Microshade confirmed this was a national issue with their server network which they are now looking to replace.</p> <p>Minute Ref: QS016 – Members deferred the Citizen of the Year award</p>	



to this meeting. The Town Clerk confirmed that although not an agenda item listed this could be discussed under Agenda Item 10.

Minute Ref: QS0017 – The Committee Room still required improvements. Cllr Mrs J Bunt offered her assistance.

QS023/16 - Public Question time (10 minutes allocated)

No members of the public in attendance.

QS024/16 - To discuss and make recommendations on the Committee Terms of Reference, Aims and Objectives and Risk Assessments

No updates

QS025/16 - 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

The Business Plan for the next 4 years was based around the Gold Award. The current LCAS Action Plan is coloured coded. Green for completed, Amber for on going and Red for still requires attention. Clear deadlines have been created next to each task.

The draft Equality Diversity Policy & Communication Engagement Strategy Policy will be going to the F&P Meeting on the 28th November. The Town Clerk confirmed that the Training Policy was not yet ready to be taken to the committee.

Members asked The Town Clerk to circulate the Training Policy for comments as soon as possible.

More Community Engagement was required by the Council to enable them to reach Gold.

Members felt that after the F&P Meeting on 28th the Community Engagement Policy needed to be made public to receive feedback from residents.

Regular bulletins are a requirement to achieve the Gold Award. The Town Clerk would contact CALC to ask for a definition of what a bulletin could be.

Members felt they could work with the office to have updates added to the website regularly that would class as bulletins.

Members wished to note the on-going issue with the Town Council Noticeboards although they understand that T&L was looking into this.

A discussion was held around moving the December budget meeting to take place in the Church. Due to the operational constraints, members

Town Clerk

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<p>felt this year it was not the best option.</p> <p>Members felt that Budget & Business Plan Meeting would be a better-suited name.</p> <p>QS026/16 – Update and Recommend the Budget 2017/18</p> <p>Members discussed the budget at length.</p> <p>It was Proposed by Cllr C Leadbetter, seconded by Cllr Mrs J Bunt and RESOLVED unanimously to RECOMMEND to F&P the proposed budget and associated EMR movements for the 2017-18 Financial Year</p> <p>QS027/16 - To discuss and review the Town Council’s website and other social/digital media including particular attention to encouraging greater public engagement</p> <p>Members discussed this item. Members wished to delegate authority to the Working Party, working in conjunction with the office, to work on the website and social media. The Town Clerk would be sending out the new website link for to all members to review.</p> <p>QS028/16 – Review & make decisions on QS Priorities 2017-2018</p> <p>The Citizen of the Year Award required more engagement and involvement from the public. Further use of Social Media to ask for nominees would be beneficial. Cllr Mrs Z Dixon offered to look at creating a document that outlined how the award process should work.</p> <p>QS029/16 - To review and decide on Town Branding</p> <p>A note of thanks to the designer for his hard work that was completed free of charge. Members felt that it should be the decision of the new Council in 2017 to look at this further.</p> <p>QS030/16 - To discuss and decide on uploading Residents Association Meeting minutes on to Town Council Website</p> <p>Members discussed at length. It was felt that a page on the Town Council website should be created with links to the Residents Associations websites.</p> <p>Members felt that Councillors representing outside bodies should have their reports uploaded onto the website in a bulletin style.</p> <p>It was Proposed by Cllr C Leadbetter, seconded by Cllr K Towill and RESOLVED unanimously for Cllr C Leadbetter to email members reminding Councillors that attend outside bodies to produce a report that can be feedback at Full Council then uploaded onto the website.</p>	<p>F&P</p> <p>Town Clerk</p> <p>Cllr Z Dixon</p> <p>Cllr Leadbetter C</p>
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QS031/16 – To discuss and review the Crier Magazine production and debrief

Members explained that receiving the reports from Chairs was particularly difficult this year and did cause hold ups.

Thanks should be noted to Assistant to the Town Clerk and Cllr Mrs. J Bunt for their hard work to produce the Crier.

Cllr Mrs J Bunt offered to produce a document which highlights the positive and negatives of the Crier to assist with next year's production.

It was Proposed by Cllr C Leadbetter, seconded by Cllr Mrs J Bunt and **RESOLVED unanimously to change each Committee TOR to include they are required to input into the Annual Crier & Annual Report documents**

Cllr J Bunt**Town Clerk/All Committees****QS032/16 – Updates and decisions regarding the Town Criers Uniform**

It was Proposed by Cllr C Leadbetter, seconded by Cllr Mrs Z Dixon and **RESOLVED unanimously to delegate authority to the Town Clerk to procure a replacement uniform for the Town Crier up to the budget of £1500.**

Town Clerk**QS033/16 – Update and decisions regarding the Civic Regalia**

Members felt that the budget line for the Civic Regalia may need defining at the budget meetings.

QS034/16 – Updates and decisions on the Chamber & Committee Room

This item was deferred to the next meeting for discussion.

QS035/16 - Items for discussion (if appropriate)

No update.

QS036/16 - Date and time of next meeting

To be decided and would be held in the **Council Chamber**, Municipal Offices, Marcus Hill, Newquay

Meeting finished 11.25am

Signed: _____

Date: _____

Cllr C Leadbetter , Chairman

