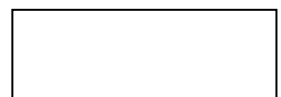


<p style="text-align: center;"><b>NEWQUAY TOWN COUNCIL Quality Status Committee</b></p>	<p style="text-align: center;"><b>Action</b></p>
<p>Minutes of the QS Committee Meeting held on Monday 16<sup>th</sup> January 2017 at 9.30am in the Council Chamber, Marcus Hill, Newquay.</p> <p>Present: Cllrs C Leadbetter, Mrs Z Dixon, Mrs J Bunt, Mrs R Craze</p> <p>Also In attendance:</p> <p>Mr Joe Piwecki (Deputy Town Clerk) and Miss Louise Sykes (Support Officer).</p> <p><b>QS001/17 - To receive and accept apologies for absence</b> Apologies received from Cllr J Rainbow. Cllr K Towill absent without apology</p> <p><b>QS002/17 - To receive Declarations of Interest and Dispensations</b> None</p> <p><b>QS003/17 - To approve the minutes of the meeting held on Thursday 24<sup>th</sup> November 2016</b></p> <p>It was Proposed by Cllr C Leadbetter, seconded by Cllr Mrs Z Dixon and <b>RESOLVED unanimously that the minutes of the meeting held on 24<sup>th</sup> November 2016 were correctly recorded and they were adopted and signed by the Chairman.</b></p> <p>Cllr Mrs R Craze abstained from the vote</p> <p><b>QS004/17 – Matters Arising</b></p> <p><b><u>Minutes Ref: - QS025/16 - To review and update the Council's current position regarding the LCAS Award Scheme:</u></b></p> <ul style="list-style-type: none"> <li>• An action for the Town Clerk was set to send out the Training Policy. This is still outstanding.</li> <li>• The Town Clerk was contacting CALC to find the definition of a bulletin. This is still outstanding.</li> <li>• Town Clerk to send out new website link to all</li> </ul> <p><b><u>Minutes Ref: - QS032/16 - Updates and decisions regarding the Town Criers Uniform:</u></b> The Town Crier was still suffering from on-going health issues. Members felt that it would be prudent to delay procurement action on replacing his uniform for the time being and that an update should be provided at the next Finance &amp; Policy Meeting.</p> <p><b>QS005/17 - Public Question time (10 minutes allocated)</b></p>	<p style="text-align: center;">Deputy Town Clerk Deputy Town Clerk Deputy Town Clerk</p> <p style="text-align: center;">Referral for F&amp;P</p>

<p>No members of the public were in attendance.</p> <p><b>QS006/17 - To discuss and make recommendations on the Committee Terms of Reference, Aims and Objectives and Risk Assessments</b></p> <p>Members felt that the same wording should be used in all Terms of Reference across the Council regarding the requirement for Committees to provide appropriate contributions to the Crier Magazine and Annual Report.</p> <p>It was Proposed by Cllr C Leadbetter, seconded by Cllr Mrs R Craze and <b>RESOLVED unanimously that the TOR changes to be made to Quality Status reflects the need for each Committee to provide a submission for the Crier Magazine and Annual Report. The final wording shall be clarified by the Office.</b></p> <p><b>QS007/17 - Update &amp; Decisions regarding the Citizen's Award</b></p> <p>Members received copies of the proposed Community Awards Scheme. Cllr Mrs R Craze highlighted some grammatical changes within the document. Cllr Z Dixon also felt that the Mayors Lifetime Achievement award required a name change.</p> <p>Members agreed to change this award to Mayors Award.</p> <p>Members discussed the age ranges for the Young Persons Award but concluded that up to 18 was the most appropriate but will re-evaluate after a year.</p> <p>Cllr C Leadbetter was asked to complete the final version with amendments made today&amp; circulate.</p> <p>It was Proposed by Cllr Mrs R Craze, Seconded by Cllr Mrs Z Dixon and <b>RESOLVED that the proposed new Town Council Community Award Scheme is referred to F&amp;P Committee</b></p> <p>Cllr Mrs Z Dixon will investigate a selection of contemporary awards for the winners.</p> <p>It was felt that a certificate to accompany the award is still appropriate.</p> <p>Members discussed the nomination process and proposed timeline for the Town Council Community Awards:</p> <ul style="list-style-type: none"> <li>• Wednesday 1<sup>st</sup> February the new award scheme is sent to Full Council for approval &amp; agreement subject to F&amp;P approval.</li> <li>• Wednesday 8<sup>th</sup> February the Scheme is publicised in the Newquay Voice &amp; across Social Media.</li> <li>• Wednesday 8th March the nominations are closed and invitations are sent out to the nominees to attend the Annual Town Meeting on 29<sup>th</sup> March. A RSVP is required from nominee's.</li> </ul>	<p><b>Deputy Town Clerk</b></p> <p><b>Deputy Town Clerk</b></p> <p><b>Cllr C Leadbetter</b></p> <p><b>F&amp;P Referral</b></p> <p><b>Cllr Z Dixon</b></p>
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<ul style="list-style-type: none"> <li>• QS Committee would meet on Thursday 9<sup>th</sup> March to decide the winner of each category.</li> <li>• The award is to be presented at the Annual Town Meeting Wednesday 29<sup>th</sup> March.</li> </ul> <p>Members felt that a new tab should be created on the website for the Community Award.</p> <p>Nomination Forms will be available for collection in the TIC as well as a cut out for the Newquay Voice &amp; a link placed on the Facebook page.</p> <p>The aspiration is to have the final vote completed by the public, but due to the time constraints it is unlikely to be possible this year, therefore the QS Members will complete this process.</p>	<p><b>Office</b></p>
<p>It was Proposed by Cllr Mrs R Craze, Seconded by Cllr C Leadbetter and <b>RESOLVED to spend up to £500 on the preparations for the Town Council Community Award.</b></p>	<p><b>Office</b></p>
<p><b>QS008/17 -To review and update the Council’s current position regarding the LCAS Award Scheme</b></p>	<p><b>Office</b></p>
<p><i>i. Decisions and appropriate actions to plan for the next levels of the award</i></p>	<p><b>Deputy Town Clerk</b></p>
<p>The Health &amp; Safety &amp; Equality Polices still requires uploading onto the website.</p>	<p><b>Office</b></p>
<p>At the last meeting the Town Clerk was investigating creating a survey to ask for public opinion on the Policy. The Deputy Town Clerk will liaise with the Town Clerk to see what stage this is at. Members wish to have this completed asap.</p>	<p><b>Office</b></p>
<p>A new tab/section is required on the website for bulletin &amp; updates.</p>	<p><b>Cllr Z Dixon &amp; Office</b></p>
<p>A new tab/section is required on the website that shows each Committee resolution for the year.</p>	<p><b>Office</b></p>
<p>Cllr Mrs Z Dixon will finish completing the list of resolutions for Full Council &amp; pass onto the Office to upload.</p>	<p><b>Town Clerk</b></p>
<p><i>ii. Business’ Plan</i></p>	<p><b>Office</b></p>
<p>The Business Plan has been adopted by Full Council. Members considered whether clause 3 of the Business Plan (Key Themes and Activities) could be used to populate Appendix 1 Action Plan. They wish the Town Clerk to relook at Business Plan especially from pages 14 onwards in the context of populating Appendix 1 Action Plan. However Members concluded that Appendix 1 would eventually list specific actions, persons responsible, priorities and timeframes</p>	<p><b>Office</b></p> <p><b>Deputy Town Clerk</b></p>
<p>The Deputy Town Clerk made notes of slight wording amendments suggested.</p>	<p><b>Office</b></p>



**QS009/17 – To discuss and review the Town Council’s website and other social/digital media including particular attention to encouraging greater public engagement**

Members wish to have a report on the current situation with the new website and the old. There is confusion as to where we are with the new site and what information is being posted to which sites. Members highlighted a number of anomalies.

Members also asked that the Deputy Town Clerk investigate Councillors having the ability to email from their respective @newquaycouncil emails rather than having to use personal address.

**QS010/17 – Review & make decisions on QS Projects and priorities 2017-2020**

No updates

**QS011/17 – To discuss and review the Crier Magazine**

Cllr Mrs J Bunt will provide a written report & circulate.

**QS012/17 – Updates and decisions regarding the Town Criers Uniform**

This item is to be carried forward.

**QS013/17 – Update and decisions regarding the Civic Regalia**

Members felt that the Cadets Cup & Mayors Board requires updating with the relevant names/information.

It was generally agreed that the Mayors Photographs in Room 11 would look more impressive being placed up the stairs and being encased in uniform frames.

The secondary Mayoral Chain has not been updated for some time with incumbents’ details. Although not an immediate cost/concern, but members discussed the idea of improving the look of the Deputy Mayor’s Ribbon by the addition of gold bars inscribed with the names of Deputy Mayors. Office to investigate.

It was Proposed by Cllr C Leadbetter Seconded by Cllr Mrs R Craze and **RESOLVED to extend the meeting by 10 minutes.**

It was Proposed by Cllr R Craze, Seconded by Cllr C Leadbetter and **RESOLVED to spend up to £500 to update the inscription on the Mayors Cadet Cup, add Mayors D Sleeman & C Leadbetter to the Mayors Board, reframe Mayors photographs in the Committee Room to make them uniform as well as cover the cost of producing previous Mayors Photographs.**

Cllr C Leadbetter will arrange for the previous Mayors to attend to have their photographs taken.

**QS014/17 – Updates and decisions on the Chamber & Committee Room**

Office

Cllr C Leadbetter

Cllr Mrs J Bunt is happy to arrange a clear up of the Committee Room.

**QS015/17 – Items for discussion (if appropriate)**

No updates

**QS016/17 – Date and time of next meeting**

The next meeting will be Thursday 9<sup>th</sup> March at 10am and would be held in the **Council Chamber**, Municipal Offices, Marcus Hill, Newquay

Meeting finished 12.10pm

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

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

Cllr C Leadbetter , Chairman

DRAFT

