



Ripley Town Council

6, Grosvenor Road, Ripley, DE5 3JF

Contact: Town Clerk - Jayne Simpson

Tel: 01773 513456

Email: townclerk@ripleytowncouncil.gov.uk



Date of Notice: May 9th 2023

May 16th 2023 ANNUAL MEETING OF RIPLEY TOWN COUNCIL

To: The Town Mayor and Members of Ripley Town Council

You are summoned to attend the Meeting of Ripley Town Council to be held at **7.00pm** on **May 16th 2023** in the Council Chamber, Town Hall, Market Place, Ripley.

Yours sincerely,

Jayne Simpson

Mrs. Jayne Simpson
Town Clerk and Responsible Finance Officer

AGENDA

1. To Elect a Town Mayor for the Ensuing Year.
2. The Town Mayor to sign a Declaration of Acceptance of Mayoral Office.
3. Vote of thanks to the Retiring Mayor and Presentation of Past Mayor's Medal to retiring Mayor.
4. To Elect a Deputy Town Mayor for the Ensuing Year.
5. The Deputy Town Mayor to sign a Declaration of Acceptance of Deputy Mayoral Office.
6. To Receive Apologies for Absence.
7. Variation of Order of Business - (if required)
8. Declaration of Members Interests.

(a) Members must ensure that they inform the Town Clerk of any Declarations of Interest at the latest 3 days prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or to stay in the meeting to must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item)

(b) Where a Member indicates that they have a Disclosable Pecuniary interest but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.

(c) The Declarations of Interests for matters other than Disclosable Pecuniary Interests, Members will be asked to confirm that the record is correct.

9. Public Speaking. – (10 Minutes)

(a) A period of not more than 10 minutes will be made available for members of the public and Members of the Council to comment on any matter.

(b) If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter.

(c) Members declaring an interest other than a Disclosable Pecuniary Interest who wish to make representations or give evidence under the National Association of Local Councils' (NALC) Code of Conduct shall do so at this stage.

10. To confirm the Non-Confidential Minutes of the Town Council's Monthly Meeting on April 18th 2023. (Previously circulated electronically)

11. To confirm the Non-Confidential Minutes of the Events Committee Meeting on May 2nd 2023 and accept any recommendations therein. (Previously circulated electronically)

12. To determine which items if any part of the Agenda should be taken with the public excluded.

If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms: - "In view of the confidential nature of items () to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item."

13. All Councillors to sign and to complete a "Members Interest Form". (Circulated to all Cllrs) - **to be completed and returned within 28 days** – this is a reminder to all Councillors to update their Members Interest Form and return it to the Monitoring Officer at Amber Valley Borough Council.

14. To adopt the following documents: (previously circulated electronically)

- I. **Standing Orders**
- II. **Financial Regulations**
- III. **Financial Risk Assessment**
- IV. **Code of Conduct**
- V. **Statement on Internal Controls**
- VI. **Freedom of Information Policy**
- VII. **Equality and Diversity Policy**
- VIII. **Disciplinary Procedure**
- IX. **Town Clerk Appraisal Form**
- X. **Staff Appraisal Form (not the clerk)**
- XI. **Carers and Dependants policy**
- XII. **Stress Policy**
- XIII. **Maternity Leave and Maternity Pay Policy**
- XIV. **Parental Leave Policy**
- XV. **Sickness and Pay Policy**
- XVI. **Display Screens Policy**
- XVII. **Health & Safety and Risk Assessment Policies**
- XVIII. **Training and Development Policy**
- XIX. **Social Media Policy**
- XX. **Grievance Policy**
- XXI. **GDPR Policy**
- XXII. **Council Owned Electronic Tablets Policy**

- XXIII. No Smoking Policy
- XXIV. Grit Bins Policy
- XXV. Vexatious Policy
- XXVI. Investment Policy
- XXVII. Environmental Policy
- XXVIII. Freedom of the Town
- XXIX. Pandemic Policy
- XXX. Grant Policy
- XXXI. Lone Working Policy *NEW*

15. To appoint the under mentioned Committees and cheque signatories: -

a) Planning Committee

[Six] Members from the controlling group and [two] from the opposing group.

Terms of Reference: To meet monthly to discuss Planning Applications for the township submitted to AVBC in the previous month. The Committee is mandated to submit responses on behalf of the Town Council to the Planning Authority in respect of all Planning Applications and associated matters.

b) Allotments Committee

Mayor, Deputy Mayor, Leader or Deputy Leader plus [one] from the controlling group and [two] from the opposing group.

Terms of Reference: To meet annually (or as otherwise agreed) to make recommendations to Full Council on management and supervision of Allotments and associated matters of the five allotment sites.

c) Financial Grants Panel

Mayor, Deputy Mayor plus [four] from the controlling group and [two] from the opposing group.

Terms of Reference: To meet yearly and as necessary to make recommendations to Full Council on the allocation of grants within the approved budget for the year. (Note this budget excludes £5k to Ripley Music Festival and £3k to Amber Sound FM, and £750 to each of the Ambergate, Butterley and Marehay Cricket Clubs, the Ripley Town Football Club).

d) Certificate of Merit Committee

Mayor, Deputy Mayor plus [one] from the controlling group and [one] from the opposing group plus [one] independent person.

Terms of Reference: To make recommendations to Full Council regarding the Annual Certificate of Merit winner(s), having considered the nominations submitted following the public advertisement.

e) Events Committee

[Six] Members from the controlling group and [two] from the opposing group.

Terms of Reference: To meet monthly (or as otherwise agreed) to monitor and manage all arrangements for events organised by the Town Council.

f) Finance and Management Committee

[Six] members from the controlling group and [two] from the opposing group.

Terms of Reference: To meet monthly (or as otherwise agreed) to manage all financial and administrative matters on behalf of the Town Council, including the placing of contracts up to a value of £5,000.00, the monitoring of income and expenditure and to make recommendations for budget / precept setting.

g) Cheque Signatories

Signatories for cheque signing which the mandate consists of any two Cllrs (from the signatories list) plus the Clerk – Councillors to sign the bank mandates.

h) Employment Committee

[Five] members of the controlling group and [two] from the opposing group.

Terms of Reference: To meet monthly (or as otherwise agreed) to monitor and manage all employment matters on behalf of the Town Council including policies, procedures and performance.

i) Environment & Regeneration Committee

[Six] members of the controlling group and [two] from the opposing group.

Terms of Reference: To meet monthly (or as otherwise agreed) to help develop good environmental policies and practices throughout the Township, and to make recommendations to Full Council about its own environmental policies and practices.

j) Heritage Committee

[Six] Members from the controlling group and [two] from the opposing group.

Terms of Reference: To meet every three months to discuss heritage of the township and make recommendations to Full Council.

k) To Appoint Representatives to outside bodies:

- Derbyshire Association of Local Councils Executive Committee
- Ripley and District Heritage Trust
- Ripley and District Town Twinning Association
- Waingroves Community Association
- Heage Windmill Society
- Amber Valley Access
- Police Parish / Town Liaison meetings
- William Holmes Court Almshouses and the Ernest Joseph Ellis Fermor Charity
- Amber Valley Parish Liaison Committee
- Derwent Valley Mills Partnership
- Derwent Valley Line Community Rail Partnership
- Ripley Town Centre Traders Forum
- Butterley Ironworks Trust
- Law Centre – to nominate a representative to their Management Committee

16. 2023 / 2024 Meeting Dates – (previously circulated electronically)

17. To agree the Internal Auditor for 2023/2024.

18. Town Clerk announcements:

a) Warm Wednesday income and expenditure

b) Meeting of the Custodians of the Ripley Recreation Ground Charity, 6pm on Tuesday 6th June 2023 at Greenwich Community Sports Hub.

c) Reminder about the Councillor Code of Conduct training at 6.15pm on Tuesday 6th June 2023 at Greenwich Community Sports Hub.

d) Importance of Councillor attendance at Council meetings.

e) Update regarding the Caretaker for Greenwich Community Sports Hub.

19. To receive the Annual District Impact Report from Citizen's Advice Derbyshire (previously circulated)

20. Appoint Managing Trustees to the Ripley Recreation Ground Charity.

21. Neighbourhood Plan review update

22. Planning Applications – previously circulated

23. Exclusion of the Press and Public

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the Meeting due to the confidential nature of the business to be transacted.

24. Meeting Closure

Date for the Next Full Council Annual Meeting June 20th 2023 at 7.00 pm.

RIPLEY TOWN COUNCIL

BHIB AWARD WINNER FOR DERBYSHIRE COUNCIL OF THE YEAR 2020

BHIB AWARD WINNER FOR DERBYSHIRE COUNCIL OF THE YEAR 2018

BHIB HIGHLY COMMENDED WINNER FOR DERBYSHIRE COUNCIL OF THE YEAR 2019