



Date of Notice: 14<sup>th</sup> May 2024

## May 21<sup>st</sup> 2024 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 21<sup>st</sup> 2024** 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.
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 16<sup>th</sup> 2024.** (Previously circulated electronically)
11. **To confirm the Non-Confidential Minutes of the Planning Committee Meeting on April 19<sup>th</sup> 2024 and accept any recommendations therein.** (Previously circulated electronically)
12. **To confirm the Non-Confidential Minutes of the Heritage Committee Meeting on April 26<sup>th</sup> 2024 and accept any recommendations therein.** (Previously circulated electronically)
13. **To confirm the Non-Confidential Minutes of the Planning Committee Meeting on May 10<sup>th</sup> 2024 and accept any recommendations therein.** (Previously circulated electronically)
14. **To confirm the Non-Confidential Minutes of the Environment and Regeneration Committee Meeting on May 10<sup>th</sup> 2024 and accept any recommendations therein.** (Previously circulated electronically)
15. **To confirm the Non-Confidential Minutes of the Finance and Management Committee Meeting on May 16<sup>th</sup> 2024 and accept any recommendations therein.** (Previously circulated electronically)
16. **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."
17. **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.
18. **To adopt the following documents:** (previously circulated electronically)
  - I. **RTC01 Standing Orders**
  - II. **RTC02 Financial Regulations**
  - III. **RTC03 Financial Risk Assessment**
  - IV. **RTC04 Code of Conduct**
  - V. **RTC05 Statement on Internal Controls**
  - VI. **RTC06 Freedom of Information Policy**
  - VII. **RTC07 Equality and Diversity Policy**
  - VIII. **RTC08 Disciplinary Procedure**
  - IX. **RTC09 Town Clerk Appraisal Form**
  - X. **RTC10 Staff Appraisal Form (not the clerk)**
  - XI. **RTC11 Carers and Dependants policy**
  - XII. **RTC12 Stress Policy**
  - XIII. **RTC13 Maternity Leave and Maternity Pay Policy**
  - XIV. **RTC14 Parental Leave Policy**
  - XV. **RTC15 Sickness and Pay Policy**

- XVI. RTC16 Display Screens Policy
- XVII. RTC17 Health & Safety and Risk Assessment Policies
- XVIII. RTC18 Training and Development Policy
- XIX. RTC19 Social Media Policy
- XX. RTC20 Grievance Policy
- XXI. RTC21 GDPR Policy
- XXII. RTC22 Council Owned Electronic Tablets Policy
- XXIII. RTC23 No Smoking Policy
- XXIV. RTC24 Grit Bins Policy
- XXV. RTC25 Vexatious Policy
- XXVI. RTC26 Investment Policy
- XXVII. RTC27 Environmental Policy
- XXVIII. RTC28 Freedom of the Town
- XXIX. RTC29 Pandemic Policy
- XXX. RTC30 Action Plan / Vision 2024-2027
- XXXI. RTC31 Armed Forces Covenant
- XXXII. RTC32 Car Usage Policy
- XXXIII. RTC33 Child Protection and Vulnerable Adults Policy
- XXXIV. RTC34 Community Engagement Policy
- XXXV. RTC35 Grant Policy
- XXXVI. RTC36 Complaints Policy
- XXXVII. RTC37 Consent Form for holding personal data
- XXXVIII. RTC38 Co-option Policy
- XXXIX. RTC39 Data Breach Plan
- XL. RTC40 Data Privacy Notice
- XLI. RTC41 Dispensation Policy
- XLII. RTC42 Document Retention and Disposal Policy
- XLIII. RTC43 Emergency Plan
- XLIV. RTC44 IT and Internet Policy
- XLV. RTC45 Press and Media Policy
- XLVI. RTC46 Risk Management
- XLVII. RTC47 Gift and Hospitality Policy
- XLVIII. RTC48 Volunteer Policy
- XLIX. RTC49 Lone Working Policy

19. Discuss creating a new committee for Ripley Town Council called the Policy and Management Committee with the purpose of developing, monitoring, co-ordinating, and managing the delivery of the policies of the council.

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

a) Policy and Management Committee

To be chaired by the Leader of the controlling group plus members who are Chairs of the Council's other standing committees, including the Mayor, Deputy Mayor, and the Leader from the opposing group.

**Terms of Reference:** To meet monthly to make recommendations to full council regarding the development, monitoring, coordinating and management of the delivery of the council's policies.

**b) Planning Committee**

[Six] Members from the controlling group and [one] 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.

**c) Allotments Committee**

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

**d) Financial Grants Panel**

Mayor, Deputy Mayor plus [four] from the controlling group and [one] 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).

**e) 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.

**f) Events Committee**

[Six] Members from the controlling group and [one] 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.

**g) Finance Committee**

[Six] members from the controlling group and [one] 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.

**h) Employment Committee**

[Five] members of the controlling group and [one] 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 [one] 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 [one] 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) Cheque Signatories**

Signatories for cheque signing which the mandate consists of one Councillor (from the signatories list) plus the Clerk.

## **l) 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 Almshouses
- Amber Valley Parish Liaison Committee
- Derwent Valley Mills Partnership
- Derwent Valley Line Community Rail Partnership
- Ripley Town Centre Traders Forum
- Butterley Ironworks Trust
- Derbyshire Law Centre

**21. 2024 / 2025 Meeting Dates** – (previously circulated electronically)

**22. Internal Audit Report and to sign the completed AGAR External Audit Form** (both previously circulated).

**23. To agree the Internal Auditor for 2024/2025.**

**24. Town Clerk announcements:**

a) Ripley Spring Market update

b) Ripley Well Dressing update

**25. Update on Ripley Town Council office move from 6, Grosvenor Road to Ripley Town Hall.**

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

**27. Planning Applications** – previously circulated

**28. 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.

**29. Meeting Closure**

**Date for the Next Full Council Meeting June 18<sup>th</sup> 2024 at 7.00pm.**

**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 & 2023**