



## Ripley Town Council

6 Grosvenor Road  
Ripley DE5 3JF

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8<sup>th</sup> June 2021

### **June 15<sup>th</sup> 2021 MONTHLY 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 **June 15<sup>th</sup> 2021** in the Council Chamber, Town Hall, Market Place, Ripley.

#### **Procedures for attending the meeting: as per Appendix A**

Yours sincerely,

*Linda McCormick*

Linda McCormick  
Town Clerk

**Prior to the start of the meeting all new Councillors are to read, together, their Acceptance of Office.**

#### **AGENDA**

##### **1. To Receive Apologies for Absence**

##### **2. Variation of Order of Business - (if required)**

##### **3. 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.**

##### **4. 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.

5. **To confirm the Non-Confidential Minutes of the Town Council's Annual Meeting May 4<sup>th</sup> 2021** (previously circulated electronically)
6. **To confirm the Non-Confidential Minutes of the Town Council's Planning Committee Meeting May 21<sup>st</sup> 2021 and accept any resolutions and recommendations therein** (previously circulated electronically)
7. **To confirm the Non-Confidential Minutes of the Financial Grant Committee Meeting May 28<sup>th</sup> 2021 and accept any resolutions and recommendations therein** (previously circulated electronically)
8. **To confirm the Non-Confidential Minutes of the Heritage Committee Meeting June 8<sup>th</sup> 2021 and accept any resolutions and recommendations therein**
9. **To confirm the Non-Confidential Minutes of the Finance & Management Committee meeting on June 11<sup>th</sup> 2021 and accept any resolutions and recommendations therein.** (As previously circulated)
10. **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 item ( ) 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."
11. **Clerk's Report:**
  - a) **Reminder to All Cllrs to Complete the Register / Declaration of Members Interest Form and Send to AVBC Monitoring Officer**
  - b) **Information from AVBC Regarding the Removal of Public Telephone Boxes**
12. **To adopt the following documents:** (previously circulated electronically)
  - xxx. **Action Plan 2021 - 2022**
  - xxxi. **Armed Forces Covenant**
  - xxxii. **Car Usage Policy**
  - xxxiii. **Child Protection and vulnerability Policy**
  - xxxiv. **Community engagement Policy**
  - xxxv. **Community Grants Policy**
  - xxxvi. **Complaints policy**
  - xxxvii. **Consent Form for Holding Personal Data**
  - xxxviii. **Co-option Policy**
  - xxxix. **Data Breach Plan**
  - xl. **Data Privacy Notice**
  - xli. **Dispensation Policy**
  - xlii. **Document Retention and Disposal Policy**

- xliii. **Emergency Plan Policy**
- xliv. **IT and Internet Policy**
- xlv. **Press and Media Policy**
- xlvi. **Risk Management Plan**

**13. To Appoint Additional Members to the under mentioned Committees: -**

- a) **Planning Committee** – Cllrs: S Freeborn (Chair), Ms L Cox, I Fisher, T Holmes, N Weaving and D Williams

Add (add Cllrs M Wilson and M Allwood, remove Cllr I Fisher) 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 Cllr R Emmas-Williams (Chair), Deputy Mayor Cllr N Weaving, (I Fisher or S Freeborn) and T Holmes

Add 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 Cllr R Emmas-Williams (Chair), Deputy Mayor Cllr N Weaving, Cllrs. J Gregory, T Holmes, P Lobley and D Williams

Add two members 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 £3k to both the Ripley Music Festival and Amber Sound, and £750 to each of the Ambergate, Butterley and Marehay Cricket Clubs, the Ripley Town Football Club and the Greenwich Park Sports Partnership).

- d) **Certificate of Merit Committee** – Mayor Cllr R Emmas-Williams (Chair), Deputy Mayor Cllr N Weaving, Cllr P Lobley

Add one from the opposing group plus one independent person TBA.

**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** – Cllrs: Mrs J Gregory (Chair), Ms L Cox, R Emmas-Williams, I Fisher, T Holmes and N Weaving

Add 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** – Cllrs: I Fisher (Chair), Ms L Cox, S Freeborn, T Holmes, P Lobley and N Weaving

Add 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) Employment Committee** – Cllrs: P Lobley (Chair), M Allwood, I fisher, M Wilson and Mrs C Worth

Add 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.

**h) Environment Committee** – Cllrs D Williams (Chair), M Allwood, R Emmas-Williams, S Freeborn and N Weaving

Add 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.

**i) Heritage Committee** – Cllrs: Mrs C Worth (Chair), R Emmas-Williams, I Fisher, S Freeborn, N Weaving and D Williams

Add 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

#### **14. To Appoint Additional Representatives to outside bodies:**

- Ripley and District Town Twinning Association – Add Cllr M Jones
- Amber Valley Parish Liaison Committee – Add Cllr M Allwood

#### **15. Butterley Ironworks trust - update**

#### **16. Discuss Possible Yellow No Parking Lines for Jessop Street Waingroves (Cllr D Williams)**

#### **17. Planning Applications – previously circulated**

#### **18. 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.

#### **19. Meeting Closure**

**Date for the Next Full Council Monthly Meeting July 20th 2021 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**

## **APPENDIX A**



**Ripley Town Council**

### **Full Council meetings**

#### **AVBC Chamber Meeting room procedure – COVID-19**

Should you wish to attend a Ripley Town Council Full Council meeting, we ask that you adhere to the following guidelines to ensure we have a safe meeting:

**DO NOT ATTEND THE MEETING IF YOU ARE DISPLAYING COVID-19 SYMPTOMS**

#### **1. Staggered arrival**

To minimise high volume corridor use with members, staff and members of the public all arriving at the same time, we ask that:

##### Group meetings (Labour)

Members arrive 6pm and take their seat where they will remain until the end of the Full Council meeting. Please follow the guidelines below regarding entering the room and cleaning down the area you will be seated in.

This meeting must end no later than 6.45pm to allow others to enter the room.

##### Staff and Conservative group arrival

At 6.45pm in the Council Chamber

##### Members of the Public

Arrive in the Council Chamber at 6.55pm

#### **2. Upon arrival at the Barrel Vault at the Town Hall**

- **DO NOT congregate** at the entrance and wait for others to arrive. Please arrive at your designated time and come straight in.
- **DO NOT smoke** at the entrance, please stand away from the building to do this and ensure you observe social distancing advice.
- **YOU MUST WEAR A FACE COVERING (MASK OR SHIELD) INSIDE THE TOWN HALL. IF YOU ARE EXEMPT FROM WEARING A MASK, PLEASE WEAR A FACE SHIELD. THIS IS FOR YOUR OWN PROTECTION AND THAT OF OTHERS.**
- **SANITISE YOUR HANDS** with the hand sanitiser provided.
- You can access the Chamber either via the lift (only one person in the list at once) or via the staircase.

#### **3. Lift use**

- Lifts are single use only.
- Stand well back from the door when waiting for the lift.

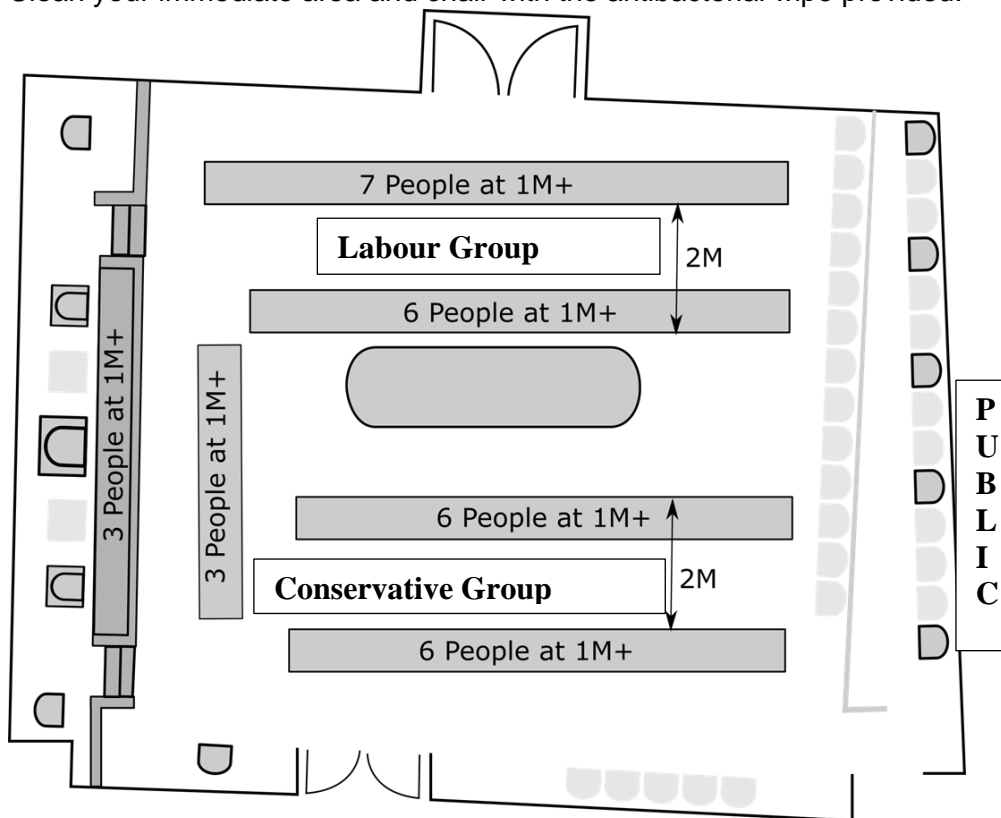
- Use an object (e.g. pen or key) to press the lift buttons.
- If you touch lift buttons, wash or sanitise afterwards.

#### 4. Upon arrival at the Chamber

- Only use the door marked ENTRY to go in (this door is the entrance closest to where members of the public sit).
- Please sanitise your hands again.
- Take some antibacterial wipes to wipe down your desk area and chair before you sit down.

#### 5. Seating arrangements

- We will be observing 1 metre social distancing. This allows 39 people in the Chamber at one time.
- The seating arrangements have swapped, to allow space for more members to sit, one metre apart.
- Please fill the row from one end to the other. Do not sit halfway down an empty row which means that others have to pass by you. You will not have your name card in front of the desk. Please sit in a vacant chair and remain seated until the meeting has ended.
- The Labour group will sit on the far side near the front of the building and the Conservative group will sit opposite (where the Labour group sat in the past).
- Clean your immediate area and chair with the antibacterial wipe provided.



**Council Chamber 1M+ Layout Plan**  
39 People

#### 6. Toilet

- Should you need to go to the toilet, please exit the room via the door with 'Exit' marked on it.

- Face coverings must still be worn.
- Only one person at a time is allowed in each of the male and female toilets.
- Please ensure you wash your hands with soap.
- Sanitise your hands upon entering the Chamber again, using the door marked 'entry'.

## **7. Ventilation**

- Windows and door will be open throughout the meeting, so wrap up warm in case it's a little chilly.

## **8. Refreshments**

- No water carafe use. Instead, glasses will be prefilled with water, or you can bring your own bottle of water (no other drinks permitted in the Chamber) and must be taken away with you.

## **9. Members of the Public**

- No more than 5 members of the public are permitted into the Chamber. They must also observe the 1m social distancing and wear a face mask or face shield. They will not be permitted into the Chamber without one.
- Must let the Clerk know in advance of the meeting of their attendance so we can ensure we are not oversubscribed due to limited numbers.
- Their name and contact details will be recorded for track and trace purposes.
- Should a member of the public wish to make a statement or ask a question, but not want to attend the meeting, they can submit it writing to the Clerk before the meeting. Usual protocol will be observed where the Council are not able to make a decision during Public Speaking, but a matter can be referred to the following meeting as an agenda item for discussion.

## **10. Dais area (top table)**

- The Mayor, Deputy Mayor, Clerk and Deputy Clerk will be sat in the Dais area, all 1m apart.
- Do not approach this area before or after the meeting unless you observe 1m social distancing. If you have an enquiry for either the Clerk, Deputy Clerk or Mayor, please email them after the meeting.

## **11. Personal items**

- Bring your own writing implement.
- Bring your RTC tablet with you, if you use it or printed paperwork. You must take papers back home with you to dispose of. Do not leave them in the Chamber.

## **12. End of the meeting / Exiting the Chamber**

- Please obtain a new wipe to wipe down your desk and seat at the end of the meeting with the antibacterial wipes provided.
- Each row of seats will be dismissed in turn by the Mayor. Members of the Public will leave first.
- Please exit through the door marked 'exit' (down by the Dais area)
- Able bodied people, please use the stairs. Disabled and infirm people, please use the lift (as per the guidance above).
- Ensure you keep to the 1m social distancing rule as you make your way out of the Town Hall.
- Sanitise your hands on the way out of the building.
- Please do not congregate outside the entrance / exit. If you wish to speak to others or smoke, please do so elsewhere.

## **13. In case of an emergency**

The Mayor will go through the emergency procedure at the start of the meeting. However, should there be an emergency, e.g. a fire, the social distancing rules set out and the specified entry and exit doors, do not apply.

**Thank you for your cooperation.**