



Ripley Town Council

6 Grosvenor Road
Ripley DE5 3JF

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Date of Notice: May 10th 2022

May 17th 2022 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 17th 2022** in the Council Chamber, Town Hall, Market Place, Ripley.

Yours sincerely,

Linda McCormick

Linda McCormick
Town Clerk

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 19th 2022 (previously circulated electronically)

11. To confirm the Non-Confidential Minutes of the Planning Committee Meeting on April 29th 2022 and accept any resolutions and recommendations therein (previously circulated electronically)

12. To confirm the Non-Confidential Minutes of the Events Committee Meeting on May 3rd 2022 and accept any recommendations therein (previously circulated electronically)

13. To confirm the Non-Confidential Finance and Management Committee Meeting on May 13th 2022 and accept and resolutions and recommendations therein (previously circulated electronically)

14. 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 (31 & 32)** 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."

15. 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.

16. 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**

17. 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 £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, 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 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
- Greenwich Park Sports Partnership Trust

18. 2022 / 2023 Meeting Dates – (previously circulated electronically)

19. Internal Audit Report Circulated and Completed AGAR External Audit Form to sign.

20. To agree the Internal Auditor for 2022/2023

21. Town Clerk announcements:

a) Retirement of current Clerk

b) Welcome to the new Town Clerk

22. To receive the Annual District Impact Report from Citizen's Advice Derbyshire

23. Discuss a Grant for the Ripley Recreation Ground Charity

- 24. Restate the policy for Grit Bins**
- 25. Neighbourhood Plan review update**
- 26. Discuss the installation of heritage plaques on historical buildings within the Ripley Township - Councillors to suggest locations.**
- 27. Discuss Funding Support for Heage Windmill**
- 28. Discuss Open Space Land at Cromford View and Maintenance Support**
- 29. Planning Applications – previously circulated**
- 30. 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.
- 31. Discuss the amount wanted for the Open Space Land at Cromford View and Maintenance Support**
- 32. Discuss the grant amount for the Ripley Recreation Ground Charity**
- 33. Meeting Closure**

Date for the Next Full Council Annual Meeting June 21st 2022 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**