



Ripley Town Council

6 Grosvenor Road
Ripley DE5 3JF

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MINUTES OF MAY 21st 2019 ANNUAL MEETING OF RIPLEY TOWN COUNCIL held at **7.00pm** in the Council Chamber, Town Hall, Ripley

Attendees; Cllr T. Holmes (Chair), and Cllrs R.P. Ashton, A. Bridge, S.D. Carter, Ms L.D. Cox, C. Cutting, R. Emmas-Williams, I. Fisher, S.D. Freeborn, Mrs M. Gascoigne, Mrs J.H. Gregory, Mrs C. Manterfield, P. Moss, N. Weaving, D.A. Williams, M.C.Wilson and C. Worth.

Members of the Public –15

L. McCormick (Town Clerk), H. Curzon (Deputy Town Clerk)

- 210519/1 To elect a Town Mayor for the ensuing year.**
RESOLVED that Cllr Tony Holmes be elected as Town Mayor.
- 210519/2 The Town Mayor to take and sign a Declaration of Acceptance of Office.**
RESOLVED Cllr Tony Holmes signed and read the declaration.
- 210519/3 Vote of thanks to the retiring Mayor and presentation of Past Myor's Medal to retiring Mayor.**
NOTED a vote of thanks was given by Cllr Ashton and Cllr Fisher to Cllr Loblely, the retiring Mayor.
- 210519/4 To elect a Deputy Town Mayor for the ensuing year.**
RESOLVED Cllr R Emmas-Williams be elected as Deputy Mayor.
- 210519/5 The Deputy Town Mayor to sign a Declaration of Acceptance of Deputy Mayoral Office.**
RESOLVED Cllr R Emmas-Williams signed and read the declaration.
- 210519/6 All Councillors to complete a contact details information form**
NOTED all Councillors to sign and return the form to the Town Clerk.
- 210519/7 To receive apologies for absence**
Apologies for absence were received from Cllrs Boles, Jones and Saunders.
- 210519/8 Variation of Order of Business**
None
- 210519/9 Declaration of Members Interests:**
None
- 210519/10 Public speaking**
A member of the public congratulated Ripley Town Council on the success of the Ripley Wool Bombing Project and thanked everyone involved.
- A member of the public thanked Cllr Paul Loblely for his term as Mayor of Ripley and

welcomed the new Mayor, Cllr Tony Holmes. They also thanked all involved in preparing the report supporting the Green Belt fight. They said they hoped Ripley Town Council continue to support this.

- 210519/11 To confirm the Non-Confidential Minutes of the Town Council’s Monthly Meeting April 17th 2019**
RESOLVED to sign the minutes as a true and accurate record.
- 210519/12 To determine which items if any part of the Agenda should be taken with the public excluded.**
None
- 210519/13 All Councillors to sign and to complete a “Members Interest Form” – to be completed and returned within 28 days**
NOTED
- 210519/14 To adopt the following documents: (previously circulated)**
- 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**

RESOLVED to adopt the policies 'on block' due to there being no changes and to review the policies by exception in the future – i.e. if changes are being proposed.

210519/15 To appoint the under mentioned Sub-Committees and cheque signatories: -
RESOLVED that the Committees are as below and Cllr R Aston to inform the Clerk of the opposing group members to each Committee.

a) Planning Committee

Cllrs: S D Freeborn (Chair), D Williams, Ms L Cox, T Holmes, A Bridge, N. Weaving and two from the opposing group TBA.

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 (Chair), Deputy Mayor, Leader or Deputy Leader, Cllr Bridge and two from the opposing group TBA

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

c) Financial Grants Panel

Mayor, Deputy Mayor, Cllrs: C Cutting, M Gascoigne, J Gregory, D Williams and two from the opposing group.

Terms of Reference: To meet annually (or as otherwise agreed) 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, Cllr Lobley, and one from the opposing group TBA plus Mr Tony England as an independent person

Terms of Reference: To make recommendations to Full Council regarding the Annual Certificate of Merit winner, having considered the nominations submitted following the public advertisement
RESOLVED Clerk to see if Mr Tony England wants to continue on the Committee

e) Events Committee

Cllrs: Mrs J Gregory (Chair), A Bridge, C Cutting T Holmes, R Emmas-Williams, I Fisher and two from the opposing group TBA

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 and Management Committee

Cllrs: I Fisher (Chair), P Boles, L Cox, S D Freeborn, P Lobley, N Weaving and two from the opposing group TBA

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) Cheque Signatories

RESOLVED signatories as currently together with all members of the Finance and Management Committee.

New: Cllrs. Bridge, Ashton, Lobley, Fisher, Freeborn, Weaving, Emmas-Williams.

i) Employment Committee

Cllrs: P Lobley (Chair), I Fisher, M Wilson, C Worth, C Cutting and one from the opposing group TBA

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.

j) Environment Committee

Cllrs: N Weaving (Chair), P Boles, S Freeborn, M Gascoigne, D Williams, C Worth 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.

k) Heritage Committee

Cllrs: Worth (Chair), D Williams, R Emmas-Williams, A Bridge, N Weaving, I Fisher and two from the opposing group

Terms of Reference: To meet three monthly to discuss heritage of the Township and make recommendations to Full Council.

NOTED that this new committee is a step forward in pulling together a full social, sporting, heritage and historical overview of the Township. It will encourage tourism to the area and a Town Guide will be produced.

l) To Appoint Representatives to outside bodies:

- Derbyshire Association of Local Councils Executive Committee – Cllrs: L Cox, T Holmes and P Boles.
- Ripley and District Heritage Trust - Cllr A Bridge
- Ripley and District Town Twinning Association – Cllr A Bridge
- Waingroves Community Association – Cllr D A Williams
- Heage Windmill Society – Cllr N Weaving
- Amber Valley Access – Cllr S Freeborn
- Police Parish / Town Liaison meetings – Cllr A Bridge
- William Holmes Court Almshouses and the Ernest Joseph Ellis Fermor Charity – Cllr R Emmas-Williams and Cllr I Fisher until 2022.
- Amber Valley Parish Liaison Committee – Cllrs Mrs C Worth and Mrs P. Boles
- Derwent Valley Mills Partnership – Cllr Mrs M. Gascoigne
- Derwent Valley Line Community Rail Partnership – Cllr Mrs C. Worth
- Ripley Chamber of Trade – Cllr R Emmas-Williams
- Law Centre – Cllr Wilson
- Greenwich Park Sports Partnership Trust – Cllr R Emmas-Williams

- 210519/16 Arrange Meeting Date for Financial Grants Committee**
RESOLVED Clerk to contact Financial Grants Committee members to arrange a suitable date.
- 210519/17 2019/ 2020 Meeting Dates**
NOTED
- 210519/18 Internal Audit Report circulated and Completed Audit Form to sign.**
RESOLVED that the Chair & RFO sign the audit report and that it will be available for public inspection for 30 working days.
- 210519/19 GDPR – all Councillors to use the .gov.uk email address and electronic tablet given to each Cllr for all documents and correspondence.**
The Clerk reported that all Councillors are to use their .gov email address and electronic tablet for meetings, going forward. Cllr Gregory asked that a step by step user guide for the tablet, be available for all Councillors.
NOTED
- 210519/20 To Confirm and Agree Financial Payments for May 2019**
RESOLVED to confirm and agree the financial payments for May 2019.
- 210519/21 Planning Applications**
None
- 210519/22 Ripley Neighbourhood Plan Review – suggested consultation process**
Cllr Freeborn reported that there is still more work to do on the Review and there is a meeting scheduled with the Consultants. The summary of changes are to be described in the review. The document will be available online and on social media. Ripley Town Council will contact all the organisations in Ripley and circulate the review document to active developers in the area. Public meetings around the Township with a display, will be arranged.
- 210519/23 Items for the Information Folder**
CPRE Spring 2019 Newsletter and Countryside Voice magazine.
NOTED
- 210519/24 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.
NONE
- 210519/25 Meeting closed at 7.30pm**
Date for the next monthly meeting June 18th 2019 at 7.00pm

RIPLEY TOWN COUNCIL
BHIB AWARD WINNER FOR DERBYSHIRE COUNCIL OF THE YEAR