



MINUTES of ANNUAL MEETING OF RIPLEY TOWN COUNCIL

held at 7.00pm on Tuesday 16th May 2023 in the Council Chamber,
Town Hall, Market Place, Ripley.

In Attendance: Cllrs M Allwood, R Ashton, Mrs A Burslem, S Carter, Miss L Cox, R Emmas-Williams, S Freeborn, M Hawkins, T Holmes, M Jones, P Lobley BEM (Chair), P Moss, A Nicholls, Mrs K Somers, K Smith, Mrs A Ward, N Weaving, Mrs P Weaving, D Williams and M Wilson.

Also: 7 members of public.

Plus: Jayne Simpson - Town Clerk, Hannah Curzon – Deputy Clerk and Fiona Barrett – Admin Assistant.

AGENDA

160523/1. To Elect a Town Mayor for the Ensuing Year.

RESOLVED Cllr Paul Lobley BEM elected as Town Mayor for the ensuing year.

160523/2. The Town Mayor to sign a Declaration of Acceptance of Mayoral Office.

RESOLVED Cllr Paul Lobley BEM signed and read the declaration.

160523/3. Vote of thanks to the Retiring Mayor and Presentation of Past Mayor's Medal to retiring Mayor.

NOTED a vote of thanks was given by Cllr Lobley BEM to Cllr N Weaving, the retiring Mayor.

160523/4. To Elect a Deputy Town Mayor for the Ensuing Year.

RESOLVED Cllr Cox be elected as Deputy Mayor.

160523/5. The Deputy Town Mayor to sign a Declaration of Acceptance of Deputy Mayoral Office.

RESOLVED Cllr Cox signed and read the declaration.

160523/6. To Receive Apologies for Absence.

Apologies were received from Cllr Bailey.

160523/7. Variation of Order of Business.

None

160523/8. Declaration of Members Interests.

None

160523/9. Public Speaking

Cllr Ashton expressed his gratitude for the spectacular King's Coronation Service and the superb concert the day after in Windsor.

160523/10. To confirm the Non-Confidential Minutes of the Town Council's Monthly Meeting on April 18th 2023.

RESOLVED to confirm and agree to sign the minutes as a true and accurate record.

160523/11. To confirm the Non-Confidential Minutes of the Events Committee Meeting on May 2nd 2023 and accept any recommendations therein.

RESOLVED to confirm and agree to sign the minutes as a true and accurate record and accept the recommendations.

160523/12. To determine which items if any part of the Agenda should be taken with the public excluded.

None

160523/13. 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.

NOTED

160523/14. 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***

RESOLVED to adopt the current policies (I to XXXI) ‘on block’ due to there being no changes and to adopt the new policy (Lone Working Policy) which ensures the health and safety of lone working members of Ripley Town Council staff.

160523/15. To appoint the under mentioned Committees and cheque signatories:

RESOLVED that the number of Councillors of the Committees change and that the Committees are as below, plus the opposing group to inform the Clerk of their representatives as soon as possible so an update can be given at the June 2023 Full Council meeting:

a) Planning Committee

Cllr Freeborn (Chair) and Cllrs Somers, Smith, Holmes, Cox, Williams, Ward and N Weaving plus 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.

b) Allotments Committee

Cllr Lobley BEM (Chair), Cllrs Bailey, Cox, Freeborn OR Allwood plus 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.

c) Financial Grants Panel

Cllr Lobley BEM (Chair), Cllrs Bailey, Cox, Holmes, Jones and P Weaving, plus 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).

d) Certificate of Merit Committee

Cllr Lobley BEM (Chair), Cllrs Cox, Jones, Somers, plus one from the opposing group and an 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

Cllr Holmes (Chair), Cllrs Bailey, Burslem, Hawkins, Nicholls, P Weaving, Wilson plus 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.

f) Finance and Management Committee

Cllr Lobley BEM (Chair), Cllrs Allwood, Cox, Freeborn, Holmes, N Weaving, Williams plus 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.

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

Cllr Wilson (Chair), Cllrs Allwood, Freeborn, Lobley, Smith plus 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

Cllr Allwood (Chair), Cllrs Emmas-Williams, Freeborn, Hawkins, Somers, P Weaving, Williams plus 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

Cllr Emmas-Williams (Chair), Cllrs Burslem, Freeborn, Hawkins, Smith, N Weaving, Williams plus 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) To Appoint Representatives to outside bodies:

- Derbyshire Association of Local Councils Executive Committee – Cllr Holmes & Cllr Cox
- Ripley and District Heritage Trust – Cllr Emmas-Williams
- Ripley and District Town Twinning Association – Cllr Emmas-Williams
- Waingroves Community Association - Cllr Williams
- Heage Windmill Society – Cllr Weaving
- Amber Valley Access – Cllr Freeborn & Cllr Somers
- Police Parish / Town Liaison meetings – Cllr Burslem
- William Holmes Court Almshouses and the Ernest Joseph Ellis Fermor Charity – Cllr Emmas-Williams until 2026
- Amber Valley Parish Liaison Committee – Cllr Williams
- Derwent Valley Mills Partnership – Cllr Smith
- Derwent Valley Line Community Rail Partnership – Cllr Weaving
- Ripley Town Centre Traders Forum – Cllr Jones
- Butterley Ironworks Trust – Cllr Freeborn & Cllr Burslem
- Derbyshire Law Centre – Cllr Wilson

160523/16. 2023 / 2024 Meeting Dates

NOTED

160523/17. To agree the Internal Auditor for 2023/2024.

RESOLVED to appoint Mr. Brian Wood as the Internal Auditor for 2023 / 2024.

160523/18. Town Clerk announcements:

a) Warm Wednesday income and expenditure

The Town Clerk reported that the total cost to Ripley Town Council to provide Warm Wednesdays was £1639.67.

NOTED

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

NOTED

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

NOTED

d) Importance of Councillor attendance at Council meetings.

The Town Clerk reminded Councillors that a summons to all Council meetings is a legal summons, not a polite invitation. Apologies and declarations of interest need to be given in writing to the Town Clerk. They will not be accepted verbally or via another Councillor.

NOTED

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

The Town Clerk reported that Ripley Town Council used Vertas Derbyshire who employed the Caretaker at Greenwich. However, we have experienced issues with Vertas which has resulted in us terminating the contract with them on 31st May 2023. We are transferring the employment of the Caretaker to Ripley Town Council which will commence on 1st June 2023.

NOTED

160523/19. To receive the Annual District Impact Report from Citizen’s Advice Derbyshire

NOTED

160523/20. Appoint Managing Trustees to the Ripley Recreation Ground Charity.

RESOLVED to appoint Cllr Lobley BEM, Cllr Holmes, Cllr Allwood, Cllr Freeborn, plus one from the opposing group (TBC) as the Managing Trustees to the Ripley Recreation Ground Charity.

160523/21. Neighbourhood Plan review update

Cllr Freeborn reported that a meeting was scheduled later in the week with Planning Design to map out a timeline for the next Neighbourhood Plan.

NOTED

160523/22. Planning Applications – None

160523/23. Exclusion of the Press and Public - None

160523/24. Meeting Closed at 19:28

Signed..... Date.....

Date for the Next Full Council 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**