



# Ripley Town Council

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Contact: Hannah Curzon - Town Clerk

Derbyshire Council of the Year 2020 & 2018  
Highly Commended 2019, 2022 & 2023



Date of Notice: 12<sup>th</sup> May 2026

## May 19<sup>th</sup> 2026 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 19<sup>th</sup> 2026** in the Council Chamber, Town Hall, Market Place, Ripley.

Yours sincerely,

Hannah Curzon  
Town Clerk

### AGENDA

1. Newly elected Councillor Trevor Spencer to read and sign the declaration of Acceptance of Office to Ripley Town Council.
2. To Elect a Town Mayor for the Ensuing Year.
3. The Town Mayor to sign a Declaration of Acceptance of Mayoral Office.
4. Vote of thanks to the Retiring Mayor.
5. To Elect a Deputy Town Mayor for the Ensuing Year.
6. The Deputy Town Mayor to sign a Declaration of Acceptance of Deputy Mayoral Office.
7. To Receive Apologies for Absence.
8. Variation of Order of Business - (if required)
9. 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.

**10. 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.

**11. To confirm the Non-Confidential Minutes of the Town Council's Monthly Meeting on April 21<sup>st</sup> 2026.** (Previously circulated electronically)

**12. To confirm the Non-Confidential Minutes of the Policy & Management Committee Meeting on April 28<sup>th</sup> 2026 and accept any recommendations therein.** (Previously circulated electronically)

**13. To confirm the Non-Confidential Minutes of the Financial Grants Committee Meeting on May 7<sup>th</sup> 2026 and accept any recommendations therein.** (Previously circulated electronically)

**14. To confirm the Non-Confidential Minutes of the Finance Committee Meeting on May 12<sup>th</sup> 2026 and accept any recommendations therein.** (Previously circulated electronically)

**15. To confirm the Non-Confidential Minutes of the Community Engagement Committee on May 12<sup>th</sup> 2026 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. 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**
    - L. **RTC50 Arts and Music Policy**
    - LI. **RTC51 Council Vehicle Policy**
    - LII. **RTC52 Keeping Hens on Allotments Policy**

**18. Discuss Ripley Town Council adopting the Civility and Respect Pledge (Previously circulated).**

**19. Discuss changes to the Ripley Town Council Committees.**

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

### **a) Policy and Management Committee**

To be chaired by the Mayor, plus seven other members of the controlling group, and one member 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) Allotments Committee**

Mayor, Deputy Mayor, plus four members 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.

### **c) 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.

### **d) Community Engagement Committee**

Seven 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 and community engagement organised by the Town Council.

### **e) Finance Committee**

Seven 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 matters on behalf of the Town Council, including the placing of contracts up to a value of £10,000.00, the monitoring of income and expenditure and to make recommendations for budget / precept setting.

Make recommendations to Full Council on the allocation of financial grants within the approved budget for the year. (Note: The Financial Grants budget includes £5,000 to the Ripley Music Festival, £3,000 to Amber Sound FM and £750 to each of the Ambergate, Butterley and Marehay Cricket Clubs, and Ripley Town Football Club.

### **f) 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.

### **g) Heritage, Environment & Regeneration Committee**

Eight 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 and economic (and environmental) regeneration initiatives and discuss heritage throughout the Township. The committee will make recommendations to Full Council about its own environmental policies and practices, and regeneration and heritage initiatives.

### **h) Cheque Signatories**

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

**i) 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. 2026 / 2027 Meeting Dates** – (previously circulated electronically).

**22. Councillors to complete and sign a Declaration of Members Interest Form, if any information needs updating since they last completed one and return it to the Monitoring Officer at Amber Valley Borough Council within 28 days of this meeting.** (previously circulated electronically).

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

**24. To agree the Internal Auditor for 2026/2027.**

**25. Town Clerk announcements:**

a) Ripley Spring Market

b) Outdoor Cinema - Sunday 7<sup>th</sup> June 2026 at 2pm and 4pm.

c) Music in Crossley Park events – first one on Sunday 24<sup>th</sup> May 2026, 2.30-4.30pm with Derwent Wind Band.

**26. Planning Applications** – previously circulated

**27. 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.

**28. Meeting Closure**

**Date for the Next Full Council Meeting June 16<sup>th</sup> 2026 at 7.00pm.**