



# Ripley Town Council

Town Hall, Market Place, Ripley, Derbyshire, DE5 3BT  
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Contact: Hannah Curzon - Town Clerk

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



**Minutes of Tuesday 10<sup>th</sup> March 2026 at 5.30pm**  
**RIPLEY TOWN COUNCIL**  
**EMPLOYMENT COMMITTEE MEETING held in The Gallery Room,**  
**Town Hall, Market Place, Ripley, DE5 3BT**

In Attendance: Cllrs: M Allwood, P Lobley BEM, A Nicholls, P Weaving, and M Wilson (Chair).  
Also: H Curzon – Town Clerk and F Barrett – Deputy Clerk.

- 100326/1. To Receive Apologies for Absence – None**
- 100326/2. Variation of Order of Business – None required.**
- 100326/3. Declaration of Members Interests - None**
- 100326/4. Public speaking – None present.**
- 100326/5. To determine which items if any part of the Agenda should be taken with the public excluded.**

**RESOLVED** in view of the confidential nature of items 6 and 7, the press and public were excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item.

- 100326/6. Discuss updating the Admin Assistant job title and job description.**

**RECOMMEND TO FULL COUNCIL** that the Admin Assistant job title is changed to Admin and Projects Officer as the role is progressing from a task-based admin role to an outcome-based project delivery role due to the business needs of the council developing. The additional responsibilities have been job evaluated and it is recommended that the salary scale is based at LC2 18-23. If approved, this will start from 1<sup>st</sup> April 2026.

- 100326/7. Discuss increasing the weekly working hours of the Community Engagement Officer and Admin Assistant to an additional 5 hours each per week.**

**RECOMMEND TO FULL COUNCIL** as the business needs for the council increases, the Community Engagement Officer and Admin Assistant (Admin and Project Officer), increase their working hours by five each, per week, commencing 1<sup>st</sup> April 2026.

- 100326/8. Meeting closed at 17:41.**

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

**The date for next monthly Town Council Meeting is Tuesday 17<sup>th</sup> March 2026 at 7.00pm.**