



Ripley Town Council

6 Grosvenor Road Ripley DE5 3JF

Contact: Town Clerk and Responsible Finance Officer
Mrs Jayne Simpson
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MINUTES of FINANCE AND MANAGEMENT COMMITTEE MEETING held on Friday 12th April 2024 at 5.00pm.

at Ripley Town Council Office, 6, Grosvenor Road, Ripley, DE5 3JF.

In Attendance: Cllr: P Lobley BEM (Chair), Cllrs S Freeborn, N Weaving, M Allwood, L Cox, T Holmes, P Moss and D Williams.

Also: Jayne Simpson, Town Clerk.

120424/1. To Receive Apologies for Absence – None.

120424/2. Variation of Order of Business - None required.

120424/3. Declaration of Members Interests – None.

120424/4. Public speaking – None present.

120424/5. To determine which additional items on any part of the Agenda should be taken with the public excluded.

N/A.

120424/6. The summary of Bank Balances and total monies held overall as at 29th February 2024 detailed below were NOTED.

Co-op Current Account	£12,348
NS&I Reserve Account	£32,349
Co-op Mayors Account	£ 511
Derbyshire Community Bank	£15,000
Nationwide Building Society	£36,493
Unity Bank	£ 4,765
Total	£101,466

120424/7. To consider any grant applications received, and charitable donations.

None.

120424/8. To provide an update on progress with the Office move to Ripley Town Hall.

Members were advised that following the meeting held with the Landlord, Mr Glen Freeman the building, (6 Grosvenor Road, office and flat) are on the market for sale, and an update on progress will be provided in May 2024.

120424/9. To provide an update on the increase to monthly office rent charge for financial year 2024/2025.

The committee members were advised that the monthly office rent has increased from £750 per month to £950 per month for the financial year 2024/2025. This is within the approved budgeted figure for this financial year.

120424/10. To provide an update on plans for Ripley Town Council to employ a Grounds and General Services Operative, and if appropriate make a recommendation to the Employment Committee.

Members were advised that following the Employment Committee held on 5th April 2024, the Clerk has been asked to arrange for a job sizing exercise to be carried out, which includes equalising tasks throughout the seasons, and to arrange for an equal pay assessment to be carried out based on this role and all other Town Council employee roles. An update will be given at the next meeting.

120424/11. To seek approval for increase to quotation for SID's from Westcotec Ltd following the addition of data collection card to the original order.

It was **RESOLVED** to recommend to Council the approval of the quotation totalling £3,668.00 plus VAT from Westcotec Ltd, and to enquire whether a data collection card can be added to our existing set of SID's.

120424/12. To seek approval for the instalment plan for payment of Invoices for the replacement Skatepark using S106 monies and Ripley Town Council funds.

It was **RESOLVED** to recommend to Council the approval of the instalment plan for the payment of Invoices for the replacement Skatepark as follows:

April 2024 - Design and manufacture new skate equipment £28,600 + VAT

May 2024 – Site set up, existing skate equipment removal £20,400 + VAT

Completion – New skate equipment installation £24,300 + VAT.

120424/13. To consider Quotations for the purchase of Flags for display throughout the year on our Flagpoles for use on Oxford Street, and outside the Office.

It was **RESOLVED** to recommend to Council the approval of the purchase of 15 Olympic Flags at £82.35 and 15 Pride Flags at £89.25

120424/14. To seek approval of the Quotation from Plantscape, for two additional 1 tier Flower Planters for installation outside Monmo's shop on Grosvenor Road.

It was **RESOLVED** to recommend to Council the approval of the quotation for £454.00 + VAT for two 1 tier flower planters as mentioned above and to order an additional two 1 tier flower planters for the opposite side of the road at this location.

120424/15. To seek approval to continue to fund the Citizens Advice Sessions at Ripley Library for the financial year 2024/2025 at a cost of £8,900.

It was **RESOLVED** to recommend to Council the approval of the continuation of Citizens Advice Sessions at Ripley Library for the financial year 2024/2025 at £8,900.

120424/16. To seek approval to purchase a set of Walkie Talkie's for use at RTC Events, 3 quotations to consider.

It was **RESOLVED** to recommend to Council the purchase of a set of Kenwood Walkie Talkies from Zycomm Ltd with a maximum spend of £500.00 authorised.

120424/17. Discuss Finance/ Reports.

The Finance Reports as at the financial year end 31.03.2024 were noted by all.

120424/18. To confirm and agree Financial Payments for April 2024.

The financial payments for April 2024 listed below were approved by all.

April 2024 Payments

1948	CARD	Amazon EU Sarl	Office Guillotine	£28.32	£5.67	£33.99
1949	BACS	Personnel Advice & Solutions Ltd	Job Evaluation for Grounds & General Services Operative	£100.00	£20.00	£120.00
1950	BACS	Ripley Recreation Ground Charity	Room Rental Costs – Warm Wednesday	£75.00	£0.00	£75.00
1951	BACS	Old Farm Bus CIC	Weekly Workshops	£1,100.00	£0.00	£1,100.00
1952	CARD	Microsoft 365 Family	Annual Subscription Fee	£79.99	£0.00	£79.99
1953	BACS	G Freeman & A Mills	Office Monthly Rent	£750.00	£0.00	£750.00
1954	Transfer	Ripley Recreation Ground Charity	Grant from Ripley Town Council	£4,000.00	£0.00	£4,000.00
1955	BACS	WJP Software Ltd	.gov.uk Renewal – Annual Fee	£65.00	£13.00	£78.00
1956	BACS	Old Farm Bus CIC	Weekly Workshops	£1,100.00	£0.00	£1,100.00
1957	DD	Unicom Ltd	Office Telephone and Broadband	£89.66	£17.93	£107.59
1958	BACS	Ripley Salvation Army Foodbank	Charity Donation to Foodbank	£1,000.00	£0.00	£1,000.00
1959	DD	It'seeze Websites	Website Monthly Charges	£45.00	£9.00	£54.00
1960	BACS	Old Farm Bus CIC	Weekly Workshops	£1,100.00	£0.00	£1,100.00
1961	DD	Waterplus Ltd	Water Bill – Heage Public Toilets	£8.24	£0.00	£8.24
1962	DD	Waterplus Ltd	Water Bill – RTC Office	£25.04	£0.00	£25.04
1963	BACS	Daryl Hemsell	Playground Inspections	£80.00	£0.00	£80.00
1964	BACS	Blend Youth Project	Ripley Youth Hub Costs – October 2023 to March 2024.	£2,915.00	£0.00	£2,915.00
1965	BACS	Keptkleen Ltd	Sanitary Bins Annual Rental Charge – Market place Toilets	£240.00	£48.00	£288.00
1966	BACS	Keptkleen Ltd	Daily Cleaning – Market Place Toilets	£522.00	£104.40	£626.40
1967	BACS	Keptkleen Ltd	Ripley Greenway Litter Bins Emptying	£296.00	£59.20	£355.20
1968	BACS	Keptkleen Ltd	Heage Public Toilets – Daily Cleaning	£522.00	£104.40	£626.40
1969	BACS	Keptkleen Ltd	Office Cleaning	£102.00	£20.40	£122.40
1970	BACS	Keptkleen Ltd	Empty Bins – Maple Avenue	£32.00	£6.40	£38.40
1971	BACS	Keptkleen Ltd	Sanitary Bins Annual Rental Charge – Heage Public Toilets	£240.00	£48.00	£288.00
1972	BACS	Shed Grounds Maintenance Ltd	Ground Maintenance Charges – 2 x playgrounds	£96.00	£19.20	£115.20
1973	BACS	KIWA CMT Ltd	Lamp Post Testing – Hanging Baskets	£2,125.00	£425.00	£2,550.00
1974	BACS	SLCC	CILCA Fee	£50.00	£0.00	£50.00
1975	BACS	Old Farm Bus CIC	Weekly Workshops	£1,100.00	£0.00	£1,100.00
1976	BACS	AA Tree Surgeons Ltd	Tree Works – Butterley Hill, Ripley	£650.00	£130.00	£780.00
1977	BACS	DCC – LGPS	Pension Contributions – March 2024	£2,434.47	£0.00	£2,434.47
1978	BACS	HMRC	PAYE & NI Contributions – March 2024	£2,702.71	£0.00	£2,702.71
1979	BACS	Total Salaries	Total Salaries – March 2024	£7,440.10	£0.00	£7,440.10
				£31,113.53	£1,030.60	£32,144.13
		Income	Allotment Rents			£45.00
			Market Stall Fees – Spring and Christmas			£810.00
			Civic Dinner			£75.00
			Grants – Police & Crime Commissioner			£3,000.00
			Total			£3,930.00

120424/19. Closed Meeting at 5.39pm.

The next Ripley Town Council Full Council Meeting will be held on Tuesday 16th April 2024 at 7.00pm in the Council Chamber, Ripley Town Hall.

Signed.....

Date.....