



# Ripley Town Council

6 Grosvenor Road Ripley DE5 3JF

Contact: Town Clerk and Responsible Finance Officer  
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## MINUTES of FINANCE AND MANAGEMENT COMMITTEE MEETING held on Tuesday 13<sup>th</sup> August 2024 at 5.00pm.

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

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

**Also:** Jayne Simpson, Town Clerk, Hannah Curzon, Deputy Town Clerk.

**130824/1. To Receive Apologies for Absence – None.**

**130824/2. Variation of Order of Business –** It was agreed to add plans to employ a Community Engagement Officer to item 9 in addition to discussing the plans to employ a Grounds and General Services Operative.

**130824/3. Declaration of Members Interests – None.**

**130824/4. Public speaking –** None present.

**130824/5. To determine which additional items on any part of the Agenda should be taken with the public excluded.**

N/A.

**130824/6. The summary of Bank Balances and total monies held overall as at 31<sup>st</sup> July 2024 detailed below were NOTED.**

Co-op Current Account	£178,931
NS&I Reserve Account	£ 32,349
Co-op Mayors Account	£ 2,644
Derbyshire Community Bank	£ 15,000
Nationwide Building Society	£ 16,493
Unity Bank	£ 4,747
<b>Total</b>	<b>£250,164</b>

**130824/7. To consider any grant applications received, and charitable donations.**

None.

**130824/8. To provide an update on progress with the Office move to Ripley Town Hall.**

Committee members were advised that the building work and decoration has been completed. Legal work on the new lease between RTC and AVBC for the former cash office and surrender of the lease on Grosvenor Road is progressing well and we are still aiming for the move to take place at the end of August 2024. It was RESOLVED to approve the purchase of an additional parking permit to be used by office staff at an annual cost of £360.00.

**130824/9. To provide an update on plans for Ripley Town Council to employ a Grounds and General Services Operative, and a Community Engagement Officer and make a recommendation to full Council.**

It was **RESOLVED** to recommend to Council the recruitment of a Grounds & General Services Operative, hourly rate £15.21, 30 hours per week, salary £23,727.60 with a timeline which will enable the successful candidate to have a start date in early January 2025. It was further **RESOLVED** to recommend to Council the recruitment of a Community Engagement Officer, hourly rate LC2 (SCP 18-23) £15.21 to £16.67 dependant on experience and qualifications, 25 hrs per week, Salary £19,773 to £21,671 with a timeline which will enable the successful candidate to have a start date in October/November 2024.

**130824/10. To pass a Resolution to set the budget for costs relating to the office move to a maximum of £7,500, as agreed at the July Meeting.**

It was **RESOLVED** to set the budget for the above mentioned costs to a maximum of £7,500.

**130824/11. To seek approval of Quotation from AA Tree Services Ltd for Tree Works at the Talbot Public House, Butterley Hill, Ripley for £330.00.**

It was **RESOLVED** to approve the above mentioned quotation from AA Tree Services Ltd for £330.00. It was also agreed to seek quotations for a bench to be located at the same location and bring them to the next meeting.

**130824/12. To consider quotations for the cleaning and repair works to 3 War Memorials within the Ripley Township.**

This item was deferred to the next meeting whilst additional quotations are obtained.

**130824/13. To consider quotations for repair works to drains below the public toilets at Market Place, Ripley.**

This item was deferred to the next meeting whilst clarification was sought as to the ownership of the drains below the Market Place Toilets.

**130824/14. To give retrospective approval for the costs by Ellis Fermor & Negus Solicitors relating to the new lease required for our office move, and the surrender of the current lease on 6 Grosvenor Road, totalling a maximum of £1,200 + VAT.**

It was **RESOLVED** to recommend to Council the approval of the above mentioned legal costs up to a maximum of £1,200 + VAT.

**130824/15. To report on the conclusion of Audit 2023/2024 from our External Auditors PKF Littlejohn LLP.**

The committee members were advised that the Auditors returned a clean sheet, with no errors or best practice advice recorded on the Completion Report and Certificate.

**130824/16. Discuss Finance Reports.**

The Finance Reports as at the 31.07.2024 were noted by all.

**130824/17. To confirm and agree Financial Payments for August 2024.**

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

**August 2024 Payments**

Item Number	Method	Payee	Description	Net amount	VAT	Gross Amount
295	BACS	1 <sup>st</sup> Heage Scout Group	S137 Grant	£200.00	£0.00	£200.00
296	BACS	1 <sup>st</sup> Ripley Scouts Group	S137 Grant	£200.00	£0.00	£200.00
297	BACS	4 <sup>th</sup> Ripley Rainbows	S137 Grant	£200.00	£0.00	£200.00
298	BACS	AIM Excelsum School of Music	S137 Grant	£150.00	£0.00	£150.00
299	BACS	Ambergate Carnival	S137 Grant	£250.00	£0.00	£250.00

300	BACS	Amber Valley Movie Makers	S137 Grant	£100.00	£0.00	£100.00
301	BACS	Butterley Ironworks Trust	S137 Grant	£1000.00	£0.00	£1000.00
302	BACS	Friends of Carr Wood and Hammersmith Meadows	S137 Grant	£100.00	£0.00	£100.00
303	BACS	Friends of Heage Community	S137 Grant	£200.00	£0.00	£200.00
304	BACS	Friends of Ripley Greenway	S137 Grant	£100.00	£0.00	£100.00
305	BACS	Friends of Ripley Nursery School	S137 Grant	£250.00	£0.00	£250.00
06	BACS	Greenhillocks Allotment Ass	S137 Grant	£100.00	£0.00	£100.00
307	BACS	Greenhillocks Fellowship Club	S137 Grant	£150.00	£0.00	£150.00
308	BACS	Heage Primary School PTA	S137 Grant	£200.00	£0.00	£200.00
309	BACS	Marehay Community Trust	S137 Grant	£250.00	£0.00	£250.00
310	BACS	Nuttalls Park Allotment Ass	S137 Grant	£200.00	£0.00	£200.00
311	BACS	Pentrich & South Wingfield Rev Group	S137 Grant	£100.00	£0.00	£100.00
312	BACS	Ripley & Alfreton Tennis Club	S137 Grant	£250.00	£0.00	£250.00
313	BACS	Ripley Bridge Club	S137 Grant	£150.00	£0.00	£150.00
314	BACS	Ripley & District Heritage Trust	S137 Grant	£200.00	£0.00	£200.00
315	BACS	Ripley Morris	S137 Grant	£100.00	£0.00	£100.00
316	BACS	Ripley OAP Ass	S137 Grant	£150.00	£0.00	£150.00
317	BACS	Ripley Salvation Army Foodbank	S137 Grant	£1,500.00	£0.00	£1,500.00
318	BACS	Ripley Wildflowerers	S137 Grant	£250.00	£0.00	£250.00
319	BACS	Ripley WI	S137 Grant	£100.00	£0.00	£100.00
320	BACS	Sawmills over 60's Club	S137 Grant	£100.00	£0.00	£100.00
321	BACS	Sawmills Village Hall	S137 Grant	£100.00	£0.00	£100.00
322	BACS	The Village Hall at Heage	S137 Grant	£100.00	£0.00	£100.00
323	BACS	Waingroves Community Ass	S137 Grant	£250.00	£0.00	£250.00
324	BACS	Waingroves Community Woodland Trust	S137 Grant	£200.00	£0.00	£200.00
325	BACS	Waingroves Drama Group	S137 Grant	£200.00	£0.00	£200.00
326	BACS	Waingroves Show	S137 Grant	£250.00	£0.00	£250.00
327	BACS	Waingroves Well Dressing	S137 Grant	£100.00	£0.00	£100.00
328	BACS	Wellbeing Wednesday Singing Group	S137 Grant	£200.00	£0.00	£200.00
329	BACS	Woodies Wings	S137 Grant	£200.00	£0.00	£200.00
330	BACS	Yellow Daisies Stay & Play	S137 Grant	£100.00	£0.00	£100.00
331	BACS	Amber Sound FM	S137 Grant	£3,000.00	£0.00	£3,000.00
332	BACS	Marehay Cricket Club	S137 Grant	£750.00	£0.00	£750.00
333	BACS	Butterley United Cricket Club	S137 Grant	£750.00	£0.00	£750.00
334	BACS	Ambergate Cricket Club	S137 Grant	£750.00	£0.00	£750.00

335	CARD	SLCC	Training Course Fee	£105.00	£21.00	£126.00
336	CARD	SLCC	Training Course Fee	£30.00	£6.00	£36.00
337	BACS	Derbyshire Wildlife Trust	Greenwich Park Pond Ecology	£250.00	£50.00	£300.00
338	BACS	Ilkeston Fencing Ltd	Repairs to fencing at Cedar Avenue Play Area	£274.97	£54.99	£329.96
339	BACS	Ilkeston Fencing Ltd	Repairs to fencing at Porterhouse Road Play Area	£168.10	£33.62	£201.72
340	BACS	Wish Computers Ltd	Call out time and repairs to Clerks PC	£90.00	£18.00	£108.00
341	BACS	AA Tree Surgeons Ltd	Tree work at Porterhouse Road Play Area	£355.00	£71.00	£426.00
342	BACS	Zurich Municipal Insurance Co	Annual Premium – Town Council Insurance	£1,806.22	£0.00	£1,806.22
343	BACS	Shelter Maintenance Ltd	Bus Shelter Cleaning	£107.38	£21.48	£128.86
344	BACS	Westcotec Ltd	Portable Speed Indicator Device SID and Bluetooth Data Collection option	£3,668.00	£733.60	£4,401.60
345	CARD	W Boyes & Co Ltd	Storage Boxes for Office Move	£49.98	£0.00	£49.98
346	CARD	W Boyes & Co Ltd	Storage Boxes for Office Move	£20.00	£0.00	£20.00
347	BACS	Ripley Recreation Ground Charity	Instalment – Annual Grant	£5,000.00	£0.00	£5,000.00
348	BACS	The Old Farm Bus CIC	Weekly Workshops	£1,560.00	£0.00	£1,560.00
349	BACS	Ripley Recreation Ground Charity	Room Hire – Blend Sessions	£180.00	£0.00	£180.00
350	BACS	Derbyshire Citizen Advice Bureau	Advice Services at Ripley Library	£2,225.00	£0.00	£2,225.00
351	BACS	The Sugar Tree	Crossley Park Performance	£450.00	£0.00	£450.00
352	BACS	IKEA Ltd	3 x Monitor Stands – Office Move	£57.00	£0.00	£57.00
353	BACS	AA Tree Surgeons Ltd	Hedge Trimming at Heage Parkside Allotments	£500.00	£100.00	£600.00
354	BACS	Nether Heage Community News & Neighbourhood Watch	S137 Grant	£200.00	£0.00	£200.00
355	BACS	The Old Farm Bus CIC	Weekly Workshops	£1,560.00	£0.00	£1,560.00
356	DD	Clear Business Ltd	Office Telephone and Broadband	£89.66	£17.93	£107.59
357	BACS	Gravity Engineering Ltd	2 <sup>nd</sup> Instalment of Payment for Skatepark Installation	£20,400.00	£4,080.00	£24,480.00
358	BACS	G Freeman & A Mills	RTC Office Rent	£950.00	£0.00	£950.00
359	BACS	Old Farm Bus CIC	Weekly Workshops	£1,210.00	£0.00	£1,210.00
360	BACS	Print Digital Media	Newsletter Printing	£1,590.00	£0.00	£1,590.00
361	BACS	Shredpro Ltd	Shredding Bags	£6.00	£1.20	£7.20
362	DD	It'seeze Spoton Ltd	Website Charges	£45.00	£9.00	£54.00
363	DD	Waterplus Ltd	Water Bill – Heage Toilets	£518.79	£0.00	£518.79
364	DD	Total Energies Ltd	Office Electricity Bill	£363.83	£72.77	£436.60
365	BACS	Amber Valley Borough Council	Council Chamber Bookings x 9	£589.50	£117.90	£707.40
366	BACS	Pure Steel	Performance on Crossley Park	£450.00	£0.00	£450.00
367	DD	WaterPlus Ltd	Office Water bill	£26.62	£0.00	£26.62
368	BACS	AA Tree Surgeons Ltd	Hedge Trimming at Nuttalls Park Allotments	£500.00	£100.00	£600.00

369	BACS	Dakin Electrical Ltd	PAT Testing – RTC Office	£121.00	£0.00	£121.00
370	BACS	Keptkleen Ltd	Cleaning – Heage Toilets	£540.00	£108.00	£648.00
371	BACS	Shed Grounds Maintenance Ltd	Playground Grounds Maintenance	£100.70	£20.14	£120.84
372	BACS	Keptkleen Ltd	Office Cleans	£136.00	£27.20	£163.20
373	BACS	Keptkleen Ltd	Bin Emptying – Maple Avenue	£36.00	£7.20	£43.20
374	BACS	Keptkleen Ltd	Market Place Toilets – Cleaning	£540.00	£108.00	£648.00
375	BACS	Keptkleen Ltd	Bin Emptying – Ripley Greenway	£300.00	£60.00	£360.00
376	BACS	G Burley & Sons Ltd	Summer Maintenance – Hanging Baskets	£911.00	£182.20	£1,093.20
377	BACS	G Burleys & Sons Ltd	Floral Displays Summer 2024	£10,738.50	£2,147.70	£12,886.20
378	BACS	Old Farm Bus CIC	Weekly Workshops	£1,210.00	£0.00	£1,210.00
379	BACS	Caroline Pollard	Garden Competition Judging Fee	£75.00	£0.00	£75.00
380	BACS	Shredpro Ltd	Shredding of Confidential Waste	£50.00	£10.00	£60.00
381	BACS	Loscoe Electrical Ltd	SIDS Installation and Maintenance	£470.00	£94.00	£564.00
382	BACS	DCC-LGPS	Pension Contributions – July 2024	£2,536.30	£0.00	£2,536.30
383	BACS	HMRC	PAYE & NI Contributions – July 2024	£2,497.55	£0.00	£2,497.55
384	BACS	Total Salaries	Total Salaries – July 2024	£7,640.64	£0.00	£7,640.64
			<b>Total</b>	<b>£86,798.74</b>	<b>£8,272.93</b>	<b>£95,071.67</b>
		<b>Income</b>	Civic Dinner Payments			£275.00
			VAT Reclaim – Quarter 1			£10,874.34
			Recredit – S137 Grant paid twice in error			£200.00
			Christmas Market Income			£50.00
			Election Income – Paid to incorrect Account			£200.00
						<b>£11,599.34</b>

130824/18. Closed Meeting at 5.21pm.

**The next Ripley Town Council Full Council Meeting will be held on Tuesday 17<sup>th</sup> September 2024 at 7.00pm in the Council Chamber, Ripley Town Hall.**

Signed.....

Date.....