



Ripley Town Council

Town Hall, Market Place
Ripley DE5 3BT

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MINUTES OF MAY 15TH 2018 ANNUAL MEETING OF RIPLEY TOWN COUNCIL held at **7.00pm** in the Council Chamber, Town Hall, Ripley

Attendees; Cllr P. Lobley (Chair), and Cllrs R.P. Ashton, A. Bridge, S.D. Carter, Ms L.D. Cox, S. Emmas-Williams, R. Emmas-Williams, S.D. Freeborn, Mrs J.H. Gregory, T. Holmes, M. Jones, L. Joyes, M. Missett, P.C. Moss, N. Weaving, D.A. Williams, M.C.Wilson and C. Worth.

Members of the Public – three, two from the Press.

L. McCormick (Town Clerk), H. Curzon (Deputy Town Clerk) and D. Townsend.

- 1505/1 To elect a Town Mayor for the ensuing year.**
RESOLVED that Cllr Paul Lobley be elected as Town Mayor.
- 1505/2 The Town Mayor to take and sign a Declaration of Acceptance of Office.**
RESOLVED Cllr Paul Lobley signed and read the declaration.
- 1505/3 Vote of thanks to the retiring Mayor.**
NOTED a vote of thanks was given by Cllr S Freeborn and Cllr R Ashton to Cllr Mrs. S Emmas-Williams, the retiring Mayor.
- 1505/4 To elect a Deputy Town Mayor for the ensuing year.**
RESOLVED Cllr M Missett be elected as Deputy Mayor.
- 1505/5 The Deputy Town Mayor to take and sign a Declaration of Acceptance of Office.**
RESOLVED Cllr M Missett signed and read the declaration.
- 1505/7 To receive apologies for absence**
Apologies for absence were received from Cllrs Cutting, Farrelly and Fisher.
- 1505/8 Variation of Order of Business**
None
- 1505/9 Declaration of Members Interests:**
Cllr R Emmas-Williams declared a pecuniary interest in agenda item 19 – Refurbishment costs for Grosvenor Road and left the meeting during this item.
Cllr Mrs. S Emmas-Williams declared a pecuniary interest in agenda item 19 – Refurbishment costs for Grosvenor Road and left the meeting during this item.
- 1505/10 Public speaking**
None.
- 1505/11 To confirm the Non-Confidential Minutes of the Town Council's Monthly Meeting April 17th 2018**

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

1505/12 To confirm the Minutes of the Town Councils Events Committee meeting April 27th 2018 (previously circulated).
RESOLVED to sign the minutes as a true and accurate record.

1505/13 To confirm the Minutes of the Town Councils Planning Committee Meeting May 4th 2018.
RESOLVED to sign the minutes as a true and accurate record.

1505/14 To confirm the Minutes of the Town Councils Finance and Management Meeting May 11th 2018 and accept the Recommendations therein.
RESOLVED to sign the minutes as a true and accurate record.

1505/15 To determine which items if any part of the Agenda should be taken with the public excluded.
None

1505/16 All Councillors to complete and sign a “Members Interest Form” (which is in the document pack given to all Cllrs), to be returned within 28 days

1505/17 To adopt the following documents: (previously circulated)

- 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. Grievance Procedure**
- IX. Disciplinary Procedure**
- X. Clerk Appraisal Form**
- XI. Staff Appraisal Form**
- XII. Maternity Leave and Maternity Pay Policy**
- XIII. Parental Leave Policy**
- XIV. Sickness and Pay Policy**
- XV. Display Screens Policy**
- XVI. Health & Safety and Risk Assessment Policies**
- XVII. Training and Development Policy**
- XVIII. Stress Policy**
- XIX. Social Media Policy**

XX. Town Council Monthly Meeting Dates for 2018 / 2019 (subject to confirmation of the Council Chamber availability from AVBC)

RESOLVED to adopt the policies 'on block' due to there being no changes and to review the policies by exception in the future – i.e if changes are being proposed.

1505/18 To appoint the under mentioned Sub-Committees, cheque signatories: -

RESOLVED Cllr Freeborn proposed to leave all the Committees the same unless the opposition would like to make any changes to their representatives. Cllr R Ashton to inform the Clerk of the opposing group members to each committee.

a) Planning Committee

Cllrs: S D Freeborn (Chair), D Williams, Ms L Cox, T Holmes, Mrs S Emmas-Williams, A Bridge and two from the opposing group TBA

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

Mayor (Chair), Deputy Mayor, Leader or Deputy Leader, Cllrs: R Emmas-Williams, and two from the opposing group TBA

Terms of Reference: To meet annually (or as otherwise agreed) to make recommendations to Full Council on the management and supervision of Allotments and associated matters of the five allotment sites

c) Financial Grants Panel

Mayor, Deputy Mayor, Cllrs: T Holmes, C Cutting, J Gregory, D Williams and two from the opposing group

Terms of Reference: To meet annually (or as otherwise agreed) to make recommendations to Full Council on the allocation of grants within the approved budget for the year. (Note this budget excludes £3k to both the Ripley Music Festival and Amber Sound and the £500 to each of the Ambergate, Butterley and Marehay Cricket Club and Ripley Town and Ripley Rangers Football Clubs).

d) Certificate of Merit Committee

Mayor, Deputy Mayor, Cllrs: M Missett, and one from the opposing group TBA plus Mr Tony England as an independent person

Terms of Reference: To make recommendations to Full Council regarding the Annual Certificate of Merit winner, having considered the nominations submitted following the public advertisement

RESOLVED Clerk to check to see if Mr Tony England wants to continue on the Committee

e) Events Committee

Cllrs: Mrs J Gregory (Chair), T Holmes, A Bridge, C Cutting, R Emmas-Williams, S Emmas-Williams and one from the opposing group TBA

Terms of Reference: To meet monthly (or as otherwise agreed) to monitor and manage all arrangements for events organised by the Town Council.

g) Finance and Management Committee

Cllrs: P Lobley (Chair), S D Freeborn, I Fisher, Mrs S Emmas-Williams, Ms L Cox, N Weaving and two from the opposing group TBA

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.

h) Cheque Signatories

RESOLVED signatories as currently together with all members of the Finance and Management Committee and Cllr R Emmas-Williams

i) Employment Committee

Cllrs: I Fisher (Chair), M Wilson, M Missett, C Worth, C Cutting and one from the opposing group TBA

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.

RESOLVED Cllr Freeborn to join this Committee and attend meetings

j) **Environment Committee**

Cllrs: S Freeborn (Chair), I Fisher, N Weaving, M Missett, D Farrelly, D Williams and two 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.

k) **To Appoint Representatives to outside bodies:**

- Derbyshire Association of Local Councils Executive Committee – Cllrs: L Cox & T Holmes
- Ripley and District Heritage Trust - Cllr A Bridge
- Ripley and District Town Twinning Association – Cllr M Missett
- Waingroves Community Association – Cllr D A Williams
- Heage Windmill Society – Cllr N Weaving
- Amber Valley Access – Cllr S Freeborn
- Police Parish / Town Liaison meetings – Cllr A Bridge
- William Holmes Court Almshouses and the Ernest Joseph Ellis Fermor Charity – Cllr R Emmas-Williams and Cllr I Fisher till 2018
- Amber Valley Parish Liaison Committee – Cllrs Mrs C Worth and S D Freeborn
- Derwent Valley Mills Partnership – Cllr D Farrelly
- Derwent Valley Line Community Rail Partnership – Cllrs M Missett
- Ripley Chamber of Trade – Cllr R Emmas-Williams

RESOLVED Cllr R Emmas-Williams to represent Ripley Town Council on the Greenwich Sports Partnership Committee.

Cllr R Emmas-Williams and Cllr I Fisher to renew their membership with William Holmes Court.

1505/19 Refurbishment Costs for Grosvenor Road

Cllr Freeborn explained that we have been through a tendering exercise. Received four quotes and he recommended that the first quote be accepted as it was the cheapest. Cllrs R & S Emmas-Williams left the meeting whilst this item was considered.

RESOLVED appoint Oliver Brown to refurbish the new Ripley Town Council Office on Grosvenor Road.

1505/20 Newsletter

Noted - the Spring newsletter will be delivered during the last week of May and first week of June 2018.

1505/21 Audit Report and Completed Form to sign

RESOLVED that the Chair & RFO sign the audit report

1505/22 Planning Applications

None

1505/23 Items for Information in the Information folder

None

1505/24 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.

1505/25

Personnel

Members agreed the regrading of a salary and the employment of a Planning Clerk.

1505/26

Meeting closed at 7.30pm

Date for the next monthly meeting June 19th 2018 at 7.00pm