



Ripley Town Council

6 Grosvenor Road
Ripley DE5 3JF

Contact: Town Clerk Linda McCormick
Tel: 01773 513456
Email: townclerk@ripleytowncouncil.gov.uk



MINUTES of TUESDAY 4TH MAY 2021 VIRTUAL MEETING OF RIPLEY TOWN COUNCIL

Held under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

In Attendance: Cllrs: R Ashton, S Carter, Ms. L Cox, R Emmas-Williams, I Fisher, S Freeborn, Mrs J Gregory, T Holmes, M Jones, P Loble, P Moss, N Weaving, D Williams, M Wilson and Mrs. C Worth.

Also: L McCormick (Town Clerk) and Hannah Curzon (Deputy Clerk)

AGENDA

040521/1. To Elect a Town Mayor for the Ensuing Year

RESOLVED Cllr Roland Emmas-Williams elected as Town Mayor for the Ensuing Year.

040521/2. The Town Mayor to sign a Declaration of Acceptance of Mayoral Office

RESOLVED Cllr Roland Emmas-Williams signed and read the declaration.

040521/3. Vote of thanks to the Retiring Mayor and Presentation of Past Mayor's Medal to retiring Mayor

NOTED a vote of thanks was given by Cllr Freeborn and Cllr Fisher to Cllr Holmes, the retiring Mayor.

040521/4. To elect a Deputy Town Mayor for the Ensuing Year

RESOLVED Cllr n Weaving be elected as Deputy Mayor.

040521/5. The Deputy Town Mayor to sign a Declaration of Acceptance of Deputy Mayoral Office

RESOLVED Cllr N Weaving signed and read the declaration.

040521/6. To receive apologies for absence

None

040521/7. Variation of Order of Business

None

040521/8. Declaration of Members Interest

None

040521/9. Public Speaking – (10 Minutes)

None

040521/10. To confirm the Non-Confidential Minutes of the Town Council's Monthly Meeting on 20th April 2021. (As previously circulated)

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

040521/11. To confirm the Non-Confidential minutes of the Events Committee meeting on 23rd April 2021 and accept any resolutions and recommendations therein. (As previously circulated)

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

040521/12. To determine which additional items on any part of the Agenda should be taken with the public excluded. None required.

040521/13. All Councillors to sign and to complete a 'Members Interest Form' (circulated to all Cllrs) – to be completed and returned within 28 days – this is a reminder to all Councillors to update their Member Interest Form and return it to the Monitoring Officer at Amber Valley Borough Council.

NOTED

040521/14. To adopt the following documents (previously circulated electronically)

- 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. Disciplinary Procedure**
- IX. Town Clerk Appraisal Form**
- X. Staff Appraisal Form (not the clerk)**
- XI. Carers and Dependants policy**
- XII. Stress Policy**
- XIII. Maternity Leave and Maternity Pay Policy**
- XIV. Parental Leave Policy**
- XV. Sickness and Pay Policy**
- XVI. Display Screens Policy**
- XVII. Health & Safety and Risk Assessment Policies**
- XVIII. Training and Development Policy**
- XIX. Social Media Policy**
- XX. Grievance Policy**
- XXI. GDPR Policy**
- XXII. Council Owned Electronic Tablets Policy**
- XXIII. No Smoking Policy**
- XXIV. Grit Bins Policy**
- XXV. Vexatious Policy**
- XXVI. Investment Policy**
- XXVII. Environmental Policy**
- XXVIII. Freedom of the Town**
- XXIX. Pandemic Policy**

RESOLVED to adopt the current policies (I to XXVII) 'on block' due to there being no changes and to adopt the new policies (Freedom of the Town and the Pandemic Policy) and to review the policies by exception in the future – i.e. if changes are being proposed.

040521/15. To appoint the under mentioned Committees and cheque signatories:-

RESOLVED that the Council agrees that the number of Councillors on the Planning, Financial Grants, Events, Finance and Management, Environment and Heritage Committees increases to seven members of the controlling group. Committees are as below and Cllr R Aston to inform the Clerk of the opposing group members to each Committee and Cllr Freeborn inform the Clerk of the additional controlling group members.

a) Planning Committee

Cllrs: S D Freeborn (Chair), D Williams, Ms L Cox, I Fisher, T Holmes, N. Weaving plus one more from the controlling group and two from the opposing group.

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 plus one more from the controlling group and two from the opposing group.

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: J Gregory, T Holmes, P Lobley, 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 £750 to each of the Ambergate, Butterley and Marehay Cricket Clubs, the Ripley Town Football Club and the Greenwich Park Sports Partnership).

d) Certificate of Merit Committee

Mayor, Deputy Mayor, Cllr Lobley, and one from the opposing group 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 see if Mr Tony England wants to continue on the Committee

e) Events Committee

Cllrs: Mrs J Gregory (Chair), L Cox, T Holmes, R Emmas-Williams, I Fisher plus one more from the controlling group and two from the opposing group.

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

f) Finance and Management Committee

Cllrs: I Fisher (Chair), L Cox, S D Freeborn, T Holmes, P Lobley, N Weaving, D Williams and two from the opposing group.

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.

g) Cheque Signatories

RESOLVED signatories as currently together with all members of the Finance and Management Committee.

h) Employment Committee

Cllrs: P Lobley (Chair), I Fisher, M Wilson, C Worth, plus one 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 employment matters on behalf of the Town Council including policies, procedures and performance.

i) Environment Committee

Cllrs: D Williams (Chair), R Emmas-Williams, S Freeborn, N Weaving, C Worth plus one more from the controlling group 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.

j) Heritage Committee

Cllrs: Worth (Chair), I Fisher, S Freeborn, R Emmas-Williams, N Weaving, D Williams plus one more from the controlling group and two from the opposing group.

Terms of Reference: To meet three monthly to discuss heritage of the Township and make recommendations to Full Council.

k) To Appoint Representatives to outside bodies:

- **Derbyshire Association of Local Councils Executive Committee**
Cllr Ms. L Cox and Cllr T Holmes
- **Ripley and District Heritage Trust**
Cllr R Emmas-Williams
- **Ripley and District Town Twinning Association**
TBC
- **Waingroves Community Association**
Cllr D Williams
- **Heage Windmill Society**
Cllr N Weaving
- **Amber Valley Access**
Cllr S Freeborn
- **Police Parish / Town Liaison meetings**
Cllr R Emmas-Williams
- **William Holmes Court Almshouses and the Ernest Joseph Ellis Fermor Charity**
Cllr R Emmas-Williams and Cllr I Fisher until 2022.
- **Amber Valley Parish Liaison Committee**
Cllr Mrs C Worth plus one more TBC
- **Derwent Valley Mills Partnership**
Cllr Mrs C Worth

- **Derwent Valley Line Community Rail Partnership**
Cllr Mrs C Worth
- **Ripley Town Centre Traders Forum**
Cllr R Emmas-Williams
- **Derbyshire Law Centre – to nominate a representative to their Management Committee**
Cllr M Wilson
- **Greenwich Park Sports Partnership Trust**
Cllr T Holmes

040521/16. 2021 / 2022 Meeting Dates

NOTED

040521/17. Internal Audit Report Circulated and Completed Audit Form to sign.

RESOLVED that the Chair and RFO sign the audit report and that it will be available for public inspection for 30 working days.

040521/18. Planning applications – None to discuss

040521/19. 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 at this point.

None

040521/20. Meeting Closed at 7.22pm

**Date for next Full Council Monthly Meeting - June 15th 2021 at 7.00pm
in the Council Chamber at Ripley Town Hall**

RIPLEY TOWN COUNCIL

**BHIB AWARD WINNER FOR DERBYSHIRE COUNCIL OF THE YEAR 2020
BHIB AWARD WINNER FOR DERBYSHIRE COUNCIL OF THE YEAR 2018
BHIB HIGHLY COMMENDED WINNER FOR DERBYSHIRE COUNCIL OF THE YEAR 2019**