



MINUTES of ANNUAL MEETING OF RIPLEY TOWN COUNCIL

held at 7.00pm on Tuesday 21st May 2024 in the Council Chamber,
Town Hall, Market Place, Ripley.

In Attendance: Cllrs M Allwood, R Ashton, Mrs A Burslem, Miss L Cox (Chair), R Emmas-Williams, S Freeborn, M Hawkins, T Holmes, M Jones, P Lobley BEM, Mrs K Somers, K Smith, Mrs A Ward, N Weaving, Mrs P Weaving, D Williams and M Wilson.

Also: 10 members of public.

Plus: Jayne Simpson - Town Clerk, Hannah Curzon – Deputy Clerk and Fiona Barrett – Admin Assistant.

AGENDA

210524/1. To Elect a Town Mayor for the Ensuing Year.

RESOLVED Councillor Lyndsay Cox elected as Town Mayor for the ensuing year.

210524/2. The Town Mayor to sign a Declaration of Acceptance of Mayoral Office.

RESOLVED Councillor Lyndsay Cox signed and read the declaration.

210524/3. Vote of thanks to the Retiring Mayor

NOTED a vote of thanks was given by Councillor Cox to Cllr P Lobley BEM, the retiring Mayor.

210524/4. To Elect a Deputy Town Mayor for the Ensuing Year.

RESOLVED Councillor Colin Bailey be elected as Deputy Mayor.

210524/5. The Deputy Town Mayor to sign a Declaration of Acceptance of Deputy Mayoral Office.

RESOLVED Councillor Bailey signed and read the declaration.

210524/6. To Receive Apologies for Absence.

Apologies were received from Councillor Carter, Councillor Moss and Councillor Nicholls.

NOTED

210524/7. Variation of Order of Business.

None

210524/8. Declaration of Members Interests.

None

210524/9. Public Speaking

A member of the public spoke regarding the playground on Bridle Lane in Ripley having the equipment taken away over 4 years ago and it hasn't been replaced. Councillor Allwood responded saying this is a matter for Amber Valley Borough Council and explained that they are currently going through a refurbishment list of all playgrounds in the Borough. He will investigate the issue and respond directly to this member of public.

PCSO Brown from the Ripley Safer Neighbourhood Team reported on the current policing initiatives they are working on. This includes Operation Sceptre (anti-knife crime), where the team had a knife amnesty bin in Sainsburys one day and they conducted sweeps for knives in local parks and green areas. It's Anti-Social Behaviour month in June and the team will be going into schools taking about preventative measures.

210524/10. To confirm the Non-Confidential Minutes of the Town Council’s Monthly Meeting on April 16th 2024.

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

210524/11. To confirm the Non-Confidential Minutes of the Planning Committee Meeting on April 19th 2024 and accept any recommendations therein.

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

210524/12. To confirm the Non-Confidential Minutes of the Heritage Committee Meeting on April 26th 2024 and accept any recommendations therein.

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

210524/13. To confirm the Non-Confidential Minutes of the Planning Committee Meeting on May 10th 2024 and accept any recommendations therein.

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

210524/14. To confirm the Non-Confidential Minutes of the Environment and Regeneration Committee Meeting on May 10th 2024 and accept any recommendations therein.

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

210524/15. To confirm the Non-Confidential Minutes of the Finance and Management Committee Meeting on May 16th 2024 and accept any recommendations and resolutions therein.

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

210524/16. To determine which items if any part of the Agenda should be taken with the public excluded.

None

210524/17. 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 Members Interest Form and return it to the Monitoring Officer at Amber Valley Borough Council.

NOTED

210524/18. To adopt the following documents: (previously circulated electronically)

- I. **RTC01 Standing Orders**
- II. **RTC02 Financial Regulations**
- III. **RTC03 Financial Risk Assessment**
- IV. **RTC04 Code of Conduct**
- V. **RTC05 Statement on Internal Controls**
- VI. **RTC06 Freedom of Information Policy**
- VII. **RTC07 Equality and Diversity Policy**

- VIII. **RTC08 Disciplinary Procedure**
- IX. **RTC09 Town Clerk Appraisal Form**
- X. **RTC10 Staff Appraisal Form (not the clerk)**
- XI. **RTC11 Carers and Dependants policy**
- XII. **RTC12 Stress Policy**
- XIII. **RTC13 Maternity Leave and Maternity Pay Policy**
- XIV. **RTC14 Parental Leave Policy**
- XV. **RTC15 Sickness and Pay Policy**
- XVI. **RTC16 Display Screens Policy**
- XVII. **RTC17 Health & Safety and Risk Assessment Policies**
- XVIII. **RTC18 Training and Development Policy**
- XIX. **RTC19 Social Media Policy**
- XX. **RTC20 Grievance Policy**
- XXI. **RTC21 GDPR Policy**
- XXII. **RTC22 Council Owned Electronic Tablets Policy**
- XXIII. **RTC23 No Smoking Policy**
- XXIV. **RTC24 Grit Bins Policy**
- XXV. **RTC25 Vexatious Policy**
- XXVI. **RTC26 Investment Policy**
- XXVII. **RTC27 Environmental Policy**
- XXVIII. **RTC28 Freedom of the Town**
- XXIX. **RTC29 Pandemic Policy**
- XXX. **RTC30 Action Plan / Vision 2024-2027**
- XXXI. **RTC31 Armed Forces Covenant**
- XXXII. **RTC32 Car Usage Policy**
- XXXIII. **RTC33 Child Protection and Vulnerable Adults Policy**
- XXXIV. **RTC34 Community Engagement Policy**
- XXXV. **RTC35 Grant Policy**
- XXXVI. **RTC36 Complaints Policy**
- XXXVII. **RTC37 Consent Form for holding personal data**
- XXXVIII. **RTC38 Co-option Policy**
- XXXIX. **RTC39 Data Breach Plan**
- XL. **RTC40 Data Privacy Notice**
- XLI. **RTC41 Dispensation Policy**
- XLII. **RTC42 Document Retention and Disposal Policy**
- XLIII. **RTC43 Emergency Plan**
- XLIV. **RTC44 IT and Internet Policy**
- XLV. **RTC45 Press and Media Policy**
- XLVI. **RTC46 Risk Management**
- XLVII. **RTC47 Gift and Hospitality Policy**

XLVIII. RTC48 Volunteer Policy

XLIX. RTC49 Lone Working Policy

RESOLVED to adopt the current policies (I to XLIX) 'on block' due to there being no changes.

210524/19. Discuss creating a new committee for Ripley Town Council called the Policy and Management Committee with the purpose of developing, monitoring, coordinating and managing the delivery of the policies of the council.

RESOLVED that Ripley Town Council create a new committee called the Policy and Management Committee.

210524/20. To appoint the under mentioned Committees and cheque signatories:

RESOLVED to appoint the following members to these Committees and that the Opposing Group give their list of members to include, to the Clerk as soon as possible.

a) Policy and Management Committee

Cllr Freeborn (Chair), Cllr Bailey (Deputy Mayor of Ripley), Cllr Cox (Mayor of Ripley), Cllr Emma-Williams, Cllr Holmes, Cllr Lobley BEM, Cllr Wilson and one from the opposing group, to be confirmed.

Terms of Reference: To meet monthly to make recommendations to full council regarding the development monitoring, coordinating and management of the delivery of the council's policies.

b) Planning Committee

Cllr Freeborn (Chair) and Cllr Hawkins, Cllr Somers, Cllr N Weaving, Cllr Williams, plus one other from the controlling group, plus one from the opposing group, to be confirmed.

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.

c) Allotments Committee

Cllr Cox (Chair), Cllr Bailey, Cllr Freeborn, Cllr P Weaving, plus one from the opposing group, to be confirmed.

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

d) Financial Grants Panel

Cllr L Cox (Chair), Cllr Bailey, Cllr Holmes, Cllr Lobley BEM, Cllr P Weaving and Cllr Williams, plus one from the opposing group, to be confirmed.

Terms of Reference: To meet yearly and as necessary to make recommendations to Full Council on the allocation of grants within the approved budget for the year. (Note this budget excludes £5k to Ripley Music Festival and £3k to Amber Sound FM, and £750 to each of the Ambergate, Butterley and Marehay Cricket Clubs, the Ripley Town Football Club).

e) Certificate of Merit Committee

Cllr Cox (Chair), Cllr Bailey, Cllr Somers, plus one from the opposing group, to be confirmed, and an Independent Person.

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

f) Events Committee

Cllr Holmes (Chair), Cllr Bailey, Cllr Burslem, Cllr Hawkins, Cllr Nicholls, Cllr P Weaving, plus one from the opposing group, to be confirmed.

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 Committee

Cllr Lobley BEM (Chair), Cllrs Allwood, Cllr Cox, Cllr Freeborn, Cllr Holmes, Cllr N Weaving, Cllr Williams plus one from the opposing group, to be confirmed.

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) Employment Committee

Cllr Wilson (Chair), Cllr Allwood, Cllr Freeborn, Cllr Lobley BEM, Cllr Smith plus one from the opposing group, to be confirmed.

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 & Regeneration Committee

Cllr Allwood (Chair), Cllr Emmas-Williams, Cllr Freeborn, Cllr Hawkins, Cllr Somers, Cllr P Weaving, Cllr Williams plus one from the opposing group, to be confirmed.

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

Cllr Emmas-Williams (Chair), Cllr Burslem, Cllr Freeborn, Cllr Hawkins, Cllr Smith, CllrN Weaving, Cllr Williams plus one from the opposing group, to be confirmed.

Terms of Reference: To meet every three months to discuss heritage of the township and make recommendations to Full Council.

k) Cheque Signatories

Signatories for cheque signing which the mandate consists of one Councillor (from the signatories list) plus the Clerk.

NOTED

l) To Appoint Representatives to outside bodies:

- Derbyshire Association of Local Councils Executive Committee – Cllr Holmes & Cllr Cox
- Ripley and District Heritage Trust – Cllr Hawkins
- Ripley and District Town Twinning Association – Cllr Emmas-Williams
- Waingroves Community Association - Cllr Williams
- Heage Windmill Society – Cllr Weaving and Cllr Burslem
- Amber Valley Access – Cllr Freeborn & Cllr Bailey
- Police Parish / Town Liaison meetings – Cllr Burslem
- William Holmes Court Almshouses – Cllr Emmas-Williams and Mr Ian Fisher until 2026
- Amber Valley Parish Liaison Committee – Cllr Williams
- Derwent Valley Mills Partnership – Cllr Somers
- Derwent Valley Line Community Rail Partnership – Cllr Weaving
- Ripley Town Centre Traders Forum – Cllr Jones
- Butterley Ironworks Trust – Cllr Freeborn & Cllr Burslem
- Derbyshire Law Centre – Cllr Wilson

210524/21. 2024 / 2025 Meeting Dates

NOTED

210524/22. Internal Audit Report and to sign the completed AGAR External Audit Form.

RESOLVED that the Internal Audit Report was accepted and Mayor of Ripley, Councillor Cox signed the AGAR External Audit Form.

210524/23. To agree the Internal Auditor for 2024/2025

RESOLVED to appoint Mr. Brian Wood as the Internal Auditor for 2024/2025.

210524/24. Town Clerk announcements:

a) Ripley Spring Market update

The Clerk reported that it was a great day and that we had lovely weather for the event. It was a great turnout, and the traders did well. We have received lots of positive feedback from members of the public and the stallholders.

NOTED

b) Ripley Well Dressing update

The Clerk reported that the well dressing is usually revealed at the Spring Market, however this year, we will be doing it later in the summer. This year it will be produced, once again by The Old Farm Bus.

NOTED

210524/25. Update on Ripley Town Council office move from 6, Grosvenor Road to Ripley Town Hall.

The Clerk reported that the Heads of Terms for the lease are ready to sign with Amber Valley Borough Council and that we are currently obtaining quotes from local solicitors for the new lease. We hope to move in by the end of August 2024.

NOTED

210524/26. To receive the Annual District Impact Report from Citizen’s Advice Derbyshire.

Cllr Freeborn said that he was proud of the support Ripley Town Council give to Citizen’s Advice and the work they do in the Township.

NOTED

210524/27. Planning Applications – None

210524/28. Exclusion of the Press and Public - None

210524/29. Meeting Closed at 19:31

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

Date for the Next Full Council Meeting June 18th 2024 at 7.00 pm.

**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 & 2023**