



Ripley Town Council

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Contact: Hannah Curzon - Town Clerk

Derbyshire Council of the Year 2020 & 2018
Highly Commended 2019, 2022 & 2023



MINUTES of ANNUAL MEETING OF RIPLEY TOWN COUNCIL

held at 7.00pm on Tuesday 20th May 2025 in the Council Chamber,
Town Hall, Market Place, Ripley.

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

Also: 12 members of public and 1 member of the press.

Plus: Hannah Curzon (Town Clerk), Jayne Simpson (Responsible Finance Officer) and Bradd Farnsworth (Community Engagement Officer).

AGENDA

200525/1. To Elect a Town Mayor for the Ensuing Year.

RESOLVED Councillor Colin Bailey elected as Town Mayor for the ensuing year.

200525/2. The Town Mayor to sign a Declaration of Acceptance of Mayoral Office.

RESOLVED Councillor Colin Bailey signed and read the declaration.

200525/3. Vote of thanks to the Retiring Mayor

NOTED a vote of thanks was given by Councillor Bailey to Cllr L Cox, the retiring Mayor.

200525/4. To Elect a Deputy Town Mayor for the Ensuing Year.

RESOLVED Councillor Nigel Weaving be elected as Deputy Mayor.

200525/5. The Deputy Town Mayor to sign a Declaration of Acceptance of Deputy Mayoral Office.

RESOLVED Councillor N Weaving signed and read the declaration.

200525/6. To Receive Apologies for Absence

None

200525/7. Variation of Order of Business.

None

200525/8. Declaration of Members Interests.

None

200525/9. Public Speaking

A member of the public commented on how lovely the winter floral displays in Ripley Town Centre looked. They also thanked the Town Council for organising the VE Day Celebration in Crossley Park and for the recent Ripley Spring Market.

200525/10. To confirm the Non-Confidential Minutes of the Town Council's Monthly Meeting on April 15th 2025.

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

200525/11. To confirm the Non-Confidential Minutes of the Planning Committee Meeting on May 7th 2025 and accept any recommendations therein.

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

200525/12. To confirm the Non-Confidential Minutes of the Environment and Regeneration Committee Meeting on May 7th 2025 and accept any recommendations therein.

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

200525/13. To confirm the Non-Confidential Minutes of the Finance and Management Committee Meeting on May 13th 2025 and accept any recommendations therein.

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

200525/14. To determine which items if any part of the Agenda should be taken with the public excluded.

None

200525/15. 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
- L. RTC50 Arts and Music Policy
- LI. RTC51 Council Vehicle Policy

RESOLVED to adopt the current policies (I to LI) 'on block' due to there being no changes, other than to policy RTC2 Financial Regulations, as there has been an amendment from the worth of contracts needing to go out to tender, increasing from £30,000 up to £60,000, in line with the National Association of Local Council advice.

200525/17. Discuss changes to the Ripley Town Council committees.

RESOLVED that Ripley Town Council rename the Events Committee to Community Engagement Committee and merge the Heritage Committee with the Environment and Regeneration Committee. It will be called the Heritage, Environment and Regeneration Committee and increase the number of majority members on this committee to eight.

200525/18. To appoint the under mentioned Committees and cheque signatories:

RESOLVED to appoint the following members to these Committees:

a) Policy and Management Committee

To be chaired by the Leader of the controlling group plus seven other members of the controlling group, and the Leader from the opposing group.

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

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.

1. Cllr. Steve Freeborn (Chair)
2. Cllr. David Williams
3. Cllr. Phyllis Weaving
4. Cllr. Nigel Weaving
5. Cllr. Martin Hawkins
6. Cllr. Ron Ashton

c) Allotments Committee

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.

1. Mayor (Chair) Cllr. Colin Bailey
2. Deputy Mayor Cllr. Nigel Weaving
3. Cllr. Phyllis Weaving
4. Cllr. Steve Freeborn
5. Cllr. Sean Carter

d) Financial Grants Panel

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, and Ripley Town Football Club).

1. Cllr. Lyndsay Cox (Chair)
2. Cllr. Tony Holmes
3. Cllr. Phyllis Weaving
4. Cllr. Paul Lobley BEM
5. Cllr. David Williams
6. Cllr. Colin Bailey
7. Cllr. Ron Ashton

e) Certificate of Merit Committee

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.

1. Mayor Cllr. Colin Bailey (Chair)
2. Deputy Mayor Cllr. Nigel Weaving
3. Cllr. Khesta Somers
4. Cllr. Sean Carter
5. Independent Person

f) Community Engagement Committee

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

1. Cllr. Tony Holmes (Chair)
2. Cllr. Lyndsay Cox
3. Cllr. Colin Bailey
4. Cllr. Amina Burslem
5. Cllr. Martin Hawkins
6. Cllr. Axl Nicholls
7. Cllr. Phyllis Weaving
8. Cllr. Paul Moss

g) Finance Committee

Terms of Reference: To meet monthly (or as otherwise agreed) to manage all financial matters on behalf of the Town Council, including the placing of contracts up to a value of £10,000.00, the monitoring of income and expenditure and to make recommendations for budget / precept setting.

1. Cllr. Paul Lobley BEM (Chair)
2. Cllr. Matt Allwood
3. Cllr. David Williams
4. Cllr. Tony Holmes
5. Cllr. Lyndsay Cox
6. Cllr. Steve Freeborn
7. Cllr. Nigel Weaving
8. Cllr. Paul Moss

h) Employment Committee

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.

1. Cllr. Mick Wilson (Chair)
2. Cllr. Phyllis Weaving
3. Cllr. Matt Allwood
4. Cllr. Paul Lobley
5. Cllr. Steve Freeborn
6. Cllr. Axl Nicholls
7. Cllr. Ron Ashton

i) Heritage, Environment & Regeneration Committee

Terms of Reference: To meet monthly (or as otherwise agreed) to help develop good environmental policies and practices and economic (and environmental) regeneration initiatives and discuss heritage throughout the Township. The committee will make recommendations to Full Council about its own environmental policies and practices and regeneration and heritage initiatives.

1. Cllr. Matt Allwood (Chair)
2. Cllr. Amina Burslem
3. Cllr. Roland Emmas-Williams
4. Cllr. Steve Freeborn
5. Cllr. Martin Hawkins
6. Cllr. Phyllis Weaving
7. Cllr. David Williams
8. Cllr. Nigel Weaving
9. Cllr. Ron Ashton

j) Cheque Signatories

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

k) To Appoint Representatives to outside bodies:

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

200525/18. 2025/ 2026 Meeting Dates NOTED

200525/19. 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 Bailey signed the AGAR External Audit Form.

200525/20. To agree the Internal Auditor for 2025/2026
RESOLVED to appoint East Midlands Audit Services Ltd. as the Internal Auditor for 2025/2026.

200525/24. Town Clerk announcements:

a) VE Day events update

The Clerk reported that the Town Council had decorated the town with union flag bunting to mark the occasion. We also organised two community events, the first being a service in the churchyard at All Saint's Church on 8th May to which members of the community, the Ripley and District RBL, Councillor and the Town Mayor attended. The Lamp of Peace was lit at 9.30pm in line with others across the country. The second event was a community picnic in the park on 11th May, which was attended by many people. The crowd was entertained by singer, Lady Lindy who sang wartime songs and the event was supported by local food business and a resident who brought along a wartime vehicle. The Council also provided grants for local groups to hold street parties.
NOTED

b) Ripley Spring Market update

The Clerk reported that this event took place on 18th May 2025 on Ripley Market Place and for the first time, on Oxford Street. Businesses on Oxford Street opened and some organised activities for children. It was busy all throughout the day, with trader reporting they had done well and were busy. Great feedback was received on social media and from people talking to staff and volunteers throughout the day. The Clerk thanked the following Councillors and volunteers for coming along to help at the event; Cllrs: Burslem, N Weaving, Emmas-Williams, Hawkins, Holmes, Nicholls, Allwood, Williams and Alison Cox and Nathan Dilley for their continued support of our events.
NOTED

6/2025

c) Outdoor Cinema – Sunday 8th June 2025 at 3pm and 6pm.

The Clerk reported, after an online poll on social media with members of the public, they chose for us to show 'Wicked' and 'Twisters' at the outdoor cinema. The films are to be introduced by the Mayor. If any Councillors would like to volunteer at the event, please let the Community Engagement Officer.

d) Councillors to update their declaration of members interest form.

The Clerk reminded members that if any of their interests have changed since they completed the form last year, to update the form and return it to the Monitoring Officer at Amber Valley Borough Council.

200525/22. Discuss Tree Planting in the Ripley Township.

Cllr Freeborn reported that the Heartwood Project, through Derbyshire County Council had recently planted new trees at Pit Top, Ripley. Many of the trees are struggling due to the weather being so dry recently. Cllr Freeborn and the Town Clerk recently met with representatives from Derbyshire County Council (DCC) and talked about the possibility of Ripley Town Council (RTC) and DCC working together. RTC may be able to access DCC labour and buying schemes. In the next Town Council newsletter, we will be asking residents and local environmental groups for their input into possible sites where we can plant trees, connecting with ecology and the environment.

NOTED

200525/23. Planning Applications – None

200525/24. Exclusion of the Press and Public - None

200525/25. Meeting Closed at 19:38

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

Date for the Next Full Council Meeting June 17th 2025 at 7.00 pm.