

MINUTES of May 19th 2015 ANNUAL GENERAL MEETING OF RIPLEY TOWN COUNCIL

Attendees Cllrs: R P Ashton, A Bridge, S D Carter, L D Cox, C Cutting, S D Freeborn, R Emmas-Williams, Mrs S Emmas-Williams, D Farrelly, I Fisher, Mrs J H Gregory, T Holmes, A Johnston, M G Jones, Mrs L Joyes, P Lobley, M J Missett, (in the Chair), P C Moss, D A Williams, M Wilson and Mrs C Worth
One member of the public and the Town Clerk

AGENDA

- 7000. To elect a Town Mayor for the ensuing year.**
RESOLVED to elect Cllr Michael Missett as Mayor for the ensuing year
- 7001. The Town Mayor to take and sign a Declaration of Acceptance of Office.**
RESOLVED Declaration of Acceptance of Office signed
- 7002. Vote of thanks to the retiring Mayor.**
RESOLVED a vote of thanks given to the retiring Mayor Cllr Roland Emmas-Williams for the hard work and very busy year and funds raised for his charities, Ripley Hospital League of Friends and the Derbyshire Autism Service
Retiring Mayor's Announcements.
Thursday 23rd April Invited to attend a Citizen Enrichment Day at Ripley Academy School.
Thursday 23rd April Attended Heanor & Loscoe Town Council Civic Dinner.
Sunday 26th April Attended a St. George's Day Parade at Belper.
Monday 11th May hosted a sit down meal at the Sea Fish Restaurant, to raise money for the Mayor's Charity.
Wednesday 13th May Invited to afternoon tea at Emmas-Williams Court.
Thursday 14th May presented a cheque for £2000 to the Ripley Hospital League of Friends from my Mayor's Charity.
Friday 15th May Visited all the Primary Schools' in the Ripley Parish, Ambergate, Heage, Street Lane, Lons, St. John's and Waingroves to hand out the Ripley Book.
Sunday 17th May Opened the Ripley Spring Fayre and Well Dressing event
- 7003. To elect a Deputy Town Mayor for the ensuing year.**
RESOLVED to elect Cllr Alwyn Bridge as the Deputy Mayor for the ensuing year
- 7004. The Deputy Town Mayor to take and sign a Declaration of Acceptance of Office.**
RESOLVED Declaration of Acceptance of Office signed
- 7005. To receive apologies for absence.** Cllrs: P C Moss and M Wilson
- 7006. Variation of Order of Business**
RESOLVED to take item 12 and 13 at this point
- 7007. Welcome to new Councillors –** Cllr S Freeborn welcomed new councillor's and thanked those who had served as councillors but were no longer members.
- 7008. All Councillors to sign and read the acceptance of office and reminder to all Councillors to complete a "Members Interest Form"** (which is in the welcome pack given to all Cllrs) to be returned within 28 days
RESOLVED Cllrs read out and signed the Declaration of Acceptance of Office
- a) **DALC Councillor Training to be held at Ripley Town Hall –** date to be confirmed
RESOLVED to recommend all Cllrs to attend if possible when the date is confirmed
- 7009. Declaration of Members Interests**
Cllr T Holmes declared a personal interest in the following items as a member of Amber Valley Borough

Council and would remain in the meeting – 16 a) Ripley Neighbourhood Plan and referendum date required – 16 c) Nottingham Road Recreation Land - 8 e) Swanwick Neighbourhood Plan
Cllr R Emma-Williams declared a personal interest in the following items as a member of Amber Valley Borough Council and would remain in the meeting – 16 a) Ripley Neighbourhood Plan and referendum date required – 16 c) Nottingham Road Recreation Land - 8 e) Swanwick Neighbourhood Plan
Cllr R P Ashton declared a personal interest in the following items as a member of Amber Valley Borough Council and would remain in the meeting – 16 a) Ripley Neighbourhood Plan and referendum date required – 16 c) Nottingham Road Recreation Land - 8 e) Swanwick Neighbourhood Plan
Cllr D A Williams declared a personal interest in item 16 d) Bus Shelters as a member of Derbyshire County Council

7010. Public speaking – None

7011. To confirm the Non-Confidential Minutes of the Town Council's Meeting April 21st 2015 and Events committee meeting April 24th 2015 (circulated)

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

7012. To determine which items if any part of the Agenda should be taken with the public excluded. None required

7013. 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. **Equality and Diversity Policy**
- VII. **Working Alone Policy**
- VIII. **Freedom of Information Policy**

RESOLVED to adopt all the above documents subject to possible future amendments may be presented to the Full Council

7014. To appoint the under mentioned Sub-Committees/Internal Auditors, cheque signatories: -

a) Planning Committee

Mayor Cllr M Missett, Deputy Mayor Cllr A Bridge, Leader Cllr S Freeborn, Deputy Leader Cllr Ms L Cox, Cllrs A Johnston, D Williams and two from the opposing group (TBA)

Terms of Reference: To meet monthly to discuss Planning Applications and associated matters and the Committee have the mandate to make decisions regarding Planning Applications and associated matters (roles and responsibilities as per Standing Orders)

b) Allotments Committee

Mayor Cllr M Missett, Deputy Mayor Cllr A Bridge, Leader Cllr S Freeborn or Deputy Leader Cllr Ms L Cox, Cllrs R Emma-Williams and two from the opposing group (TBA)

Terms of Reference: To meet annually to make recommendations to Full Council on management and supervision of Allotments and associated matters of the five allotment sites

c) Financial Grants Panel

Mayor Cllr M Missett, Deputy Mayor Cllr A Bridge, Cllrs J Gregory, C Cutting, S Emma-Williams, T Holmes and two from the opposing group (TBA)

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

d) Certificate of Merit Committee

Mayor Cllr M Missett, Deputy Mayor Cllr A Bridge, Cllrs P Lobley, A Johnston, R Emmas-Williams, S Emmas-Williams and two 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

e) Events Committee

Mayor Cllr M Missett, Deputy Mayor Cllr A Bridge, Cllrs T Holmes, J Gregory, C Cutting, L Cox and two from the opposing group (TBA)

Terms of Reference: To meet quarterly and as necessary to make recommendations to Full Council on events and associated matters

f) To Confirm the Appointment of Two Internal Auditors

Cllrs: M Missett and D Williams

Terms of Reference: To inspect the Council's accounts on a twice yearly basis

g) Finance and Management Committee

Mayor Cllr M Missett, Deputy Mayor Cllr A Bridge, Leader Cllr S Freeborn, Deputy Leader Cllr Ms L Cox, Cllr P Lobley and two from the opposing group (TBA)

Terms of Reference: To meet quarterly and as necessary to make recommendations to Full Council on associated matters (roles and responsibilities as per Standing Orders)

h) Cheque Signatories

Signatories for cheque signing which the mandate consists of for any two Cllrs (from the signatories list) plus the Clerk – Signatory Cllrs to sign the bank mandates for HSBC and the Co-operative Bank - Cllrs M Missett, A Bridge, R Emmas-Williams, R P Ashton, S Freeborn

i) Employment Committee

Mayor Cllr M Missett, Deputy Mayor Cllr A Bridge, Leader Cllr S Freeborn, Deputy Leader Cllr Ms L Cox, Cllr I Fisher plus one from the opposing group (TBA)

Terms of Reference: To meet quarterly as necessary to make recommendations to Full Council on associated matters (roles and responsibilities as per Standing Orders)

j) Carnival Committee

Cllr T Holmes, Mrs C Worth, M Jones and M Wilson

Terms of Reference: To meet quarterly and as necessary to make recommendations to Full Council on the Carnival and associated matters

k) To Appoint Representatives to outside bodies:

- Derbyshire Association of Local Councils Executive Committee – **Cllr Ms L D Cox**
- Ripley and District Heritage Trust - **Cllr A Bridge**
- Ripley and District Town Twinning Association – **Cllr M Missett**
- Waingroves Community Association – **Cllr D Williams**
- Heage Windmill Society – **Cllr A Johnston**
- Amber Valley Access – **Cllr P Lobley**
- Police Parish / Town Liaison meetings – **Cllr C Cutting**
- William Holmes Court Almshouses and the Ernest Joseph Ellis Fermor Charity – **Cllr R Emmas-**

Williams and Mr Ian Fisher till 2018

- Amber Valley Parish Liaison Committee – **Cllrs S Freeborn and C Worth**
- Derwent Valley Mills Partnership – **Cllr D Williams**
- Derwent Valley Line Community Rail Partnership – **Cllrs D Farrelly and M Missett**
- Ripley Chamber of Trade – **Cllr R Emmas-Williams**

7015. Report of the Town Clerk on: -

- a) Neighbourhood Plan** – correspondence received
RESOLVED to mandate Cllr S Freeborn and the Clerk to liaise with AVBC to remove obstacles
- b) Codnor Common Land** – discuss RTC involvement
RESOLVED to mandate Cllr S Freeborn and the Clerk to meet with the developer and AVBC
- c) Nottingham Road Recreation Land**
RESOLVED to mandate Cllr S Freeborn and the Clerk to clarify the position regarding any RTC contribution
- d) Bus Shelters** – update - The Clerk gave an update regarding dates for installations
- e) Swanwick Neighbourhood Plan requires comments** – previously circulated
RESOLVED for any Cllrs who wish to make comment to do so
- f) Spring Festival and Well Dressing** – report from event– two stalls allocated did not attend and could have been allocated to others if it had been known – very well attended by the public – donations received for the Mayor’s Charity – Lucky Dip £10.00 – Bubbles etc £10.00 – Clothing £20.00 and Alex Hot Dogs etc £70.00 = Total £110.00
RESOLVED the Clerk to write a letter of thanks to ReThink for the well dressing
- g) Grants Committee** to arrange meeting – **May 22nd 2015 5.30pm in the RTC Office** – item for information
- h) Planters to be installed** – correspondence received – **3 letters of objection and 3 positive to date**
RESOLVED for Cllr P Lobley to discuss with residents the planter installation and report back to the Council
- i) Hanging Baskets locations** – locations confirmed – **where possible the baskets have been brought more into the town and away from where they were covered by trees or where there were large gaps decreasing the impact** –item for report
- i) Newsletter delivered by new company** and information regarding previous company delivery – **propose to discuss a settlement figure if the previous company insist on any payment**
RESOLVED the Clerk is to discuss a reduced payment to the previous company liaising with Cllrs M Missett and A Bridge
- j) Crossley Park Bands and Dates 2015** – June 21st Newstead Brass, Big Band Sound – June 28th Newhall Band, Film Music, July 12th Matlock Band, Best of British – Ashbourne Town Band, Old and Modern Music – Holymoorside Band, Musicals and the Charts – August 9th Derwent Valley Wind Band, Music from the Stage and Screen –**AVBC have been contacted to ask that the toilets be open for the band concerts** – item for report
- k) Planning Committee Training** – Trevor Roberts Associates half day seminar at Ripley £995.00 + vat
RESOLVED to go ahead with the training after a date has been received for the Neighbourhood Plan referendum from AVBC

l) Discuss contribution to AVBC for new boards for the Market Stalls

RESOLVED to match fund any contribution from AVBC

7016. Accounts for payment and Income cheques to be approved and signed

RESOLVED to agree and sign the cheques

Cheque No	Payee	£	VAT	Total
504024	L Wood Face Painting	£125.00		£125.00
504025	M Ruscoe sorting Stalls for event	£125.00		£125.00
504026	G R Tucker Children's Rides	£500.00		£500.00
504027	L McCormick salary & reimbursements 504028 HMRC PAYE	£1527.30		£1527.30
504029	Fleet Arts Long Song Project	£5000.00		£5000.00
504030	Keptkleen Heage Toilets wks 14/15/16/17/18	£288.00		£288.00
504031	DALC Annual Subscription	£933.04		£933.04
504032	Keptkleen M Place Toilets wks 14/15/16/17/18	£393.00		£393.00
504033	P J Lilley Ltd unblocking Gents toilet & drain M Place Ripley	£48.30	£9.66	£57.96
504034	AVBC Office Rent	£300.00	£60.00	£360.00
504035	Phase Printer Newsletter	£854.00		£854.00
504036	Wish Cloud Ltd Annual hosting & training for website	£340.00		£340.00
504037	Wish Cloud Ltd Website changes & rebuilding	£500.00		£500.00
504038	Regional Publications Ltd insert into Amber Valley Health	£310.00	£62.00	£372.00
504039	E-on Electricity for Christmas Lights	£302.91	£15.15	£318.06
504040	PJ Cooper electrician fix & replace fluorescent tube P Toilets	£50.00	£10.00	£60.00
504041	Harrison's Packaging Ltd Dog Bags	£500.00	£100.00	£600.00
504042	ReThink Grant Well Dressing producing & designing Grant	£250.00		£250.00
504043	DALC Clerk Spring Seminar	£35.00		£35.00
DD	Pitney Bowes quarterly lease Franking Machine	£29.97	£5.99	£35.96
DD	Pitney Bowes postage	£50.00		£50.00
DD	Unicom RTC Office line / Broadband	£315.82	£63.16	£378.98
504044	Mayor's Allowance	£2000.00		£2000.00
504045	Loz Phillips Allotments fence repair & Refurb Heage N Board	£560.00		£560.00
504046	Lewis Distribution newsletter distribution	£418.50		£418.50
504047	Capvar Media advertising Spring Festival & Well Dressing	£90.00	£18.00	£108.00
504048	E Gregory Photography May 2014 to May 2015	£130.00		£130.00
504049	Decx 10% payment for Christmas Decorations 2015	£3040.00	£608.00	£3648.00
	New Total	£19015.84	£951.96	£19967.80
Income	AVBC 50% Precept			£99499.75
	NSI Investment account interest			£141.21
	Nationwide account interest			£9.11
	Total			£99650.07

7017. Planning Applications – previously circulated

7018. Items for Information in the Information Folder: DALC Circulars 10/2015 – 11/2015 – 12/2015 – 13/2015 – No5 Chambers Annual Regulatory Seminar – The Clerk Magazine – Clerks & Councils Direct Magazine – Ricoh Postal Goods & Services Framework – Helping Hands People Living with Dementia – CPRE Annual Report and AGM June 6th 2015 at Hardwick Hall - **Derbyshire County Council – Free 1-2-1 Adult Cycle Training - British Heart Foundation – Free Collection of Working Electrical Goods**

7019. Employment matters – recommendations from Employment Group meeting – no meeting held due to elections

7020. Date for the next monthly meeting June 16th 2015 at 7.00pm