

**MINUTES of May 16th 2017 ANNUAL MEETING
OF RIPLEY TOWN COUNCIL
Held in the Council Chamber at 7.00pm**

In Attendance: Cllrs: R P Ashton, A Bridge, Ms L D Cox, C Cutting, S D Freeborn, R Emmas-Williams, Mrs S Emmas-Williams (Chair). D Farrelly, I Fisher, Mrs J H Gregory, T Holmes, M Jones, Mrs L Joyes, P Lobley, M Missett, P C Moss, N Weaving, D A Williams, M Wilson and Mrs C Worth.
V Boswell (Community Officer)

1605/1 To elect a Town Mayor for the ensuing year.

RESOLVED to elect Cllr. Mrs S Emmas-Williams.

1605/2 The Town Mayor to take and sign a Declaration of Acceptance of Office.

RESOLVED Cllr Mrs S Emmas-Williams signed and read the declaration.

1605/3 Vote of thanks to the retiring Mayor.

RESOLVED a vote of thanks was given by Cllr S Freeborn to Cllr A Bridge, the retiring Mayor.

1605/4 To elect a Deputy Town Mayor for the ensuing year.

RESOLVED to elect Cllr P Lobley.

1605/5 The Deputy Town Mayor to take and sign a Declaration of Acceptance of Office.

RESOLVED Cllr P Lobley signed and read the declaration.

1605/7 To receive apologies for absence – Cllr S Carter. L McCormick (Town Clerk).

1605/8 Variation of Order of Business – None required.

1605/9 Declaration of Members Interests:

Cllr R Emmas-Williams declared a personal interest in the following items as a member of Amber Valley Borough Council and would remain in the meeting – 18 a) Greenwich Park Sports Pavillion & 18 d) AVBC Local Plan.

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 18 a) Greenwich Park Sports Pavillion & 18 d) AVBC Local Plan.

Cllr P Moss declared a personal interest in the following items as a member of Amber Valley Borough Council and would remain in the meeting – 18 a) Greenwich Park Sports Pavillion & 18 d) AVBC Local Plan.

Cllr R Ashton declared a personal interest in the following items as a member of Amber Valley Borough Council and would remain in the meeting 18 a) Greenwich Park Sports Pavillion & 18 d) AVBC Local Plan also 18 b) as a member of Derbyshire County Council and would remain in the meeting Butterley Trust Report.

1605/10 Public speaking – None.

1605/11 To confirm the Non-Confidential Minutes of the Town Council's Monthly Meeting April 25th 2017 (previously circulated).

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

1605/12 To confirm the Minutes of the Town Councils Events Committee meeting May 12th 2017 (previously circulated).

RESOLVED to sign the minutes as a true and accurate record. Cllr Mrs J Gregory reminded the council of the Spring Festival Sunday 21st May.

1605/13 To confirm the Minutes of the Town Councils Finance and Administration Committee Meeting May 12th 2017, and accept the Finance and Administration Committee recommendations (previously circulated).

RESOLVED to note the clear Internal Audit and accept the annual Income and expenditure and sign the minutes as a true and accurate record.

1605/14 To determine which items if any part of the Agenda should be taken with the public excluded. None required

1605/15 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 - Noted

1605/16 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 2016 / 2017 (subject to confirmation from AVBC)**
- XXI. RTC Committee Meeting Dates to be arranged after AVBC have set their dates for using the Council Chamber**

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.

1605/17 To appoint the under mentioned Sub-Committees/Internal Auditors, cheque signatories: -
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

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.

f) To Confirm the Appointment of Two Internal Auditors

RESOLVED – The two auditors are not required as regular checks will be dealt with by Finance and Management Committee meetings.

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.

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

1605/18 Report of the Town Clerk on: -

a) **Greenwich Park Sports Pavilion** Cllr S Freeborn gave an update on the project and advised that planning application is being submitted 17/5

RESOLVED RTC to contribute a further sum of approximately £1100 for planning application on Phase 2 of the project. This represents approximately 1/3 of the cost with AVBC paying the other 2/3.

b) **Butterley Trust Report** Cllr S Freeborn updated that the Trust is still waiting for its official Registered Charity status in order to be able to submit requests for funding

c) **Provision of a Community Hall** Cllr S Freeborn updated that we are waiting for other people to come back to us regarding the provision of a Community Hall and asks that everyone gives thought to possible locations in the town centre for a Community Hall to be sited.

d) **AVBC Draft Local Plan** Cllr S Freeborn expressed his concern that AVBC had not engaged with RTC regarding the draft local plan and also that the plan is scheduled to be approved during the week of the General Election.

1605/19 Audit Report and Completed Form to sign

RESOLVED for the Chair & RFO to sign the audit report

1605/20 Planning Applications – previously circulated

Noted

1605/21 Items for Information in the Information Folder – No items in view of Clerk's absence

1605/22 DALC Training - Any Cllr wishing to attend any training please contact the Town Clerk

Noted

TRAINING DIARY

DATE	SUBJECT	CIRCULAR REF	VENUE	c
18 May 2017 (6.00pm – 8.30pm)	Councillor Essential Training	05/2017	Hilton, Derbyshire	Enhanced Sub Councils up to 3 free places/£40
22 May 2017 (10.00am – 12.30pm)	Freedom of Information/Data Protection Training	05/2017	Strutt Centre, Belper	Enhanced Sub Councils up to 3 free places/£40
12 June 2017 (10.00am – 1.00pm)	Community Planning – neighbourhood plans, Village Plans	06/2017	Cromford Mills	£40 per delegate
27 June 2017 (6.00pm – 8.30pm)	Councillor Essential Training	05/2017	Chesterfield Cricket Club	Enhanced Sub Councils up to 3 free places/£40
10 July 2017 (6.30 – 8.30pm)	Chair Skills	06/2017	Cromford Mills	Enhanced Sub Councils up to 3 free places/£40
18 July 2017 (9.30am – 12.30pm)	Tree & Woodland Management Training	05/2017	Whitworth Centre, Darley Dale	£40 per delegate
11 Sept 2017 (10.00am – 3.30pm)	Finance for clerks/ RFO	06/2017	Cromford Mills	£60 per delegate
11 Sept 2017 (6.00pm – 8.00pm)	Finance for Councillors	06/2017	Cromford Mills	Enhanced Sub Councils up to 3 free places/£40
12 Sept 2017 (9.30am – 12.30pm)	Health & Safety and Risk Assessments	05/2017	Whitworth Centre, Darley Dale	£40 per delegate
27 th Sept 2017 (10.00am – 3.00pm)	HR Essentials	06/2017	Cromford Mills	£60 per delegate
3 rd Oct 2017 (10.00am – 1.00pm)	Planning – understanding the process and the role of local councils	06/2017	Cromford Mills	£40

1605/23 Meeting closed at 7.32pm

Date for the next monthly meeting June 20th 2017 at 7.00pm