



COUNCIL OF THE CITY OF RIPON OFFICIAL NOTICE OF A MEETING OF THE EVENTS COMMITTEE

Date: **Monday 13th January 2025**

Time: **6:00pm**

Location: **The Council Chamber, the Town Hall, Ripon, HG4 1DD.**

Council Members: Cllrs Williams, Bate, Duncan, Hardisty, Horton and Flatley

You are summoned to attend an Events Committee Meeting for the purposes of determining the agenda items listed below.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Paula Benson'.

Paula Benson
Chief Officer
8th January 2025

AGENDA

01/25	<ol style="list-style-type: none">1. To receive apologies.2. To approve reasons for absence.
02/25	To request any disclosure of an interest in relation to any matter under consideration at this meeting (financial or otherwise) & to consider any written requests for dispensation.
03/25	Members of the public are invited to question, seek clarification or make representation to members of the Committee on any agenda item as listed below.
04/25	To consider and approve the Minutes of the Meeting held on 21 st October 2024.
05/25	<p>To receive an update on Financial and Governance Matters:</p> <ol style="list-style-type: none">1. To receive the Income and Expenditure Report for the period between 01.04.2024 and 31.12.2024.2. To receive the draft budget for 2025-2026.
06/25	To receive an update on the 2024 New Year's Eve event.
07/25	<p>To agree the outline of the Civic and Community events in 2025:</p> <ol style="list-style-type: none">1. Annual Meeting and Mayor Making Ceremony – 7th May 20252. VE Day event – 8th May 20253. Freedom Weekend Display – 10th May4. Freedom Parade / Mayor Installation – 11th May 20255. Summer Bank Holiday event – 23rd August 20256. Battle of Britain – 14th September 20257. Remembrance Sunday – 9th November 20258. Christmas Lights Switch-On – 15th November 20259. New Year's Eve event – 31st December 2025

08/25	To consider Cathedral events and the issuing of Civic invitations.
09/25	To receive an update on the Road Traffic Management Tender for information only.
10/25	To receive an update on RCC owned barriers.
11/25	To receive the following correspondence and agree appropriate action: <ol style="list-style-type: none"> 1. Email dated 6th November 2024 - Xmas lights 2025. 2. Introduction letter.

Clerk's Office
 Town Hall
 Ripon
 North Yorkshire
 HG4 1DD
 admin@riponcity.gov.uk
 01765 604097



COUNCIL OF THE CITY OF RIPON MINUTES OF A MEETING OF THE EVENTS COMMITTEE

Date: Monday 21st October 2024

Time: 6:00pm

Location: The Council Chamber, the Town Hall, Ripon, HG4 1DD.

Present:

Cllr Duncan
Cllr Flatley
Cllr Hardisty
Cllr Horton
Cllr Williams

In Attendance:

Senior Administration Officer, Administrator

05/24	<p>1. To elect a chairman of the Committee. Cllr Williams be elected as Chairman of the Events Committee. RESOLVED.</p> <p>2. To elect a Deputy Chairman of the Committee. Cllr Flatley be elected as Deputy Chairman of the Events Committee. RESOLVED.</p>
06/24	<p>To receive apologies and accept reasons for absence. Apologies were received and approved from Cllr Bate.</p>
07/24	<p>To request any disclosure of an interest in relation to any matter under consideration at this meeting (financial or otherwise) & to consider any written requests for dispensation. None.</p>
08/24	<p>To consider and approve the Minutes of the Meeting held on 11th March 2024. That these be approved as a true and accurate record of proceedings. RESOLVED.</p>
09/24	<p>To receive the Committee Terms of Reference and to consider and agree the schedule of events and related content and budget in 2025 for presentation to Full Council. That the Committee Terms of Reference be received. That the date for the Freedom Event is to be confirmed with the Cathedral and the Army. Christmas Lights Switch on event will be scheduled for the Saturday following the Remembrance Sunday Event (15th November 2025). All other events will be determined by the calendar. That RCC will liaise with Cathedral to confirm the date of their Beer Festival. If it is scheduled on the August Bank Holiday Saturday, RCC will reconsider the Council's Event, as this year it impacted attendance numbers. Potentially there will be just a fairground for children and not live music. It was noted that there are no members responsible for civic events, and it was resolved to bring a recommendation to the Full Council to review this matter. RESOLVED.</p>
10/24	<p>To consider an event to mark the 80th Anniversary of VE Day and agree appropriate action. VE Day falls on Thursday 8th May, which will be a Market Day. Considering this, it should</p>

	<p>be a small scale event that can be set up within an hour. The event is planned to conclude by 9:30pm and may include a disco on the square, some older style fairground rides, and Setting of the Watch.</p> <p>It was noted that the Ripon Community Poppy Project will organise The Beacon Lighting ceremony. RCC will arrange a further meeting with the Ripon Community Poppy Project to discuss what can be done for this event, with an estimated budget not exceeding £5,000.</p> <p>RESOLVED.</p>
11/24	<p>To receive an update on the 2024 Christmas Light Event and agree appropriate action.</p> <p>Ripon Bid have been approached by Nick Hancock regarding him switching on the lights. It was agreed that the Mayor should continue with this role. Cllr Williams to contact Eric Clark who will act as Santa for the event. Cabmen's Shelter to be decorated on Friday, 15th November. Cllr Hardisty will act as a crowd marshal on the event day.</p> <p>Ripon Bid have delivered the Christmas brochure to 27000 properties around Ripon and have donated £4900 + VAT towards the Christmas lights this year, which is the surplus from their advertising.</p> <p>RESOLVED.</p>
12/24	<p>To receive an update on the 2024 New Year's Eve event and agree appropriate action.</p> <p>To make a recommendation to Full Council that the Civic element be removed from our event, and that the Cathedral invite the Mayor and Council members to the service and members can attend in their own capacity if they wish to do so.</p> <p>RESOLVED.</p>
13/24	<p>To consider an invitation for RCC to participate in Sights and Sounds of Ripon 2025 and to resolve upon the extent of RCC's involvement.</p> <p>That RCC could take part in the event by delivering a Silver Talk in the Mayors Parlour and possible exhibitions of QM and HRH in the Chamber. QM and HRH Committees will need to discuss and agree within their own meetings.</p> <p>RESOLVED.</p>
14/24	<p>To consider the provision of Road Traffic Management and to agree to issue an invitation to tender in accordance with Financial Regulations for a two year period from 1st January 2025 with a 12 month break clause.</p> <p>That an invitation to tender for the provision of Road Traffic Management will be issued.</p> <p>RESOLVED.</p>

With business concluded the Chairman closed the meeting at 6:55pm.

Signed _____
Chairman

Dated _____

Ripon City Council

Summary of Receipts and Payments

Cost Centre 10 (Between 01/04/2024 and 31/12/2024)

05-25 1

8 January 2025 (2024-2025)

Events		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4169	August Bank Holiday Event				20,000.00	18,395.09	1,604.91	1,604.91 (8%)
4175	Events Cost General		5,000.00	5,000.00	10,000.00	226.70	9,773.30	14,773.30 (147%)
4178	New Years Eve				20,000.00	11,331.04	8,668.96	8,668.96 (43%)
4179	Christmas Light Switch On				20,000.00	11,183.68	8,816.32	8,816.32 (44%)
4184	Coronation Event 2023							(N/A)
4605	D Day Event				35,000.00	16,101.42	18,898.58	18,898.58 (54%)
4607	Summer Entertainment					1,232.50	-1,232.50	-1,232.50 (N/A)
SUB TOTAL			5,000.00	5,000.00	105,000.00	58,470.43	46,529.57	51,529.57 (49%)

Summary

NET TOTAL	5,000.00	5,000.00	105,000.00	58,470.43	46,529.57	51,529.57 (49%)
V.A.T.	1,000.00			9,623.50		
GROSS TOTAL	6,000.00			68,093.93		

Ripon City Council
Detailed Budget Summary

Cost Centre 10 (Between 01/04/2025 and 08/01/2025)

Events		Last Year 2024-2025				Current Year 2025-2026								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
4169	August Bank Holiday f			20,000.00	18,395.09					20,000.00					
4175	Events Cost General		5,000.00	10,000.00	226.70					2,500.00					
4178	New Years Eve			20,000.00	3,983.34					20,000.00					
4179	Christmas Light Switcl			20,000.00	10,371.08					20,000.00					
4184	Coronation Event 202:														
4605	V E Day Event			35,000.00	16,101.42					10,000.00					
4607	Summer Entertainmer				1,232.50										
SUB TOTAL			5,000.00	105,000.00	50,310.13					72,500.00					

Summary

TOTAL		5,000.00	105,000.00	50,310.13						72,500.00					
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Ripon City Council
Detailed Budget Summary

Cost Centre 5 (Between 01/04/2025 and 09/01/2025)

		Last Year 2024-2025				Current Year 2025-2026								Next Year	
Civic		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
4009	Laundry			500.00	374.15					500.00					
4150	Mayors Allowance			3,200.00	2,090.43					3,250.00					
4151	Civic Expenses			500.00						500.00					
4152	Mayors Christmas Car			230.00	60.00					230.00					
4155	Mayor Making			2,725.00	1,185.42					2,725.00					
4160	Civic Services														
4161	New Years Eve			300.00						300.00					
4162	Remembrance Sunda			3,000.00	3,843.30					3,000.00					
4164	Battle of Britain			500.00	285.85					500.00					
4165	Other Events			2,000.00						2,000.00					
4171	Cllr Uniforms & Insigni			550.00	3,362.34					550.00					
4172	MO Uniforms & Insign			600.00	918.00					600.00					
4173	Road Closures			7,000.00						7,000.00					
SUB TOTAL				21,105.00	12,119.49					21,155.00					

Summary

TOTAL				21,105.00	12,119.49					21,155.00					
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From: [REDACTED]
To: [Paula Benson RCC](#)
Subject: Re: Xmas lights 2025
Date: 06 November 2024 17:04:27

Hi Paula,

Yes we'd love to providing we aren't already booked up!

Thanks

[REDACTED]
Sent from my iPhone

On 6 Nov 2024, at 16:54, Paula Benson RCC <paula.benson@riponcity.gov.uk> wrote:

Hi [REDACTED]

Thanks for getting in touch, we will make the events committee aware of your offer and come back to you, your choir sounds great!

We do have events other than lights switch on during the year so please let us know if you would consider singing at anything else.

Best wishes Paula

Regards

Paula Benson

Chief Officer

Ripon City Council

Clerk's Office

Town Hall

Ripon

North Yorkshire

HG4 1DD

Office

01765 604097

Mobile

07380 387088

paula.benson@riponcity.gov.uk

[Please note that I do not work on Friday.](#)

The office telephones will be answered between the hours of 9:30am and 2:30pm Monday - Friday. If we are unable to answer the telephone, please leave a message and we will get back to you as soon as we can.

Staff work in a hybrid manner and visitors to the Town Hall are invited to make an appointment in advance.

<https://www.riponcity.gov.uk/>

WARNING

Any opinions or statements expressed in this e-mail are those of the individual and not necessarily those of Ripon City Council.

This e-mail and any files transmitted with it may be confidential and are solely for the use of the intended recipient. If you receive this in error, please do not disclose any information to anyone, notify the sender at the above address and then destroy all copies.

Although we have endeavoured to ensure that this e-mail and any attachments are free from any virus we would advise you to take any necessary steps to ensure that they are actually virus free.

If you receive an automatic response stating that the recipient is away from the office and you wish to request information under either the Freedom of Information Act, the Data Protection Act or the Environmental Information Regulations please forward your request by e-mail to clerk@riponcity.gov.uk who will process your request.

The Council does not accept service of legal documents by email.

Ripon City Council

From: Ripon BID <info@riponbid.co.uk>

Sent: 06 November 2024 13:01

To: [REDACTED]

Cc: Paula Benson RCC <paula.benson@riponcity.gov.uk>; Anzhelika Kumurzhly <anzhelika.kumurzhly@riponcity.gov.uk>

Subject: Re: Xmas lights 2025

Dear [REDACTED]

Thank you for your email and for reaching out - its great to make contact.

Ripon City Council organises the Christmas Light Switch On event in Ripon, so I have copied them in to this email. The BID does organise other events throughout the year though so it would be well worth me knowing some of your availability to see if we can match something up.

With best wishes

[REDACTED]

On Wed, Nov 6, 2024 at 12:56 PM [REDACTED] wrote:

Hello,

I sing as part of a choir based in Harrogate, Baildon, Bingley and Skipton called All together now, we are always looking for new places to come and perform. We are a community choir rather than a church choir and cover 1960's onwards from a variety of artists. We sometimes have well over 100 of us performing and other times 30-40 of us. We've sung all over from Ripon cathedral to piece Hall in Halifax and St George's Hall in Bradford and lots of local smaller venues and charity events.

Would we be able to join you next year at your Christmas light switch on In Ripon and perform some of our Christmas songs?

Many thanks for your time,

[REDACTED]

Sent from my iPhone



Unit 55C
K3 Business Park
200 Clough Road
Hull
HU5 1SN

Call: 07543697707
Visit: ambocare.net

Dear Sir/Madam,

I hope this letter finds you well. My name is [REDACTED], and I am writing to introduce Ambocare Ltd. We are a local Yorkshire based provider of First Aid and Medical Services for events. We have experience in a wide range of events, from football and rugby matches to Music Festivals.

At Ambocare Ltd, we understand the critical importance of ensuring the safety and well-being of all event attendees. Our team of highly trained and certified first aid professionals provides prompt and effective medical assistance, tailored to the unique needs of each event.

Our Team comprises of experienced Medical Practitioners, Paramedics, Nurse Specialists, Ambulance Technicians, Event Medical Technicians, First Responders and First Aiders. Most of our Event Medical Managers are trained in dealing with Major Incidents.

We offer a comprehensive range of first aid services, including:

- On-site first aid stations equipped with essential medical supplies.
- Mobile first aid teams for rapid response across large event areas.
- Coordination with local emergency services for seamless integration.
- Detailed risk assessments and tailored first aid plans for each event.

Our experience spans various types of events, from large-scale music festivals and sports events to community gatherings. We pride ourselves on our professionalism, reliability, and commitment to excellence.

We would be delighted to discuss how we can support your upcoming events and ensure the highest level of safety for your attendees. Please feel free to contact us at 07543697707 or info@ambocare.net to schedule a meeting or request further information.

Thank you for considering Ambocare Ltd as your trusted first aid provider. We look forward to the opportunity to work with you.

Many Thanks

[REDACTED]

Registered Office: Ambocare Ltd
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Registered No: 14524564 England and Wales