



COUNCIL OF THE CITY OF RIPON OFFICIAL NOTICE OF A MEETING OF THE HUGH RIPLEY HALL COMMITTEE

Date: Monday 10th March 2025
Time: 6.00pm
Location: Council Chamber, Town Hall, Ripon.

To members of the Committee:
Cllrs Crozier, Duncan, Hardisty, Flatley, Brodigan, Horton.

You are summoned to attend a Hugh Ripley Hall Committee Meeting for the purposes of determining the agenda items listed below.

Yours sincerely

A handwritten signature in black ink, appearing to be 'P M Benson'.

P M Benson
Chief Officer
5th March 2025

AGENDA

1/25	i. To receive apologies; ii. To approve reasons for absence.
2/25	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.
3/25	Members of the public are invited to question, seek clarification or make representation to members of the Council on any agenda item as listed below.
4/25	To approve the Minutes of the last Meeting held on 16th December 2024.
5/25	Financial Matters 1. To receive the income and expenditure report dated 1st December 2024 - 28th February 2025. 2. To receive the list of payments for the period 1st December 2024 – 28th February 2025. 3. To receive an update on outstanding sales invoices. 4. To receive an update on PPL/PRS and agree appropriate action. 5. To receive and note the invoice in respect of the alarm maintenance and monitoring contract for 2025-26.
6/25	Maintenance 1. To receive an update on routine maintenance undertaken together with any scheduled work. 2. To receive a caretakers report. 3. To consider the maintenance of overgrown foliage and agree appropriate action. 4. To consider obtaining quotes to restore the area adjacent to the accessible toilet. 5. To consider any other maintenance issues and agree appropriate action.
7/25	General Matters To receive information on the following matters and agree appropriate action; 1. An update on Active North Yorkshire. 2. An update on other regular users and bookings. 3. To receive the Hugh Ripley Hall Operations Manual.
8/25	To note the date of the next meeting.



COUNCIL OF THE CITY OF RIPON MINUTES OF A MEETING OF THE HUGH RIPLEY HALL COMMITTEE

Date: Monday 16th December 2024
Time: 6.00pm
Location: Council Chamber, Town Hall, Ripon.

Present:

Cllr Duncan (Deputy Chairman)
 Cllr Hardisty
 Cllr Flatley
 Cllr Brodigan
 Cllr Horton

In attendance: Leah Crawford - Administrator

MINUTES

9/24	<p>i. To receive apologies; Apologies were received from Cllr Crozier.</p> <p>ii. To approve reasons for absence. Reasons for absence were not approved.</p>
10/24	<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>
11/24	<p>Members of the public are invited to question, seek clarification or make representation to members of the Council on any agenda item as listed below. None.</p>
12/24	<p>To approve the Minutes of the last Meeting held on 16th September 2024. That these be approved as a true and accurate record of proceedings.</p>
13/24	<p>Financial Matters</p> <p>1. To receive the income and expenditure report dated 1st April 2024 - 30th November 2024; That this be received and noted. A discussion took place regarding the budgeted amount for the PPL PRS music licence as the amount for this financial year exceeds the budgeted amount.</p> <p>2. To receive the list of payments for the period 1st September 2024 – 30th November 2024. That this be received and noted.</p> <p>3. To consider the current room hire prices and terms of hire and agree appropriate action. It was proposed that the prices will be increased by 10% from the start of the next financial year.</p> <p>4. To receive an update regarding item 5/24 2 - Energy provider. It was noted that RCC entered a 3-year contract in September 2023 with British Gas.</p>
14/24	<p>Maintenance</p> <p>1. To receive an update on routine maintenance undertaken together with any scheduled work. It was noted that all routine maintenance was up to date and that the works resulting from the boiler service had been scheduled to take place.</p> <p>2. To consider any other maintenance issues.</p>

	<p>None.</p> <p>3. To receive an update on item 6/24 2 - Replacement of windows. It was noted that the Committee had previously resolved to not replace the windows until RCC gained ownership of the building following Double Devolution.</p> <p>4. To receive a quotation relating to the maintenance of the cooker and agree appropriate action. Received and noted. It was proposed that RCC obtain a quote from Robinson's to cap the cooker.</p>
15/24	<p>General Matters</p> <p>1. To receive an update on regular users and bookings; Received and noted.</p>
16/24	<p>To note the date of the next meeting. The next Hugh Ripley Hall Committee meeting will be on 10th March 2025.</p>

Signed

Chairman

Dated

Clerk's Office, To Hall, R on, North Yorkshire, HG4 1DD
01765 604097

Ripon City Council
Summary of Receipts and Payments

Cost Centre 12 (Between 01/12/2024 and 28/02/2025)

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail

Hugh Ripley Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1200	Hugh Ripley Hall Room Hire	21,800.00	5,222.07	-16,577.93		4,004.52	-4,004.52	-20,582.45 (-94%)
4101	Business Rates				5,500.00	828.00	4,672.00	4,672.00 (84%)
4105	Electricity				2,725.00		2,725.00	2,725.00 (100%)
4106	Gas				6,500.00		6,500.00	6,500.00 (100%)
4107	Water				1,100.00	166.50	933.50	933.50 (84%)
4110	Maintenance Contracts				550.00		550.00	550.00 (100%)
4113	Fire and Safety							(N/A)
4500	Hugh Ripley Hall Caretaking				7,500.00		7,500.00	7,500.00 (100%)
4501	Alarm Line Security				250.00	61.44	188.56	188.56 (75%)
4502	Trade Waste				550.00	74.64	475.36	475.36 (86%)
4503	HRH Maintenance Costs				10,000.00	1,560.35	8,439.65	8,439.65 (84%)
4504	PAT Testing				175.00		175.00	175.00 (100%)
4511	Legionella Treatment				550.00		550.00	550.00 (100%)
4520	HRH Music Licence - PPL - PRS				2,200.00	516.48	1,683.52	1,683.52 (76%)
4521	HRH Internet				750.00		750.00	750.00 (100%)
4522	HRH Cleaning Supplies				545.00		545.00	545.00 (100%)
4525	HRH Renovations				10,000.00		10,000.00	10,000.00 (100%)
4550	Bid Levy				225.00		225.00	225.00 (100%)
4551	Energy Direct Debit					3,937.08	-3,937.08	-3,937.08 (N/A)
SUB TOTAL		21,800.00	5,222.07	-16,577.93	49,120.00	11,149.01	37,970.99	21,393.06 (30%)

Summary

NET TOTAL	21,800.00	5,222.07	-16,577.93	49,120.00	11,149.01	37,970.99	21,393.06 (30%)
V.A.T.					1,893.92		
GROSS TOTAL		5,222.07			13,042.93		

Ripon City Council

PAYMENTS LIST

3 March 2025 (2024-2025)

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
268	Business Rates	02/12/2024		Unitary Trust Bank		Business Rates HRH	North Yorkshire Council	Z	414.00		414.00
											414.00
269	HRH Maintenance Costs	03/12/2024		Unitary Trust Bank		Hugh Ripley Hall Maintenance	Green Clean	Z	30.00		30.00
											30.00
272	HRH Maintenance Costs	04/12/2024		Unitary Trust Bank		Hugh Ripley Hall Maintenance	Robinsons Facilities Service	S	437.50	87.50	525.00
											525.00
288	Hugh Ripley Hall Room Hire	13/12/2024		Unitary Trust Bank		Music Licence	PPL PRS	S	4,004.52	800.91	4,805.43
											4,805.43
294	Trade Waste	17/12/2024		Unitary Trust Bank		Trade Waste Charges	North Yorkshire Council	Z	37.32		37.32
											37.32
306	Alarm Line Security	23/12/2024		Unitary Trust Bank		Alarm Line Security	Virgin Media Business	S	20.81	4.16	24.97
											24.97
315	HRH Maintenance Costs	27/12/2024		Unitary Trust Bank		Hugh Ripley Hall Maintenance	Robinsons Facilities Service	S	535.64	107.13	642.77
											642.77
311	Energy Direct Debit	27/12/2024		Unitary Trust Bank		Energy Costs HRH - Direct Deb	British Gas	S	213.27	42.65	255.92
											255.92
312	Energy Direct Debit	27/12/2024		Unitary Trust Bank		Energy Costs HRH - Direct Deb	British Gas	S	750.83	150.17	901.00
											901.00
313	Energy Direct Debit	27/12/2024		Unitary Trust Bank		Energy Costs HRH - Direct Deb	British Gas	S	154.05	30.81	184.86
											184.86
339	Business Rates	02/01/2025		Unitary Trust Bank		Business Rates HRH	North Yorkshire Council	Z	414.00		414.00
											414.00
330	HRH Music Licence - PPL - PRS	09/01/2025		Unitary Trust Bank		Music Licence	PPL PRS	S	516.48	103.30	619.78
											619.78
323	HRH Maintenance Costs	17/01/2025		Unitary Trust Bank		Hugh Ripley Hall Maintenance	Robinsons Facilities Service	S	399.71	79.94	479.65
											479.65
358	Alarm Line Security	21/01/2025		Unitary Trust Bank		Alarm Line Security	Virgin Media Business	S	20.37	4.07	24.44
											24.44
334	Trade Waste	22/01/2025		Unitary Trust Bank		Trade Waste Charges	North Yorkshire Council	Z	18.66		18.66
											18.66
359	Energy Direct Debit	23/01/2025		Unitary Trust Bank		Energy Costs HRH - Direct Deb	British Gas	L	264.10	13.20	277.30
											277.30
360	Energy Direct Debit	23/01/2025		Unitary Trust Bank		Energy Costs HRH - Direct Deb	British Gas	S	822.34	164.47	986.81
											986.81
361	Energy Direct Debit	23/01/2025		Unitary Trust Bank		Energy Costs HRH - Direct Deb	British Gas	L	143.28	7.16	150.44
											150.44
383	Alarm Line Security	21/02/2025		Unitary Trust Bank		Alarm Line Security	Virgin Media Business	S	20.26	4.05	24.31
											24.31

PAYMENTS LIST

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
377	Trade Waste	25/02/2025		Unitary Trust Bank		Trade Waste Charges	North Yorkshire Council	Z	18.66		18.66
											18.66
389	Energy Direct Debit	27/02/2025		Unitary Trust Bank		Energy Costs HRH - Direct Deb	British Gas	L	176.44	8.82	185.26
											185.26
390	Energy Direct Debit	27/02/2025		Unitary Trust Bank		Energy Costs HRH - Direct Deb	British Gas	L	333.08	16.65	349.73
											349.73
391	Energy Direct Debit	27/02/2025		Unitary Trust Bank		Energy Costs HRH - Direct Deb	British Gas	S	1,097.60	219.52	1,317.12
											1,317.12
397	Water	28/02/2025		Unitary Trust Bank		Water Services	Business Stream	Z	166.50		166.50
											166.50
368	HRH Maintenance Costs	28/02/2025		Unitary Trust Bank		Hugh Ripley Hall Maintenance	Robinsons Facilities Service	S	157.50	31.50	189.00
											189.00
Total									11,166.92	1,876.01	13,042.93

3 invoices are overdue

Date	Invoice No	Financial Year	Status	Due Date	Tender	Total	Description	Customer	Bank
07.01.2025	105	2024-2025	OVERDUE	31.01.2025	ONLINE PAYMENT	£1,389.15	Invoice January - March 2025	Active North Yorkshire	Unitary Trust Bank
07.01.2025	106	2024-2025	OVERDUE	31.01.2025	ONLINE PAYMENT	£1,015.37	Invoice January - March 2025	Active North Yorkshire	Unitary Trust Bank
02.04.2024	55	2024-2025	PAID	30.04.2024	ONLINE PAYMENT	£154.35	Invoice March - May 2024	Paddy Hinton	Unitary Trust Bank
02.04.2024	56	2024-2025	PAID	30.04.2024	ONLINE PAYMENT	£264.60	Invoice April - June 2024	Mark Young	Unitary Trust Bank
02.04.2024	57	2024-2025	PAID	30.04.2024	ONLINE PAYMENT	£308.70	Invoice April - June 2024	Ripon Rifle Club	Unitary Trust Bank
02.04.2024	58	2024-2025	PAID	30.04.2024	ONLINE PAYMENT	£339.57	Invoice April - June 2024	Steve Snow	Unitary Trust Bank
04.04.2024	59	2024-2025	PAID	31.05.2024	ONLINE PAYMENT	£538.22	Invoice April - July 2024	Ripon Dance Academy	Unitary Trust Bank
04.04.2024	60	2024-2025	PAID	31.05.2024	ONLINE PAYMENT	£2,899.05	Invoice April - July 2024	Ripon Dance Academy	Unitary Trust Bank
11.04.2024	61	2024-2025	PAID	10.05.2024	ONLINE PAYMENT	£1,046.24	Invoice April - June 2024	Active North Yorkshire	Unitary Trust Bank
11.04.2024	62	2024-2025	PAID	10.05.2024	ONLINE PAYMENT	£802.62	Invoice April - June 2024	Active North Yorkshire	Unitary Trust Bank
11.04.2024	63	2024-2025	PAID	10.05.2024	ONLINE PAYMENT	£1,364.43	Invoice April - June 2024	Active North Yorkshire	Unitary Trust Bank
11.04.2024	64	2024-2025	PAID	10.05.2024	ONLINE PAYMENT	£595.32	Invoice April - June 2024	James White	Unitary Trust Bank
15.05.2024	66	2024-2025	PAID	31.05.2024	ONLINE PAYMENT	£154.35	Invoice April - June 2024	Paddy Hinton	Unitary Trust Bank
01.07.2024	67	2024-2025	PAID	22.07.2024	ONLINE PAYMENT	£370.44	Invoice July - September 24	Steve Snow	Unitary Trust Bank
01.07.2024	68	2024-2025	PAID	22.07.2024	ONLINE PAYMENT	£496.10	Invoice July - September 24	James White	Unitary Trust Bank
01.07.2024	69	2024-2025	PAID	22.07.2024	ONLINE PAYMENT	£1,046.24	Invoice July - September 24	Active North Yorkshire	Unitary Trust Bank



Date	Invoice No	Financial Year	Status	Due Date	Tender	Total	Description	Customer	Bank
02.07.2024	70	2024-2025	PAID		ONLINE PAYMENT	£61.74	Invoice June 24	Paddy Hinton	Unitary Trust Bank
04.07.2024	71	2024-2025	PAID	22.07.2024	ONLINE PAYMENT	£401.31	Invoice July - September 24	Ripon Rifle Club	Unitary Trust Bank
04.07.2024	72	2024-2025	PAID	22.07.2024	ONLINE PAYMENT	£286.65	Invoice July - September 24	Mark Young	Unitary Trust Bank
04.07.2024	73	2024-2025	PAID	22.07.2024	ONLINE PAYMENT	£1,527.06	Invoice July - September 24	Active North Yorkshire	Unitary Trust Bank
04.07.2024	74	2024-2025	PAID	22.07.2024	ONLINE PAYMENT	£524.79	Invoice July - September 24	Active North Yorkshire	Unitary Trust Bank
08.08.2024	75	2024-2025	PAID	16.08.2024	ONLINE PAYMENT	£30.87	Invoice July - September 24	John Bonnett	Unitary Trust Bank
02.09.2024	77	2024-2025	PAID	18.10.2024	ONLINE PAYMENT	£486.15	Invoice July - September 24	Ripon Dance Academy	Unitary Trust Bank
02.09.2024	78	2024-2025	PAID	18.10.2024	ONLINE PAYMENT	£2,908.51	Invoice July - September 24	Ripon Dance Academy	Unitary Trust Bank
04.09.2024	79	2024-2025	PAID	20.09.2024	ONLINE PAYMENT	£30.87	Invoice July - September 24	John Bonnett	Unitary Trust Bank



HRH invoices

3 invoices are overdue

Date	Invoice No	Financial Year	Status	Due Date	Tender	Total	Description	Customer	Bank
22.11.2023	37	2023 - 2024	OUTSTANDING		ONLINE PAYMENT	£218.59	PPL PRS Cost 01/04/23-31/03/24	Active North Yorkshire	Unitary Trust Bank
31.03.2024	65	2023 - 2024	OUTSTANDING		ONLINE PAYMENT	£850.08	PPL PRS Cost 01/04/23-31/03/24	Active North Yorkshire	Unitary Trust Bank
12.12.2024	96	2024-2025	OUTSTANDING		ONLINE PAYMENT	£627.84	PPL PRS 01/04/24 - 31/03/25	Active North Yorkshire	Unitary Trust Bank
12.12.2024	97	2024-2025	OUTSTANDING		ONLINE PAYMENT	£1,127.50	PPL PRS 01/04/24 - 31/03/25	Active North Yorkshire	Unitary Trust Bank
24.02.2025	111	2024-2025	OUTSTANDING	07.03.2025	ONLINE PAYMENT	£123.48	Invoice January - March 2025	Ripon Tai Chi	Unitary Trust Bank
24.02.2025	112	2024-2025	OUTSTANDING	07.03.2025	ONLINE PAYMENT	£123.48	Invoice January - March 2025	Ripon Tai Chi	Unitary Trust Bank



From: Heather O'Neill

Sent: 27 February 2025 10:26

To: [REDACTED]
[REDACTED]
[REDACTED]

Subject: FW: Breakdown of classes at Hugh Ripley Hall

H [REDACTED]

Further to your emails with Leah, could we please have an update on the PPL/PRS costs that remain unpaid.

Whilst I appreciate the transition to NYC may have brought about some challenges, these costs were agreed as part of Brimhams (at the time) and now Active North Yorkshire use of Hugh Ripley Hall and some of these costs have been outstanding now for nearly 2 years. We would be looking for some resolution on this matter as soon as possible please and certainly before the next financial year in April.

I look forward to hearing from you by return.

Regards

Heather

Heather O'Neill
Deputy Clerk



Ripon City Council
Clerk's Office
Town Hall
Ripon
North Yorkshire
HG4 1DD

Office: 01765 604097

Please note I do not work Monday

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/>

From: [REDACTED]

Sent: 29 January 2025 12:57

To: Leah Crawford <leah.crawford@riponcity.gov.uk>; [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

Subject: RE: Breakdown of classes at Hugh Ripley Hall

Hi Leah,

Due to our transition in NYC, obtaining accurate information regarding PPL/PRS coverage and payment requirements has proven challenging. I have reached out to two colleagues who should clarify our position. Our goal is to avoid paying for coverage if it is unnecessary or if we already have existing provisions in place. Once I have confirmation, we can proceed with the next steps.

Thank you for your patience.

[REDACTED]
[REDACTED]
Active North Yorkshire – Fairfax Community Hub

[REDACTED]
[REDACTED]
Web: www.northyorks.gov.uk/active

From: Leah Crawford <leah.crawford@riponcity.gov.uk>

Sent: Wednesday, January 29, 2025 12:44 PM

To: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Subject: RE: Breakdown of classes at Hugh Ripley Hall

Good afternoon

Please could you confirm if the attached invoices have been processed for payment for the PPL PRS payments for both last year and this year I am aware that there was an agreement made with [REDACTED] in February 2023 to say that these costs would be covered for classes going forwards, yet the invoices remain outstanding. I would appreciate if the invoices could be paid as soon as possible so that we can have our accounts up to date before the end of the financial year.

Regards
Leah Crawford
Administrator

From: [REDACTED]
Sent: 18 December 2024 17:22
To: Leah Crawford <leah.crawford@riponcity.gov.uk>
Cc: [REDACTED]
[REDACTED]
Subject: RE: Breakdown of classes at Hugh Ripley Hall

Hi Leah,

I've done a bit of digging and we paid our PPL/PRS for Ripon at the start of June '24.
It's due again in spring 2025. Many

thanks,

[REDACTED]
[REDACTED]
Active North Yorkshire – Ripon
Active North Yorkshire – Pateley Bridge

From: [REDACTED]
Sent: Thursday, December 12, 2024 3:05 PM
To: Leah Crawford <leah.crawford@riponcity.gov.uk>
[REDACTED]
[REDACTED]
Subject: RE: Breakdown of classes at Hugh Ripley Hall

Hi Leah,

The classes which we deliver at HRH have already been accounted for and paid as part of our PPL PRS submission.

As we're in transition from Brimhams Active into North Yorkshire council I'm unsure which officer is responsible for this now to enable me to check... I'll make enquiries and find out..

Regards,

[REDACTED]
[REDACTED]
Active North Yorkshire – Ripon
Active North Yorkshire – Pareley Bridge

From: Leah Crawford <leah.crawford@riponcity.gov.uk>

Sent: Thursday, December 12, 2024 11:19 AM

To: [REDACTED]
[REDACTED]
[REDACTED]

Subject: RE: Breakdown of classes at Hugh Ripley Hall

Good morning

Please find attached the invoice for this financial year's PPL PRS costs.
It also has come to my attention that last year's invoice has not been paid so I have attached this also. Please could you arrange for both invoices to be paid as soon as possible.

Regards

Leah Crawford
Administrator

From: [REDACTED]

Sent: 11 December 2024 11:43

To: Leah Crawford <leah.crawford@riponcity.gov.uk>
[REDACTED]
[REDACTED]

Subject: RE: Breakdown of classes at Hugh Ripley Hall

Its been a rolling programme throughout the year, with the only break over the Xmas and new year week.

From: Leah Crawford <leah.crawford@riponcity.gov.uk>

Sent: Wednesday, December 11, 2024 10:54 AM

To: [REDACTED]
[REDACTED]
[REDACTED]

Subject: RE: Breakdown of classes at Hugh Ripley Hall

Hi [REDACTED]

Thank you so much for this, are you able to confirm how many weeks of the year these classes take place

Regards

Leah Crawford
Administrator

From: [REDACTED]
Sent: 11 December 2024 10:50
To: Leah Crawford <leah.crawford@riponcity.gov.uk>
[REDACTED]
[REDACTED]

Subject: RE: Breakdown of classes at Hugh Ripley Hall

Hi Leah,

I've pop the classes below in red; next to the relevant day.

[REDACTED]
[REDACTED]
Active North Yorkshire – Ripon
Active North Yorkshire – Pareley Bridge

From: Leah Crawford <leah.crawford@riponcity.gov.uk>
Sent: Wednesday, December 11, 2024 10:38 AM
To: [REDACTED]
[REDACTED]
Subject: Breakdown of classes at Hugh Ripley Hall

Good morning [REDACTED]

Sorry for the multiple emails, but I urgently need to let music licence company know how many classes we have at Hugh Ripley Hall a year.

I understand the hall is booked at the following times;

Monday – 9:30 – 11:30 – Bar Room **1 x Pilates**
Tuesday – 9:15 – 11:30 – Bar Room **2 x Yoga**
Wednesday – 9:30 – 11:30 – Bar Room **1 x Pilates**
Thursday – 9:00 – 11:00 – Bar Room **2 x Pilates**
Friday – 9:15 – 11:30 – Bar Room **2 x Yoga**

Please could you confirm how many separate classes take place during these times and how many weeks of the year these take place.

There was also a booking on a Wednesday from 6-8pm until the end of October when this booking was cancelled. I believe this was for spinning. Are you able to confirm how many classes took place during this booking and for how many weeks between 1st April and 31st October so that I can add these to the numbers as well.

That's correct this was 1 x Spin class

I would appreciate if you could get this information to me as a matter of urgency as I need to submit this to the music licence company as soon as possible.

Regards
Leah Crawford
Administrator

MRP Alarms

QUALITY DOMESTIC & COMMERCIAL ALARM SYSTEMS

The Forge
Haggs Farm Business Park
HARROGATE
North Yorks
HG3 1EQ

Tel: 01423 873900
E-mail: admin@mrpalarms.com
Web: www.mrpalarms.com
Arngate Ltd T/A MRP Alarms

INVOICE

Page 1

Ripon City Council
Town Hall
RIPON
North Yorks
HG4 1DD

Invoice Number	65969
Invoice Date	03/03/2025
Order Number	Verbal
Account Reference	RIP1

Date	Description	Amount
03/03/25	Option C Maintenance (System Check) for Hugh Ripley Hall (01/04/25 to 01/05/26)	100.00
03/03/25	Annual digital communicator Alarm Receiving Centre monitoring charges (01/04/25 to 01/04/26)	110.00

Bank Details: Lloyds Bank plc
Account Name: Arngate Ltd T/A MRP Alarms
Account Number: 00915318
Sort Code: 30-93-91 - use invoice number as ref

Vat Reg Number: 477 0903 29
Company Reg Number: 2268037 England

NET TOTAL	£	210.00
VAT @ 20.00 %	£	42.00
TOTAL DUE	£	252.00

TERMS: ACCOUNT NOW DUE, PLEASE BACS PAYMENT BY RETURN



Caretaker Report

The fire alarm service (including emergency lights) is due this Month, Kyle Fire need to confirm what date they will carry out the service. Two outdoor emergency lights at the front of the building need replacing. This will be done as part of the service. The fire extinguishers were serviced in September (annual service).

The inside area near the accessible toilet requires work, the plaster is cracked so the area needs replastering and repainting.

The outside maintenance/clearing of brambles is not urgent but will need clearing through the summer months when this grows more. [REDACTED] happy to advise when this work needs to be done.

6-25 3i





6-25 3iii





6-25 4ii





From: [REDACTED]
To: [Paula Benson RCC](#); [Admin](#)
Subject: Active North Yorkshire Ripon: The Jack Laugher Centre - Update
Date: 06 February 2025 16:54:41
Attachments: [image001.png](#)

Hi

I'm getting in touch to let you know the good news that Active North Yorkshire Ripon – The Jack Laugher Centre will reopen in two phases following the completion of a major project to update the facility and stabilise the land on which it sits.

What will happen in phase one?

On Friday 7 February the gym equipment will be relocated from the temporary portacabin it's been operating out of since spring 2023 to the first floor of the building. The move will take a few hours, but the team will be working hard to have all the equipment available again for customers before the end of the day.

After the relocation, the gym will provide members with more usable space to continue their wellbeing journeys thanks to 36 stations for cardio and fixed resistance equipment, free weights and a reintroduced half rack in addition to an improved space for spin classes. Group exercise classes will continue to run from Hugh Ripley Hall until the centre is fully reopened.

To allow for the safe removal of the temporary portacabin, the centre, including the pool, will close on Saturday 22 February at 6pm and reopen on Monday 24 February 2025 at 6am. We are letting customers know about the upcoming changes and how the moves will impact on service availability.

What will happen in phase two?

The project will be completed, including the full reopening of the centre and external landscaping, this summer. Once we have agreed a more precise date for reopening with our property services team, I will be able to update you.

Additional information

Once the centre fully re-opens, it will offer a fully-equipped gym with 55 cardio and resistance training stations, group exercise studios, a sports hall, a health suite, new changing rooms, a meeting room and parking, alongside the 25 metre six-lane pool that has been in use since 2022. Like our other Active North Yorkshire sites, the centre will focus on supporting the local community's physical and mental health and wellbeing.

Later this year, we will look to improve the services offered at the centre to bring it in line with services offered at the neighbouring sites in Knaresborough and Harrogate.

Challenges overcome

Work to stabilise the land beneath the sports centre has been a mammoth undertaking of engineering. It has involved pouring 3,909 tonnes of grout into the ground and continually monitoring the site for movement during the last two and half years.

As you are aware, many of the challenges the project has thrown up have occurred unexpectedly and concurrently over time. As a result, the solutions identified to solve them have also had to develop over time as each situation presented itself to us.

I hope you've found this information useful. I will be back in touch later in the year to update you about the full reopening in the summer.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



**NORTH
YORKSHIRE
COUNCIL**

For information about how we process data, please see our Privacy Notice at www.northyorks.gov.uk/privacynotice.

OFFICIAL



RIPON CITY COUNCIL

Hugh Ripley Hall Operation Manual

Adopted by Full Council	10 th February 2025
Date of Review	11 th December 2025

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BOOKINGS PROCESS / HIRER INFORMATION

Booking

To enable someone to book either the Main Hall, Studio, Large Upstairs meeting room or the Rifle Range they need to contact Ripon City council on 01765 604097 or admin@riponcity.gov.uk.

Ripon City Council are unable to facilitate one-off bookings.

There is a minimum two-hour booking for any of the rooms. Kitchen facilities are available if required. Office staff have discretion on prices, but only through consultation with the Chairman.

New hirers will be required to supply Ripon City Council a copy of their public liability insurance, a completed Music Form, a completed booking form and supply a completed risk assessment before use of the facilities can begin.

Invoicing

Hirers are invoiced on a termly basis and have two weeks from the date of the invoice to settle the account.

Keys

Hirers will be issued with a set of keys.

Music License

Ripon City Council requires our PPL/PRS form to ensure we are compliant with the music license for the building.

The reasons as to why this is required are below:

- Play recorded music in public or at your business (including background music on a CD, radio or music channel);
- Stage live music events in public (for example, a concert or festival);
- Play live or recorded music in a theatre;
- Use sound recordings in a theatrical production (including on-stage and off-stage effects).

Ripon City Council have a form which they will send all hirers. This form is required to be completed before using the facilities at Hugh Ripley Hall. The form will be required to be completed every year to ensure our records are kept up to date.

PRICING STRUCTURE UNTIL 31ST MARCH 2025

Main Hall		
General Use	Monday to Friday	Weekends/Bank Holidays
9.00am – 11.00am session	£30.87	£39.69
11.00am – 1.00pm session	£30.87	£39.69
Full morning	£49.61 / £52.92 (with kitchen)	£69.46
1.00pm – 3.00pm session	£30.87	£39.69
3.00pm – 5.00pm session	£30.87	£39.69
Full afternoon	£49.61 / £52.92 (with kitchen)	£69.46
5.00pm – 7.00pm session	£30.87	£39.69
6.00pm – 8.00pm session	£30.87	£39.69
7.00pm – 9.00pm session	£30.87	£39.69
Social & Dances		
Evening per session	£97.02	£154.35
Extensions after midnight	£46.31/hour	£46.31/hour
Commercial		
Per Day	£220.50	£363.83
Rifle Range		
2-hour session	£30.87	
4-hour session	£52.92	
Bar Room (upstairs)		
	Monday to Friday	Weekends/Bank Holidays
9.00am – 11.00am session	£22.05	£29.77
11.00am – 1.00pm session	£22.05	£29.77
Full morning	£37.49	£50.72
1.00pm – 3.00pm session	£22.05	£29.77
3.00pm – 5.00pm session	£22.05	£29.77
Full afternoon	£37.49	£50.72
5.00pm – 7.00pm session	£22.05	£29.77
6.00pm – 8.00pm session	£22.05	£29.77
5.00pm – 9.00pm session	£37.49	£50.72
Office Space		
£11.58/square foot/year plus a service charge of £9.92/square foot. Service charges may go up depending on utility prices. All rent and service charges will be invoiced 3 monthly in advance.		
Studio (downstairs)		
The Studio can be hired for £23.15 for a 2-hour session		
Meeting Room		
The Meeting Room can be hired for £22.05 for a 2-hour session.		

Room rental is for a MINIMUM of 2 hours.

Office staff have discretion on prices, but only through consultation with the Chairman.

PRICING STRUCTURE FROM 1ST APRIL 2025

Main Hall		
General Use	Monday to Friday	Weekends/Bank Holidays
9.00am – 11.00am session	£33.96	£39.69
11.00am – 1.00pm session	£33.96	£39.69
Full morning	£54.57 / £58.21 (with kitchen)	£76.41
1.00pm – 3.00pm session	£33.96	£39.69
3.00pm – 5.00pm session	£33.96	£39.69
Full afternoon	£54.57 / £58.21 (with kitchen)	£76.41
5.00pm – 7.00pm session	£33.96	£39.69
6.00pm – 8.00pm session	£33.96	£39.69
7.00pm – 9.00pm session	£33.96	£39.69

Social & Dances		
Evening per session	£106.72	£169.79
Extensions after midnight	£50.94/hour	£50.94/hour

Commercial		
Per Day	£242.55	£400.21

Rifle Range		
2-hour session	£33.96	
4-hour session	£58.21	

Bar Room (upstairs)		
	Monday to Friday	Weekends/Bank Holidays
9.00am – 11.00am session	£24.26	£32.75
11.00am – 1.00pm session	£24.26	£32.75
Full morning	£41.24	£55.79
1.00pm – 3.00pm session	£24.26	£32.75
3.00pm – 5.00pm session	£24.26	£32.75
Full afternoon	£41.24	£55.79
5.00pm – 7.00pm session	£24.26	£32.75
6.00pm – 8.00pm session	£24.26	£32.75
5.00pm – 9.00pm session	£41.24	£55.79

Office Space
£12.74/square foot/year plus a service charge of £10.91/square foot. Service charges may go up depending on utility prices. All rent and service charges will be invoiced 3 monthly in advance.

Studio (downstairs)
The Studio can be hired for £25.47 for a 2-hour session

Meeting Room
The Meeting Room can be hired for £24.26 for a 2-hour session.

Room rental is for a MINIMUM of 2 hours.

Office staff have discretion on prices, but only through consultation with the Chairman.

HUGH RIPLEY HALL BOOKING FORM

Room Hire

Room rental is for a minimum of 2 hours

Name of Organisation			
Charity Number if applicable			
Contact Name			
Email address			
Address			
Contact Telephone Number(s)			
Date(s) Required			
Do you use any music whether recorded or live in your sessions?			
How many sessions do you expect to play music?			
For what purpose		Period of hire required	
Is access required for setting up /rehearsals		Time event due to start	
Anticipated number of people		Kitchen Facilities required	
Room(s) you wish to Hire	Main Hall <input type="checkbox"/> Bar Room <input type="checkbox"/> Studio <input type="checkbox"/> Rifle Range <input type="checkbox"/> Kitchen <input type="checkbox"/>		

And agree as the hirer, or any other responsible person, not being under the age of 21, to remain on the premises throughout the session booked, and I/we have read and agreed to the conditions set out in the terms of hire including action to take in the event of a FIRE/EMERGENCY and shall take due precautions for the prevention of accidents and fire.

I hereby agree to pay the hire charges of per week in accordance with the tariff applied at the time of booking for the premises concerned, and to pay for any additional facilities that the council may agree to provide.

The hiring is on behalf of the organisation mentioned above whose authority I have to bind them as signing on their behalf or the hiring in on my own behalf (please delete as applicable)

Signature Date

A copy of this form is for you to keep together with conditions of hire.
Once your application has been received you will receive confirmation within 14 days.

HUGH RIPLEY HALL MUSIC FORM

Ripon City Council

Hugh Ripley Hall Music Licence Information

This information is required to ensure we are compliant with the music licence for the building.

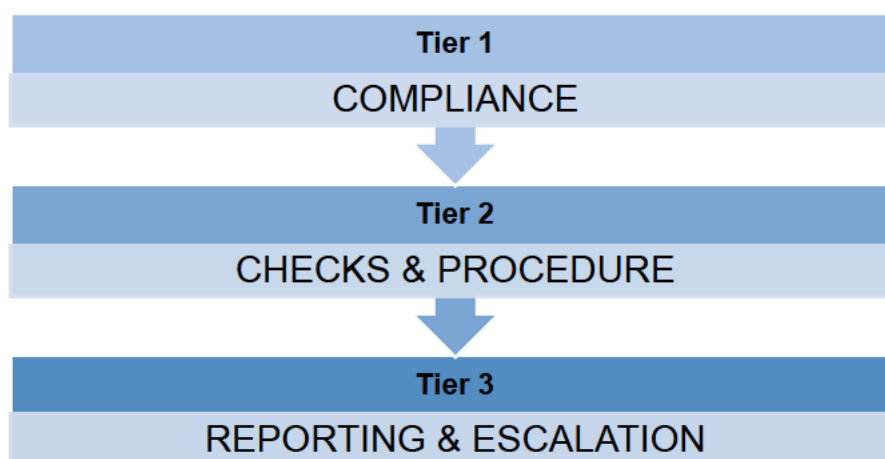
1) Do you use any music whether recorded or live in your sessions?	Yes No	<input type="checkbox"/> <input type="checkbox"/>
2) What is the purpose of using music?	<ul style="list-style-type: none"> Accompanying music for fitness classes Towards a recognised exam <i>*search qualifications here: The Register of Regulated Qualifications: Home page (ofqual.gov.uk)</i> Other (please specify): 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3) How many sessions do you expect to play music in from 1 st April 2024 - 31 st March 2025? If you have ticked more than one option for Q2, please state how many sessions you expect to play music in for each option. <i>(This enables us to comply with the exemption requirements).</i>		
Signature		
Name		
Date		

HUGH RIPLEY HALL HEALTH & SAFETY STANDARDS

INTRODUCTION

As leaseholder for Hugh Ripley Hall, RCC are committed to ensuring that the facility maintains a high level of Health & Safety standards and adheres to all required regulations.

This section of the Operations Manual provides guidance to policies and procedures that are undertaken to maintain these standards. It is managed with a “tiered control” approach:



COMPLIANCE

Compliance to Health & Safety standards is managed through Risk Assessments & maintaining up to date certification.

Risk Assessments

Area	Location & Notes
Asbestos	<u>Location</u> RCC/RCC-Assets2017/Hugh Ripley Hall/Maintenance/Asbestos <u>Note</u> Most recent notification of works: to date 5 fireplaces have been removed Update as at 20/09/2023
Fire Risk	<u>Location</u> RCC/RCC-Assets2017/Hugh Ripley Hall/Maintenance/Fire Regs
Legionella	<u>Location</u> RCC/RCC-Assets2017/Hugh Ripley Hall/Maintenance/Water

Certification

Area	Cert. Date	Due	Location
Emergency Lighting	17/09/2024	Sep-25	RCC – Assets 2017 \ Hugh Ripley Hall \ Maintenance \ Fire system
Fire Alarms	17/09/2024	Sep-25	
Fire Extinguishers	17/09/2024	Mar-25	
Gas Boiler	30/10/2024	Oct-25	RCC – Assets 2017 \ Hugh Ripley Hall \ Maintenance \ Boiler Servicing
Legionella Testing	14/02/2025	Mar-25	HRH – Testing is organised by NYC. Genex complete monthly testing & and caretaker weekly outlet checks.
PAT Testing	23/09/24	Sep-25	RCC – Assets 2017 \ Hugh Ripley Hall \ Maintenance \ PAT Testing

CHECKS & PROCEDURES

In conjunction with North Yorkshire Council Caretaker a schedule of periodic checks is completed to ensure Health & Safety standards are maintained.

- NYC Caretaker completes a weekly Health & Safety Checklist
- RCC Officer team complete a monthly Health & safety review to verify compliance

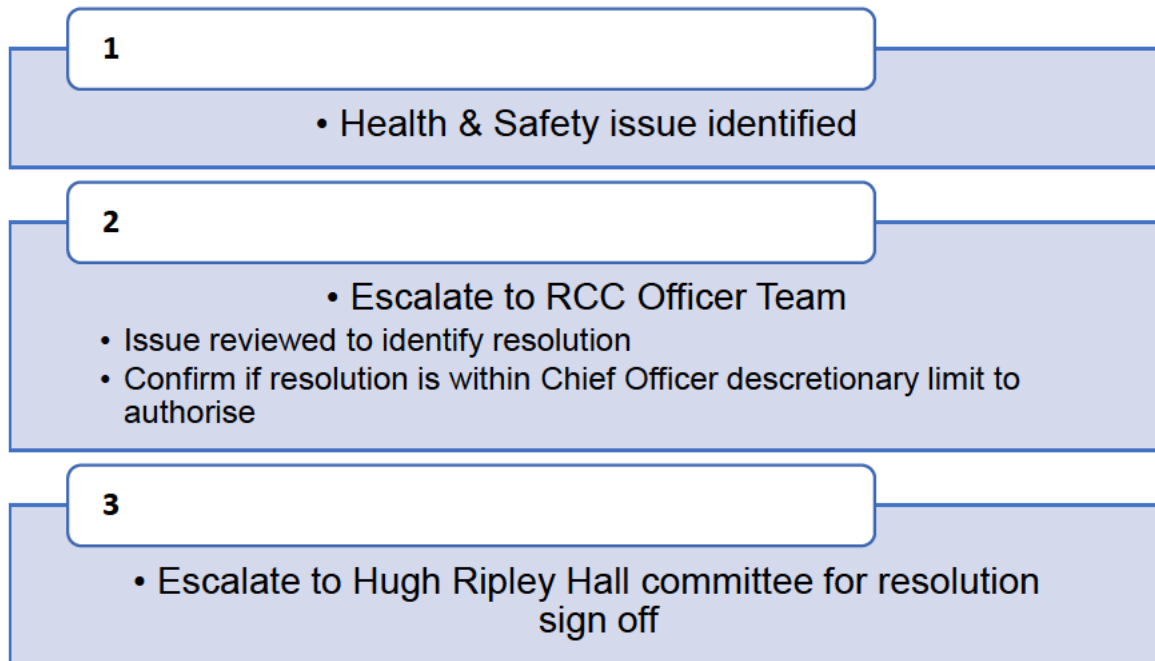
RCC has control procedures in place, a copy available in this Operations Manual. These are noted as follows:

- Accident Reporting
- Bomb Threat & Suspicious Item
- COSHH
- Fire Evacuation
- Legionella Guidance

REPORTING & ESCALATION

Health & Safety matters relating to Hugh Ripley Hall will be identified as part of the check process or by individuals using the facility.

Escalation would usually follow this process:



*An exception to this escalation process would be appropriate if the Health & Safety issue is of such severity that immediate remedial action is required to ensure the facility is returned to a usable condition as soon as possible.

The Chief Officer will seek special discretionary authority to take this action from the Hugh Ripley Hall Committee.

HUGH RIPLEY HALL WEEKLY HEALTH & SAFETY CHECKLIST

Date:

Completed By:

Area	Check	OK? (✓/×)	Further Action	N/A
Movement around the building	<p>Are entrance mats in place to minimise rainwater being carried into the building?</p> <p>Do rooms and corridors have sufficient lighting?</p> <p>Are corridors clear of clutter?</p> <p>Are there any trailing electrical cables?</p> <p>Are permanent fixtures in good condition e.g. seats, shelving, cupboards, notice boards, signage etc?</p> <p>Is internal flooring in good condition, e.g. carpets fixed?</p> <p>Are cleaning products stored safely?</p>			
Fire	<p>Is the Fire Risk Assessment current?</p> <p>Has evacuation plan been implemented and tested?</p> <p>Are fire evacuation plans displayed at entrance?</p> <p>Are emergency exits clearly marked?</p> <p>Has the fire alarm been tested?</p> <p>Are fire drills carried out at least once a year with regular users?</p> <p>Are combustible substances or waste stored safely?</p>			
Toilets	<p>Are toilets clean?</p> <p>Are pipes in good condition/free from leaks?</p> <p>Are bins emptied regularly?</p> <p>Is sanitary waste disposed of correctly?</p>			

Area	Check	OK? (✓/x)	Further Action	N/A
Storerooms	Are items stored safely? Are shelving and fixtures secure?			
Kitchen	Is equipment in clean condition? Is equipment in good condition?			
Basement Store	Is the stepladder stored safely? Is store clear of combustible materials?			
External	Are stair handrails in good order? Is salt/grit available? Are paths, steps and any ramps to and from the hall properly maintained to minimise slip and trip risks? Is lighting suitable and sufficient to allow safe access and exit (including emergency exits)?			
Other Issues	Is Gas Boiler checked regularly? Is Gas cooker checked regularly? Is asbestos checked and aware of? Has the water been checked for Legionella? Is PAT testing up to date? Are First Aid Kits present & complete?			
Asbestos	Are the asbestos panels intact.			

Escalation to RCC Officer Team completed on: _____

RIPON CITY COUNCIL ACCIDENT REPORTING GUIDE

Reporting

After an accident occurs, it is important that it is reported properly. In most cases, accidents only need to be reported internally, i.e. kept within Ripon City Council. However, there are certain types of accident that need to be reported to the Health and Safety Executive (HSE), or the Local Authority. These 'statutory reportable cases' are found in a piece of health and safety law known as the Reporting of Injury Disease and Dangerous Occurrences Regulations (RIDDOR).

Incidents Which Need Reporting

You only need to report certain types of work-related incidents under RIDDOR.

Incidents must fall into one of the following categories:

- Fatal and non-fatal injuries,
- Occupational diseases,
- Dangerous occurrences (often referred to as 'near misses'),
- Incidents that result in more than seven days' absence from work,
- Incidents involving gases.

Gathering Information

Gathering information is key as information about the accident and about the events which led to the incident. Interviews with the injured or involved are essential. Interviews may also need to be conducted with employees who were in that area of the accident. Things to consider during the information gathering stage are:

- What happened?
- Who was involved?
- What equipment was being used at the time?
- Were procedures being followed at the time and, if so, copies of those procedures should be looked at?
- What was the injured person doing at the time of the accident and immediately before the accident?
- How did the injury occur?
- Were any first aid measures taken and, if so, by whom?
- Who was the site supervisor?
- Were there any witnesses?
- What personal protective equipment was being worn at the time of the accident?
- What was the sequence of events that led to the accident?

What Happens Next

After the accident it is important to analyse all the information and what root causes have been identified and what control measures can be put in place for the future.



HUGH RIPLEY HALL ACCIDENT REPORT FORM

Details Of Person(s) Involved

Name:	
Contact Number:	

Details Of Accident

Location		
Date		
Time		
Full details of accident		
Cause of Accident	Follow up Requirements	

Reported By

Name	
Organisation	
Contact Number	

HUGH RIPLEY HALL FIRST AID BOX INVENTORY

Inventory - Small First Aid Box - Expiry date 02/2027	Inventory –Medium First Aid Box - Expiry date 05/2027
One box of Large Powder free Nitrile Gloves 6 Pairs	One box of Large Powder free Nitrile Gloves 9 Pairs
One Box of 40 wash proof Plasters	One Box of 60 wash proof Plasters
One Box of 20 Wound Cleaning Wipes	One Box of 30 Wound Cleaning Wipes
2 Triangular Bandages	3 Triangular Bandages
1 Foil Blanket	2 Foil Blankets
2 Finger Dressings	3 Finger Dressings
1 Resuscitation Shield	1 Resuscitation Shield
2 Eye Pad Dressings	3 Eye Pad Dressings
2 Medium Dressings	4 Medium Dressings
1 Conforming Bandage	2 Conforming Bandages
2 Large Dressings	3 Large Dressings
1 Microporous Relitape	2 Microporous Relitape
1 CoolTherm – Dressing for Burns	2 CoolTherm – Dressing for Burns
1 First aid guide	1 First aid guide
1 pair of bandage scissors	1 pair of bandage scissors

The nearest Defibrillator is Flat 33, Riverside House or Park Street Surgery during their opening hours.

FIRST AID BOX INVENTORY USAGE SHEET

Item Used	Used by	Date Used

RIPON CITY COUNCIL BOMB THREAT & SUSPICIOUS ITEM PROCEDURE

Local Council premises may not seem to be a logical target of terrorist crime, which includes bomb threats and suspicious packages that may contain chemicals or biological hazards, such as anthrax. However, the Local Council can be a high-profile organisation accessed and easily accessible by many people, so it is important to have arrangements in place to protect it. Attacks may be indiscriminate and Local Council organisations are also at risk.

Whilst there is a terrorist threat both in the UK and elsewhere in the world, it is important to keep the risk in perspective.

The consequences of a bomb threat or incident involving suspicious packages (herein referred to as a threat) within the Trust could be serious.

Bomb threat overview

Most bomb threats are hoaxes designed to cause alarm and disruption. As well as the rare instances of valid bomb threats, some individuals may also make hoax bomb threat calls to intimidate the public, businesses and communities, to draw attention to their cause and to mislead police. While many bomb threats involve a person-to-person phone call, an increasing number are sent electronically using email or social media applications. No matter how unlikely a threat being made may be or how ridiculous or implausible any threat made may seem, it is important that we prepare and that all staff treat threats made seriously and are aware of what to do in the event of such an incident. All such communications are a crime and should be reported to line management and then subsequently to the Police by use of the 999 system.

General Actions on receipt of a threat

Communicate details of the threat regardless of what medium it is received on to the appropriate staff at the site threatened. Once you have done this:

Comply with any evacuation, search or associated instructions given by senior managers and or Fire/Bomb Marshalls.

Report to your line manager or other senior staff present as soon as possible any concerns you may have in relation to a bomb threat, or if you notice a suspicious package at any time, but particularly during any bomb threat incident.

Be prepared to deal with the situation yourself as far as is practicable and wherever possible in accordance with this policy, if a more senior member of staff is not on site for example out of the normal working hours.

Where safe to do so, ensure, as far as practicable and if relevant, that as you evacuate, windows and doors are not locked, particularly in the area close to any suspicious device you see during a bomb threat incident.

Give feedback to Bomb Marshalls/Senior Management post incident.

Suspicious items

Identifying Suspicious Packages or Items To confirm whether the item exhibits recognisably suspicious characteristics, the HOT protocol may be used to inform your judgement

Is it **HIDDEN**? – has the item been deliberately concealed or is it obviously hidden from view?

OBVIOUSLY suspicious? – does it have wires, circuit boards, batteries, tape, liquids or puttylike substances visible? Do you think the item poses an immediate threat to life?

TYPICAL is the item typical of what you would expect to find in this location? – most lost property is found in locations where people congregate. Ask if anyone has left the item

If what you believe to be a suspected bomb or suspicious package is found at any time, but particularly following a bomb threat:

- Do not touch it
- Report to your line manager or other senior staff present
- Move yourself and others away from the device or item and prevent others from approaching it.
- If possible, draw a rough sketch of what the device looks like and its exact location.
- Move at least 15 metres away from the suspect package before using a mobile phone or hand-held radio. or even better do not use them at all unless it is necessary
- Any one of the following signs should alert members of staff to the possibility that an item, letter or package contains an explosive device:
 - Any obvious components or signs that it is a terrorist device
 - Grease marks on the envelope or wrapping
 - An unusual odour such as marzipan or machine oil
 - Visible wiring or tin foil, especially if the envelope or package is damaged
 - The envelope or package may feel very heavy for its size
 - The weight distribution may be uneven: the contents may be rigid in a flexible envelope.
- It may have been delivered from an unknown source or posted from an unusual place
- If a package it may have excessive wrapping
- There may be poor handwriting, spelling or typing
- It may be wrongly addressed or come from an unexpected source
- There may be too many stamps for the weight of the package
- An unusual item to be found in that location or the item is hidden or disguised
- It is near a vulnerable structure or building or at the site of an important event
- There have been threats to target the area in question
- There has been a report of suspicious activity near where the item was found

- A Telephone warning has been given about a device
- Anything that you consider gives cause for concern

Dealing with Postal Bombs

Postal bombs take many forms. They come in any shape or size: parcels, envelopes or padded "jiffy bags". They may explode or ignite when they are opened and sometimes before they are opened. They are usually designed to kill or maim the person who is opening them. Unless you are on the lookout for the tell-tale signs you may not notice anything amiss. Instead of being posted, such devices may be delivered by hand or arrive via a courier. If you are required to open mail in the course of your work and you have any suspicions that a package may contain an explosive device, you should:

Evacuate the immediate area and raise the alarm with the senior member of staff or Chief Fire/Bomb Marshall who will notify the Police, assess the situation and decide the course of action to be taken.

On no account should you place the package into anything (including water) or place anything on top of it.

Doors and windows should be left open to minimise the effects of the blast.



RIPON CITY COUNCIL COSHH PROCEDURE

What is COSHH?

COSHH stands for the Control Of Substances Hazardous to Health. It refers to a regulation introduced to protect workers and others from hazardous substances in the workplace. This Regulation is known as the Control of Substances Hazardous to Health Regulations 2002, the COSHH Regulations or simply COSHH.

So, what substances can be hazardous and what is covered under the COSHH Regulations?

COSHH covers most hazardous substances, such as:

- Chemicals;
- Products containing chemicals;
- Fumes;
- Dusts;
- Vapours;
- Mists;
- Nanotechnology;
- Gases and asphyxiating gases;
- Biological agents (germs);
- Disease-causing germs.

How Ripon City Council Conduct A COSHH Risk Assessment?

Gather information about the hazardous properties of the substances, the work, and the working practices (or find out what the problems are)

- Evaluate the risks to health;
- Decide on the necessary measures to comply with Regulations 7-13 of COSHH;
- Record the assessment (if you have 5 or more employees);
- Decide when the assessment needs to be reviewed.

**Cleaning products are stored in locked cupboards at Hugh Ripley Hall.*

HUGH RIPLEY HALL FIRE EVACUATION PROCEDURES

In the event of a Fire the alarm must be sounded and steps taken to evacuate the building as quickly and calmly as possible.

IF YOU DISCOVER A FIRE

Sound the alarm, by breaking the glass, which is situated in the Entrance Hall.

- Call the Fire Brigade by dialling 999.
- Notify the caretaker, Martin, on mobile 07525 988221.
- Stop what you are doing and leave the building via the appropriate fire exits.
- The fire assembly point is across the road on the pavement.
- All fire exits should be checked to make sure they are kept clear and unlocked. They should also be clearly labelled.
- **In the event of a fire, leave the building, do not attempt to fight the fire.**
- **Do not stop to collect personal belongings.**
- **Do not re-enter the building.**

GENERAL GUIDELINES FOR FIRE

Good housekeeping is essential; keep storerooms, offices, public areas, etc. tidy. Rubbish should not be allowed to accumulate as this can cause a fire hazard.

Any defects or irregularities, i.e. frayed electrical flex, fire doors propped open, escape routes and corridors obstructed. These issues should be dealt with immediately.

Smoking is only permitted outside the building.

Fire doors should be kept closed at all times.

Fire extinguishers should not be used for any other purpose other than firefighting.

ACCIDENT REPORTING

Any accidents which occur whilst on the premises must be reported immediately to The Clerk's Office, Ripon City Council on Ripon 01765 604097 or the caretaker on 07525 988221.

HUGH RIPLEY HALL LEGIONELLA GUIDANCE

North Yorkshire Council are responsible for Water Management of the building under the Health and Safety Law called Legionella Control L8 ACoP.

WHERE DOES IT COME FROM?

Legionella bacteria are widespread in natural water systems, eg rivers and ponds. However, the conditions are rarely right for people to catch the disease from these sources. Outbreaks of the illness occur from exposure to legionella growing in purpose-built systems where water is maintained at a temperature high enough to encourage growth, eg cooling towers, evaporative condensers, hot and cold-water systems and spa pools used in all sorts of premises (work and domestic).

HOW DO PEOPLE GET IT?

People contract Legionnaires' disease by inhaling small droplets of water (aerosols), suspended in the air, containing the bacteria. Certain conditions increase the risk from legionella if:

- the water temperature in all or some parts of the system may be between 20-45 °C, which is suitable for growth.
- It is possible for breathable water droplets to be created and dispersed e.g. aerosol created by a cooling tower, or water outlets.
- water is stored and/or re-circulated.
- There are deposits that can support bacterial growth providing a source of nutrients for the organism eg rust, sludge, scale, organic matter and biofilms.

HOW RIPON CITY COUNCIL COMPLY WITH THE LAW.

- identify and assess sources of risk by carrying out and documenting out a Risk Assessment.
- prepare a scheme (or course of action) for preventing or controlling the risk – called a written scheme of control.
- implement and manage the scheme – appointing a person to be managerially responsible, sometimes referred to as the 'responsible person'
- keep records and check that what has been done is effective.

HUGH RIPLEY HALL MAINTENANCE

North Yorkshire Council Caretaker attend the facility daily to complete general cleaning and maintenance, as scheduled below:

Task	Frequency
Toilet cleaning	Daily
Main Entrance/Foyer hoovering	Daily
Rubbish Removal/Bins	Daily
Boiler Checks	Daily
Bar room Cleaning	Twice weekly
Wipe Surfaces	Twice Weekly
Dry Mop – Hall	Twice weekly
Dust Surfaces	Twice weekly
Hoover Stairs	Weekly
Hoover Carpets	Weekly
Clean Basement	Once every two weeks
Outside maintenance	When required

Management of the building includes routine maintenance at varying intervals.

The following are examples of the types of routine maintenance at the building.

1 Window Cleaning

The whole building is cleaned inside and out once a year and the front of the building inside and out every three months.

2 Valley and Gutter Cleaning

The valleys and gutters are cleaned out once a year in the Autumn to clean out leaves and debris.

3. Internal Cleaning

The inside of the building is kept clean on a routine schedule by the Caretaker.

4. Decorating Internal:

The building is decorated inside at agreed intervals.

5. Decorating External

The woodwork and windows of the building are decorated under an ongoing programme. The external windows have been through extensive renovation including paintworks other than one elevation to the Caretaker's House where replacement sash windows are required.

HUGH RIPLEY HALL GENERAL CONTRACTORS

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

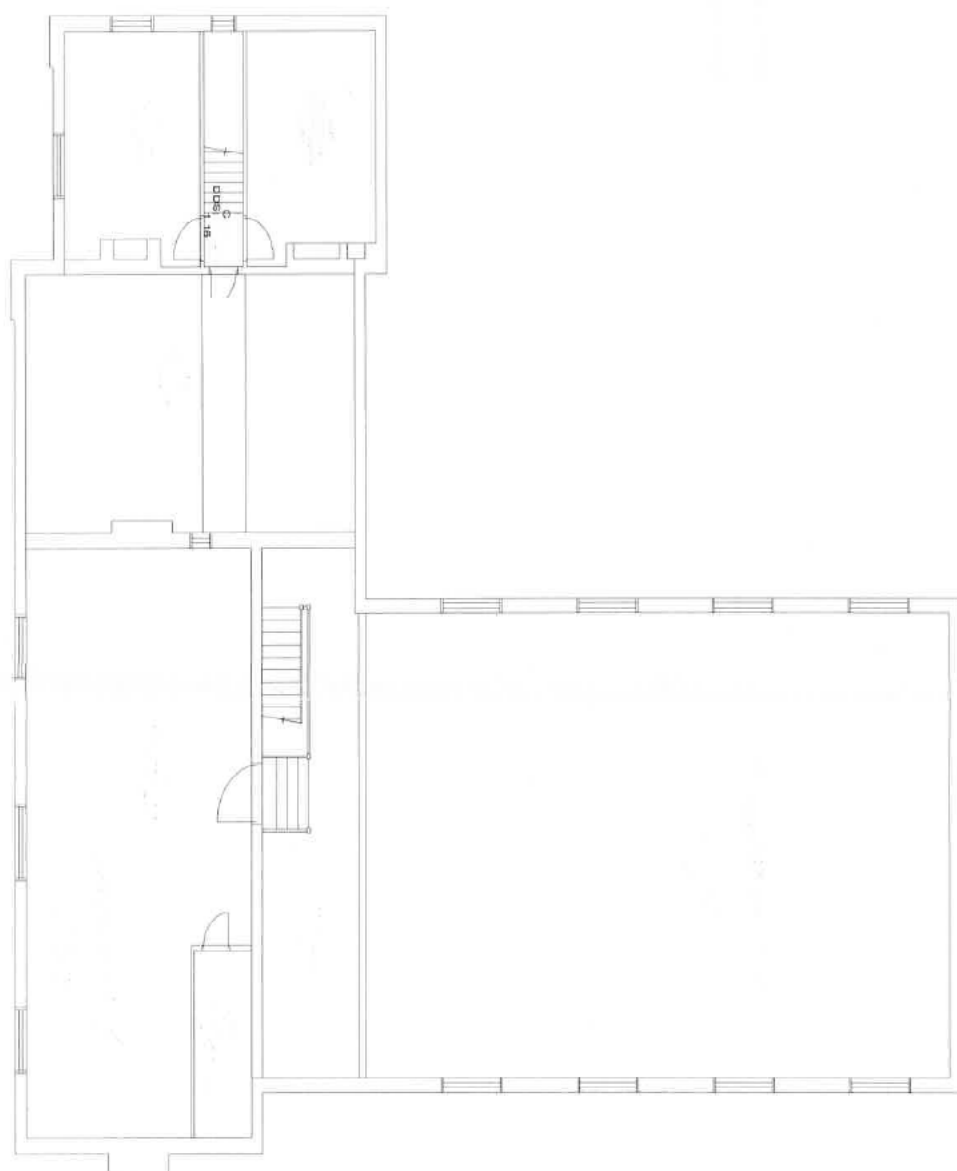
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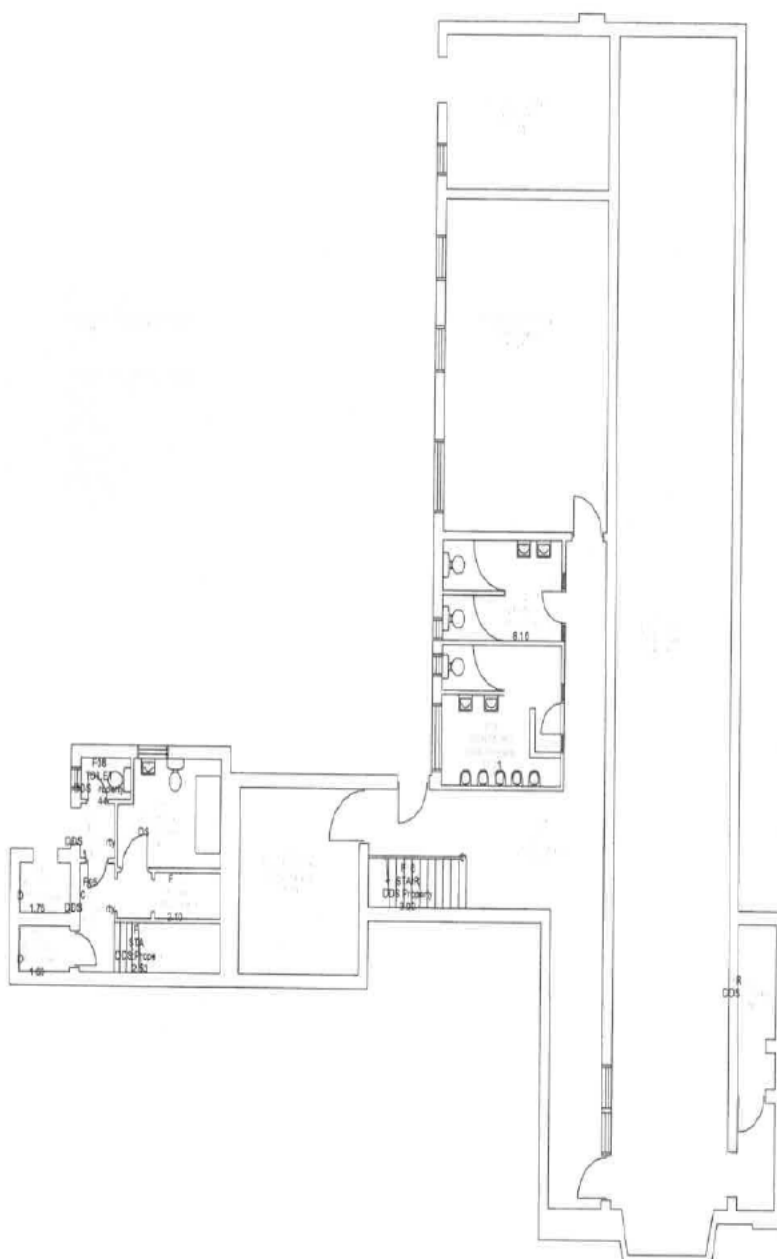
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HUGH RIPLEY HALL FIRE DOORS AND EXTINGUISHER LOCATIONS





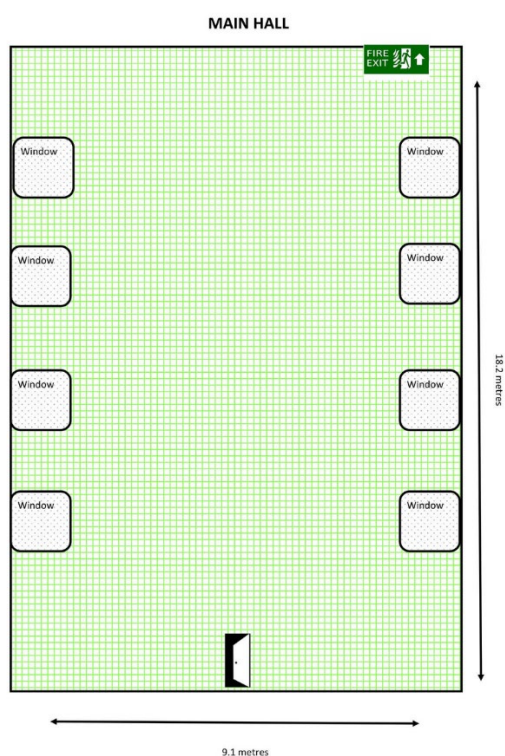
HUGH RIPLEY HALL ROOM INFORMATION

MAIN HALL

The large main hall is an excellent space on the ground floor which can be used for sports classes, activities, children's parties and events to name but a few. The hall can be set out with tables and chairs to comfortably cater for your event.

The maximum number of people permitted to occupy the hall is 100.

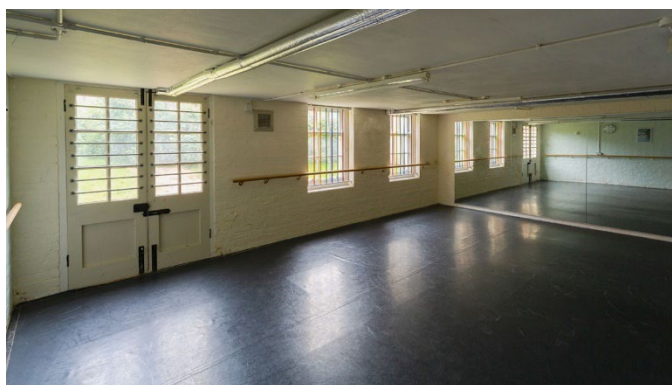
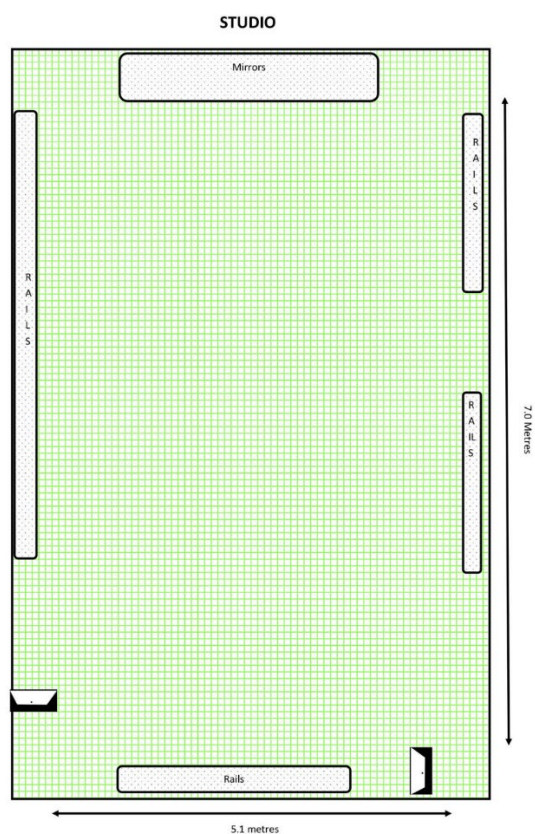
We have a fully functioning kitchen which can be hired alongside the main hall.



THE STUDIO

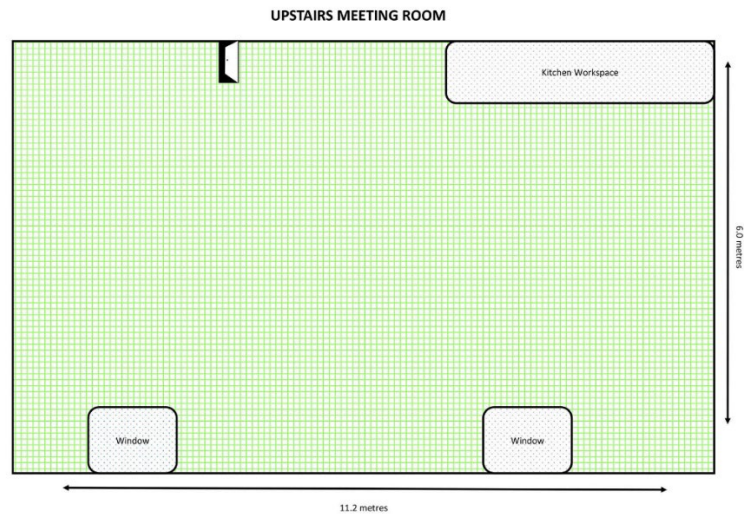
On the lower floor is a studio.

It is a light, airy space with dance mirrors and barres but the room could also be used for other activities. Toilets are located on the same floor as the studio.



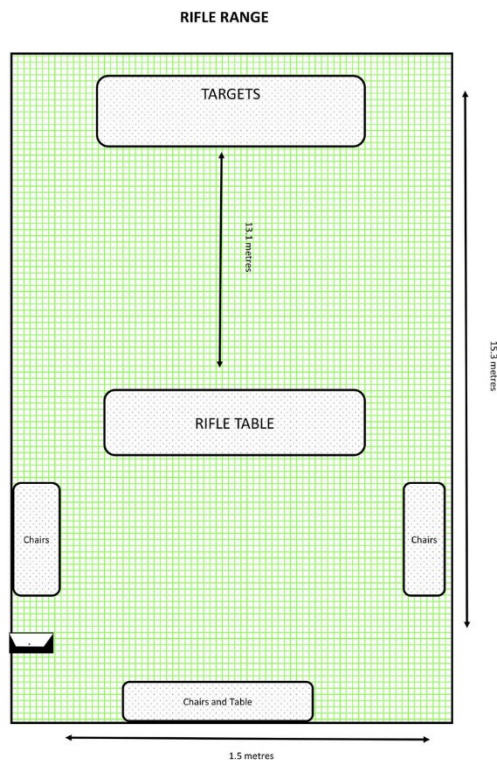
UPPER FLOOR MEETING ROOM

The upper-floor meeting room is the largest meeting room and can be used for a variety of different activities. With a carpeted floor, it is a perfect multi-functional room for meetings, playgroups, craft sessions and much more. We have a supply of tables and chairs that can be used for meetings/conferences.



RIFLE RANGE

Hugh Ripley Hall houses one of the only indoor rifle ranges in North Yorkshire and can be found on the lower floor of the building. It has 4 shooting lanes and is available to hire for licenced rifle clubs. Toilets are located on the same floor as the rifle range.



APPENDIX A - CONDITIONS OF HIRE FOR HUGH RIPLEY HALL

1. All applications for the hire of **Hugh Ripley Hall**, herein after called the Hired Premises must be forwarded to the Clerk to the City Council, Town Hall, Market Place South, Ripon HG4 1DD

The person by whom this application is signed shall be considered the hirer unless the hiring is declared to be on behalf of a specific promoting organisation. Where a promoting organisation is named above that organisation also shall be considered the hirer and shall be jointly and severally liable hereon with the person who signs the form.

When a company is applying to hire the premises, then the form shall be signed by either a Director or Secretary of the company; in the case of a partnership, then the form should be signed by a Partner, and in that case each of the partners in the partnership are jointly and severally liable.

2. The hire of the Hired Premises does not entitle the hirer to use or enter the Hired Premises of **Hugh Ripley Hall** at any time other than during the specific hours for which the Hired Premises are hired unless prior arrangements have been made with Ripon City Council and confirmed in writing.
3. The hirer shall not sub-let the Hired Premises or any part thereof nor shall he use the Hired Premises for any purpose other than the purpose declared on the Booking Form.
4. The hirer shall take good care of and shall not cause any damage to or permit or suffer any damage to be done to the Hired Premises or to any part or parts thereof or to any fittings, equipment or other property therein and shall make good and pay for any damage thereto (including accidental damage) caused by an act or neglect of himself, his servants, agents or any person resorting to the Hired Premises by reason of the use of the Hired Premises by him.
 - (a) Under no circumstances will the Council make good or accept responsibility or liability in respect of any damage to or theft or loss of any property, goods, articles or things whatsoever placed, deposited, brought into or left upon the Hired Premises either by the hirer for his use or purposes or by any other person or left or deposited with any other officer or servant of the Council and the hirer must indemnify and hold the Council and their servants and officers harmless in respect thereof.
 - (b) The Council shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, Government restriction, or any circumstances beyond the reasonable control by the parties to this Agreement (including, without limitation, any strike, lockout or other form of industrial action), or act of God which may cause the Hired Premises to be temporarily closed.
 - (c) Notwithstanding the generality of the foregoing, the hirer will indemnify and keep indemnified the Council from and against all loss, damage, actions, proceedings, suits, claims, demands, costs, damages and expenses in respect of any injury to or the death of any person, damage to any property movable or immovable or otherwise by reason of or arising in anyway directly or indirectly out of the hirer's use of the hired premises or the non-performance or non-observance of any of the hirer's agreements, conditions and stipulations on the hirer's part hereinafter contained.
5. The hirer shall be liable for and shall indemnify the Council in respect of any loss, damage or injury which may be incurred by or be done or happen to the hirer or any person or persons in his employ or any of his sub-contractors or by or to any other person or persons resorting to the Hired Premises by reason of the used of the Hired Premises by the hirer.
6. The hirer shall take out adequate insurance to insure the hirer and members of the hirer's organisation and invitees against all claims arising as a result of the hire and on demand shall produce the policy and current receipt or other evidence of cover to the Hall Bookings Officer. Failure to produce such policy and evidence of cover will render the hiring void and enable the Hall Bookings Officer to re-hire the premises to another hirer.
7. The right of entry to the Hired Premises is reserved to the members of Ripon City Council Hugh Ripley Hall Committee, any authorised member of staff of the Council and by any other duly authorised agent of the Council and any police officer at any time during the hiring.
8. No copyright, dramatic or musical work shall be performed or sung without the licence of the owner of the copyright and all such licences shall be produced to The Clerk of Ripon City Council before the

commencement of the hiring. The hirer shall indemnify the Council against any infringement of copyright, which may occur during the hiring.

9. The hirer shall be responsible for good order being kept at the Hired Premises during the hiring including ensuring that cars are parked carefully without obstructing the highway, other visitors or local residents and the Council may, if it thinks fit, charge the hirer for any additional expense it may incur in engaging police constables to preserve order prior to, during or after any entertainment or meeting at said premises.
10. The Council reserve the right to put a stop to any entertainment or meeting not properly conducted.
11. No bolts, nails, tacks, screws, bits, pins or other like objects shall be driven into any part of the Hired Premises nor shall any placards or other articles be affixed thereto nor shall any highly inflammable material be brought into the Hired Premises
12. **The hirer shall at the expiration of the period of the hiring leave the Hired Premises in a clean and orderly state.**
13. All property of the hirer and the hirer's agents must be removed promptly upon the expiration of the period of hiring or fees will apply for each day or part of the day until the same is removed. The Council accept no responsibility for any property left in the Hired Premises after the hiring. In the case of bazaars, jumble sales and any other event, when property is brought into the Hired Premises for sale, all property remaining unsold at the termination of the hiring and left on the premises will be considered to be the property of the hirer on this occasion.
14. No flags, emblems or other decorations shall be displayed at the Hired Premises without the previous written consent of Ripon City Council.
15. Except with the express prior consent of Ripon City Council there shall be no admission or re-admission to the Hired Premises after 10.00pm where an intoxicating liquor licence is in force in respect of the event to which the hiring relates and such hiring continues later than 10.00pm.
16. The hirer will ensure that all fire and other safety regulations are complied with. No exits may be blocked and no chairs or obstructions placed in the corridors nor may any fire appliance be removed or tampered with.
17. The existing electrical fittings and appliances may not be altered or moved and no additional lights or extension from the existing light fittings shall be used nor shall any additional electrical or other apparatus be used without the previous written consent of Ripon City Council.
18. No part of the Hired Premises shall be used for the sale of carpets or furniture or real property by auction or otherwise.
19. No cinematograph exhibition for commercial purposes shall take place in the Hired Premises.
20. The maximum number of people permitted to occupy the Hired Premises is 100 for the Main Hall, Hugh Ripley Hall. The hirer undertakes that these limits will not be exceeded.
21. The hirer shall have use of available cloakroom facilities at his own risk.
22. Except with the consent in writing of the Ripon City Council (and with the exception of Guide dogs and Hearing dogs), the hirer shall not cause or suffer any animal in his charge or in the charge of any person or persons resorting to the Hired Premises during the hiring to enter or remain in the Hired Premises.
23. If the hirer shall cancel the hiring of the Hired Premises then the Council shall be entitled to payment of the **whole fee** in respect of such cancelled booking, **unless notice of the cancellation of any booking is received by the Council at least fourteen days prior to the date upon which the booking would otherwise have taken place.**
24. (1) No refreshments liquid or solid shall be provided by the hirer nor shall any excisable liquor be brought or held sold or dispensed at or from the Hired Premises without any necessary licence being first had and obtained but so that:-

- (a) **The hirer upon production of the necessary Temporary Event Notice or Personal Licence (a copy of which must be sent to The Clerk to the City Council no later than three weeks prior to the function taking place) may be given consent by Ripon City Council to supply excisable liquor and without such consent it shall not be so supplied.**
 - (b) No bar extension will be granted beyond the hour of 11.30pm, whereupon last orders to be called at 11.20pm.
The function to finish no later than 12.00 midnight.
 - (2) Catering contractors and others employed or engaged by the Hirer to supply refreshments shall observe the terms and conditions of the Licence and will be required to observe such reasonable instructions as may be given to them by Ripon City Council. All their articles and property must be removed from the Hired Premises by the end of the hire period unless prior arrangements are made with the Premises Officer responsible for the building.
25. **The Council may terminate this Agreement at any time on giving the Hirer thirty days written notice. The Hirer shall then be entitled to a full refund of all monies paid but shall not be entitled to any other payment or compensation.**
26. Ripon City Council will be entitled to seek a Booking Deposit for any event a deposit of 20% will be paid by the hirer and will be non-returnable if the booking is cancelled.
27. Any notice, demand or request by the Council to or upon the hirer may be sent by ordinary pre-paid post addressed to the hirer at the hirer's address given in the application form and shall be deemed to be made or served at the time when the letter containing the same would be delivered in the ordinary course of post.
28. The hirer is responsible for any First Aid that may be required during the period of hire & the hirer is responsible for making sure that they have a means of seeking assistance in the event of an emergency, i.e a working mobile telephone. A notice will also be displayed on the notice board in the entrance hall with emergency contact details.