



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

Date: 2nd June 2025

Time: 6:00pm

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

To members of the Council

You are summoned to attend a meeting of Ripon City Council for the purposes of determining the agenda items listed below:

P M Benson
Chief Officer
28th May 2025

AGENDA

73/25	<ol style="list-style-type: none">1. To receive apologies;2. To approve reasons for absence.
74/25	To request any disclosure of an interest in relation to any matter under consideration at this meeting (financial or otherwise) and to consider any written requests for dispensation.
75/25	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.
76/25	To consider and approve the Minutes of the Meeting held on the 7 th May 2025.
77/25	Annual Governance and Accountability Return and other Governance Matters <ol style="list-style-type: none">1. To approve the Annual Governance Statement for 2024-25 as found on the Annual Return;2. To approve the Accounting Statements for 2024-25 as found on the Annual Return;3. To receive the year end accounting reports.4. To receive the Annual Internal Audit Report for 2024-25 as found on the annual return and to receive the final Internal Audit Report for 2024-25, noting the recommendations therein.
78/25	Finance, Policies and Governance Matters <ol style="list-style-type: none">1. To receive the Income and Expenditure report for the following periods<ol style="list-style-type: none">i. 1st April 2025 to 30th April 2025.2. To receive the list of payments for the following periods<ol style="list-style-type: none">i. 1st March 2025 to 31st March 2025.ii. 1st April 2025 to 30th April 2025.

	<ol style="list-style-type: none"> 3. To note that the bank reconciliations for the period 30th April 2025 have been signed in accordance with the requirements of Financial Regulations. 4. To receive an update on the following matters: <ol style="list-style-type: none"> i. Asset Register; ii. Insurance renewal process. 5. To consider the Reserves - Earmarked Reserves and to consider transfers as appropriate; 6. To receive and approve the list of direct debits on the Unitary Trust Bank Account. 						
79/25	<p>Small Grants and Partnership Funding</p> <ol style="list-style-type: none"> 1. To receive a report on Small Grants awarded in 2024-25 following completion of a review on how monies have been spent. 2. To receive the Small Grant's Applications detailed below and agree appropriate action. <table border="1"> <thead> <tr> <th>Organisation</th><th>Amount Requested</th></tr> </thead> <tbody> <tr> <td>Ripon Men's Shed</td><td>£1000.00</td></tr> <tr> <td>Ripon Military Heritage Trust</td><td>£975.00</td></tr> </tbody> </table> <ol style="list-style-type: none"> 3. To receive an update on Partnership Funding following completion of the annual review and to agree to award funding for the 2025-26 financial year. 4. To receive an update from the St Wilfrid's Procession Committee following their prior application to the Partnership Funding Scheme and former resolution to recommend. 5. To consider the terms of crowd barrier loan to Partnership Funded Organisations. 	Organisation	Amount Requested	Ripon Men's Shed	£1000.00	Ripon Military Heritage Trust	£975.00
Organisation	Amount Requested						
Ripon Men's Shed	£1000.00						
Ripon Military Heritage Trust	£975.00						
80/25	<p>Double Devolution</p> <p>To receive an update on Double Devolution if received and to agree appropriate action.</p>						
81/25	<p>To receive correspondence and agree appropriate action:</p> <ol style="list-style-type: none"> 1. Email dated 9th May 2025 - North Yorkshire Council, BT Payphone Consultation, noting that an application to adopt the fourth phone box on it becoming available has been submitted to BT. 2. Email dated 13th May 2025 - North Yorkshire Council, Pedestrianisation in Ripon; 3. Email dated 19th May 2025 – North Yorkshire Council, North Yorkshire Local Plan: our first conversation. 4. Email dated 28th April 2025 – Ripon Together, RCC Gazebo 						
82/25	<p>To receive the Electoral Review of North Yorkshire Council: Draft Recommendations from The Local Government Boundary Commission for England dated 1st April 2025 and agree to formulate a response.</p>						
83/25	<p>To consider a request to set up a RCC Markets Working Group.</p>						
84/25	<p>To re-visit RCC's Civility and Respect Pledge and to consider re-affirming the Council's commitment to the project.</p>						
85/25	<p>To consider requesting the reinstatement of the car park at the Skate Park/Camp Close.</p>						

86/25	To consider the recommendations from the Alderman T F Spence Committee for co-option of members and to formalise co-option.
87/25	To receive the minutes from the following committees for information: 1. Alderman T F Spence Committee – minutes dated 14 th April 2025.
88/25	To receive and approve the Annual Report for 2024-25.
89/25	To receive advice in relation to the Alderman T F Spence Charity and to agree appropriate action.
90/25	Planning matters: 1. To consider planning matters as detailed overleaf; 2. To receive the planning appendix.
91/25	To receive the following verbal reports: 1. Reports from North Yorkshire County Councillors if appropriate – for information only; 2. Reports from members and/or the Chief Officer on external organisations; 3. Report from Ripon Together; 4. Report from Ripon Bid; 5. Mayoral Announcements.
92/25	To consider passing a resolution under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), that the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item. Noting that the nature of the exempt information as defined is in respect of the consideration of professional advice received, tenders, leases and acquisition of assets.
93/25	To consider quotations received in respect of the following at the site at Quarry Moor and agree appropriate action. 1. Management Contractor; 2. Car park re-surfacing.
94/25	To consider quotations received in respect of works required to the Cabmen's shelter and to agree to award the contract for external decoration
95/25	To receive an update on the refurbishment of the telephone kiosks and to consider the quotations received in respect of a Hornblower penny press and agree appropriate action.

90/25	<p>Planning matters: Planning applications as listed below to be considered and responses agreed to the consultations being carried out by the Planning Authority.</p> <p><i>Details of all planning applications listed below can be viewed online prior to the meeting at:</i> https://www.northyorks.gov.uk/planning-and-conservation/view-and-comment-planning-applications/view-and-comment-planning-applications-your-area</p>
ZC25/01027/FUL	<p>Conversion of vacant garage / store with erection of first floor extension and side carport with first floor extension over to form 1 no. two storey detached dwelling (revised scheme) Garage At Fishers Court High Skellgate Ripon North Yorkshire ZC25/01027/FUL Conversion of vacant garage / store with erection of first floor extension and side carport with first floor extension over to form 1 no. two storey detached dwelling (revised scheme) Garage At Fishers Court High Skellgate Ripon North Yorkshire</p>
ZC25/01105/FUL	<p>Erection of garage and increased height of existing wall (revised scheme) 27 Princess Road Ripon North Yorkshire HG4 1HW ZC25/01105/FUL Erection of garage and increased height of existing wall (revised scheme) 27 Princess Road Ripon North Yorkshire HG4 1HW</p>
ZC25/01100/FUL	<p>Replacement workshop. Erection of replacement fencing, gates and brick wall. Land To The Rear Of 47-50 Priest Lane Ripon North Yorkshire HG4 1LL ZC25/01100/FUL Replacement workshop. Erection of replacement fencing, gates and brick wall. Land To The Rear Of 47-50 Priest Lane Ripon North Yorkshire HG4 1LL</p>
25/01270/COU	<p>Conversion of residential care home (Use Class C2) to form single dwelling (Use Class C3). Skell Lodge Residential Home South Crescent Ripon North Yorkshire HG4 1SN 25/01270/COU Conversion of residential care home (Use Class C2) to form single dwelling (Use Class C3). Skell Lodge Residential Home South Crescent Ripon North Yorkshire HG4 1SN</p>
HGTZC25/00697/FULMAJ	<p>Erection of 27no. dwellings including associated access and infrastructure Land Comprising Field At 430655 472220 Springfield Close Ripon North Yorkshire HGTZC25/00697/FULMAJ Erection of 27no. dwellings including associated access and infrastructure Land Comprising Field At 430655 472220 Springfield Close Ripon North Yorkshire</p>
HGTZC25/01126/FUL	<p>Single storey pitched roof extension to rear and formation of walk-in bay window to front. 5 Freemantle Place Ripon North Yorkshire HG4 1UR HGTZC25/01126/FUL Single storey pitched roof extension to rear and formation of walk-in bay window to front. 5 Freemantle Place Ripon North Yorkshire HG4 1UR</p>
25/01252/FUL	<p>Extension to existing storage and packaging facilities. Ripon Select Foods Ltd Dallamires Way North Ripon North Yorkshire HG4 1TL 25/01252/FUL Extension to existing storage and packaging facilities. Ripon Select Foods Ltd Dallamires Way North Ripon North Yorkshire HG4 1TL</p>
25/01312/LB	<p>Replacement single glazed steel window within existing timber frame. 1 Market Place Ripon North Yorkshire HG4 1BP 25/01312/LB Replacement single glazed steel window within existing timber frame. 1 Market Place Ripon North Yorkshire HG4 1BP</p>

25/01317/FUL	<p>Installation of 2.no rapid ev chargers together with ancillary electrical equipment to serve Marshall Way Car Park.</p> <p>Area Adjacent To Marshall Way Car Park Marshall Way Ripon North Yorkshire</p> <p>25/01317/FUL Installation of 2.no rapid ev chargers together with ancillary electrical equipment to serve Marshall Way Car Park. Area Adjacent To Marshall Way Car Park Marshall Way Ripon North Yorkshire</p>
25/01316/LB	<p>To create a new staff facilities area to the existing basement and erect a new stud wall to the ground floor for staff access.</p> <p>Unicorn Hotel 2 Market Place Ripon North Yorkshire HG4 1BP</p> <p>25/01316/LB To create a new staff facilities area to the existing basement and erect a new stud wall to the ground floor for staff access. Unicorn Hotel 2 Market Place Ripon North Yorkshire HG4 1BP</p>
25/01361/LB	<p>Repair works to a small lean to and adjoining brick internal passageway due to age and dilapidation and includes small brick boundary walls.</p> <p>5B Kirkgate Ripon North Yorkshire HG4 1PA</p> <p>25/01361/LB Repair works to a small lean to and adjoining brick internal passageway due to age and dilapidation and includes small brick boundary walls. 5B Kirkgate Ripon North Yorkshire HG4 1PA</p>
DCPARISH25/01455/FUL	<p>Demolition of existing garage building & failed rear extension and the erection of a new extension to replace them for additional accommodation</p> <p>12 Lead Lane Ripon North Yorkshire HG4 2NE</p> <p>25/01455/FUL Demolition of existing garage building & failed rear extension and the erection of a new extension to replace them for additional accommodation 12 Lead Lane Ripon North Yorkshire HG4 2NE</p>



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

ANNUAL MEETING & MAYOR MAKING CEREMONY WEDNESDAY 7TH MAY 2025 at 6:00PM

HELD IN THE COUNCIL CHAMBER, THE TOWN HALL,
RIPON, HG4 1DD

Present:

Cllr S Hawke
Cllr J Crozier
Cllr J Bate
Cllr B Brodigan
Cllr G Camplejohn
Cllr C Hardisty
Cllr P McHardy
Cllr P Horton
Cllr J Martin-Long
Cllr T Duncan
Cllr S Flatley
Cllr A Williams

The Right Worshipful the Mayor

In Attendance

Chief Officer
Administrator
Thirty two members of the public
One press representatives

Prior to the start of the meeting Dean John Dobson said prayers.

- 56/25 The Council to elect The Right Worshipful The Mayor of Ripon.**
That Cllr Crozier be elected as Mayor.
RESOLVED.
- 57/25 The Proposer and Secunder to make the Customary Search for the Mayor Elect, who is then conducted to the Council Chamber.**
Cllr Crozier donned the Mayoral Robe and Hat.
- 58/25 The Mayor to make the Declaration of Acceptance of Office as required by Local Elections (Declaration of Acceptance of Office) Order 2012 (SI 2012 No 1465), take the Oath of Allegiance; take the Ancient Oath of the Mayor of Ripon; signing accordingly in each case and then to sign the Ancient Roll.**
Cllr Crozier undertook the duties above.
The outgoing Mayoress and incoming Consort were presented with a gift.
- 59/25 The Right Worshipful The Mayor to take the Chair.**
Cllr Crozier assumed her position as Chairman of the meeting.
- 60/25 The Right Worshipful The Mayor to return thanks for her election.**

Cllr Crozier gave a short speech thanking members for her election as Mayor.

61/25 The Council to elect the Deputy Mayor.

That Cllr Camplejohn be elected as Deputy Mayor.

RESOLVED.

62/25 The Deputy Mayor to Make the Declaration of Acceptance of Office.

Cllr Camplejohn undertook the duty above.

63/25 To propose a vote of thanks to the Retiring Mayor.

Cllr Williams spoke to give thanks to Cllr Hawke and his wife.

64/25 The Retiring Mayor to respond to the vote of thanks.

Cllr Hawke spoke to give thanks to Councillors, his Deputy, his Chaplain, his wife, the Chief Officer and all Council staff, the Hornblowers, the military and members of the public.

65/25 The Mayor to notify the Appointment of her Chaplain.

That Bishop Anna Eltringham be appointed as Mayor's Chaplain.

66/25 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.

None received.

67/25 To receive apologies for absence.

None received.

68/25 To consider and approve the Minutes of the Meeting held on 7th April 2025.

That these be received and approved as a true and accurate record of proceedings.

RESOLVED.

69/25 To agree the dates of future Meetings of Full Council up to the date of the next Annual Meeting of the Council.

2nd June, 7th July, 8th September, 6th October, 10th November, 8th December, 19th January, 9th February, 9th March, 13th April.

That these be approved.

RESOLVED.

70/25 To receive and approve the Standing Orders and Committee Terms of Reference detailed below in 72/25.

That these be received and approved.

RESOLVED.

71/25 To note that all other matters identified in Standing Order 5j which are not the subject of this agenda shall be returned to the meeting of Full Council on 2nd June 2025 for consideration.

That this be noted.

RESOLVED.

72/25 To appoint Committees of the Council, nominate members to those committees and delegate powers and duties to such committees for the ensuing year in accordance with the Terms of Reference as agreed by Council.

i. Hugh Ripley Hall Committee;

That Cllrs Duncan, Horton, Williams, Brodigan, Flatley and Hawke be appointed to the Hugh Ripley Hall Committee.

RESOLVED.

ii. Events Committee;

That Cllrs Bate, Duncan, Horton, Williams, Flatley and Hardisty be appointed to the Hugh Ripley Hall Committee.

RESOLVED.

iii. Alderman T F Spence Committee.

That Cllrs Duncan, Martin-Long, McHardy, Horton, Flatley and Hardisty be appointed to the Hugh Ripley Hall Committee.

RESOLVED.

With business concluded the chairman closed the meeting at 6:35pm.

Signed
Dated

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

RIPON CITY COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	X		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	X		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	X		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		X	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	X		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	X		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	X		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	X		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	X		

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

02/06/2025

and recorded as minute reference:

MINUTE 77/25 REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AT WWW.RIPONCITY.GOV.UK PAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for


RIPON CITY COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	755,667	861,186	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	420,000	457,800	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	54,062	74,876	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	RE-STATE 126,639	170,124	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	RE-STATE 241,904	270,507	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	RE-STATE 861,186	953,231	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	871,270	1,032,200	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	93,118	93,118	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	X			<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)	X			<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date **28/05/2025**YY

I confirm that these Accounting Statements were approved by this authority on this date:

02/06/2025YY

as recorded in minute reference:

MINUTE 77/25 2. RENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Ripon City Council
Annual Return

Accounts for Year from 01/04/2024 to 31/03/2025

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

Box No.	Description	Last Year £	This Year £
1	Balances brought fwd	755,667.30	861,186.16
2	Annual precept	420,000.00	457,800.00
3	Total other receipts	54,061.86	74,875.95
4	Staff Costs	126,639.32	170,124.17
5	Loan interest/capital repayments	0.00	0.00
6	Total other payments	241,903.68	270,506.56
7	Balances carried forward	861,186.16	953,231.38
8	Total Cash and Short Term Investments	871,270.19	1,032,200.46
9	Total Fixed Assets and Long Term Investments	93,118.20	93,118.20
10	Total Borrowings	0.00	0.00

Ripon City Council
Income & Expenditure Account
01/04/2024 to 31/03/2025

27 May 2025 (2024-2025)

(Last) Year Ended
31 Mar 2024

(Current) Year Ended
31 Mar 2025

Income

32,593.60	Hugh Ripley Hall	28,536.76
7,600.00	Events	5,000.00
933.88	Administration	
435,622.38	Income	499,139.19
-2,688.00	Year End Adjustments 22/23	
£474,061.86		£532,675.95

Expense

38,174.51	Administration	50,244.40
70.00	Market Place	623.50
15,292.61	Alderman T F Spence Grant Expen	20,549.37
32,436.44	Hugh Ripley Hall	30,073.80
207.15	Marketing and Promotions	315.70
76,296.88	Events	63,040.64
26,064.00	Grants	29,386.42
415.00	Strategic Investment	
110.00	Cabmen's Shelter	120.00
10,454.00	Civic	18,346.90
16,408.82	Premises	18,285.83
132,734.01	Personnel	170,124.17
37,865.00	Christmas Lights	39,520.00
-17,985.42	Year End Adjustments 22/23	
£368,543.00		£440,630.73

General Fund

304,649.53	Balance at 01 Apr 2024	458,559.29
474,061.86	ADD Total Income	532,675.95
778,711.39		991,235.24
368,543.00	DEDUCT Total Expenditure	440,630.73
410,168.39		550,604.51
-48,390.90	DEDUCT Reserves Balance	277,373.13
£458,559.29	Balance at 31 Mar 2025	£273,231.38

Reserves:

Capital Reserve Balance £105000.00
Earmarked Reserve Balance £575000.00

Ripon City Council

BALANCE SHEET

31/03/2025

(Last) Year Ended 31 Mar 2024		(Current) Year Ended 31 Mar 2025	
£		£	
	CURRENT ASSETS		
	Stocks and stores		
	Work in progress		
	Debtors (Net of provision for doubtful debts)		
	Prepayments		
10,550.29	VAT Recoverable	2,779.09	
871,270.19	Temporary lendings (investments)		
	Cash in hand	1,032,200.46	
881,820.48	TOTAL ASSETS	1,034,979.55	
	CURRENT LIABILITIES		
20,634.32	Creditors	81,748.17	
<u>861,186.16</u>	NET ASSETS	<u>953,231.38</u>	
	Represented by:		
458,559.29	General fund Balance	273,231.38	
	Reserves:		
90,464.00	Capital	105,000.00	
312,162.87	Earmarked	575,000.00	
	Adjustments		
<u>861,186.16</u>		<u>953,231.38</u>	

The above statement represents fairly the financial position of the council as at 31 Mar 2025

Signed _____
Responsible Financial Officer

Date _____

Ripon City Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/03/2025		
	Cash in Hand 01/04/2024		871,270.19
	ADD Receipts 01/04/2024 - 31/03/2025		567,829.88
	SUBTRACT Payments 01/04/2024 - 31/03/2025		1,439,100.07
			406,899.61
	Cash in Hand 31/03/2025 (per Cash Book)		1,032,200.46
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2025	0.00	
	Unity Trust Bank 31/03/2025	55,580.58	
	HSBC 31/03/2025	9,497.35	
	Nationwide 31/03/2025	104,593.55	
	12-Month Fixed Term Deposit Accc 31/03/2025	680,000.00	
	Unity Trust Bank Instant Access Ac 31/03/2025	182,528.98	
			1,032,200.46
	Less unrepresented payments		
			1,032,200.46
	Plus unrepresented receipts		
	Adjusted Bank Balance		1,032,200.46
	A = B Checks out OK		

Ripon City Council
Reconciliation between Box 7 and Box 8
31/03/2025

This report explains the difference between the total balance in Box 7 and the cash balance in Box 8 by showing the totals for each type of adjustment, the details of which can be listed using the Adjustments report . It deducts the additional assets which have been included on the balance sheet and adds back in the liabilities to arrive at the balance for actual cash and short term investments. This only applies to Annual Returns prepared on Income and Expenditure basis

	<i>Amount</i>	<i>Amount</i>
Box 7 - Balances carried forward		953,231.38
Debtors		
Prepayments		
Stocks and Stores		
VAT Recoverable	2,779.09	
TOTAL DEDUCTIONS		2,779.09
Creditors	81,748.17	
Receipts in Advance		
Doubtful Debts		
TOTAL ADDITIONS		81,748.17
Box 8 - Total cash and short term investments		1,032,200.46

Ripon City Council

TRIAL BALANCE

2024-2025

Code	Title	Income	Expenditure
	Cash in hand	1,032,200.46	
	VAT recoverable	2,779.09	
	Debtors	0.00	
	Prepayments	0.00	
	Stocks and stores	0.00	
	Creditors	6,328.17	
	Receipts in Advance	0.00	
	Accruals	75,420.00	
1,000	Precept	457,800.00	0.00
1,100	Allotment Rental Income	550.00	0.00
1,160	HBC Recharge	0.00	0.00
1,163	Christmas Lights Income	20,900.00	0.00
1,190	Interest Received	2,930.71	0.00
1,199	Miscellaneous Income	15,305.65	0.00
1,200	Hugh Ripley Hall Room Hire	28,536.76	4,004.52
4,000	Advertising	0.00	190.00
4,001	Postage	0.00	3.80
4,002	Telephones and Internet	0.00	2,228.43
4,003	Stationery	0.00	305.18
4,004	Photocopier	0.00	1,237.05
4,005	Mobile Phone	0.00	94.88
4,006	Subscriptions	0.00	4,980.24
4,007	Office Sundries	0.00	290.28
4,008	Cleaning Materials	0.00	0.00
4,009	Laundry	0.00	374.15
4,010	Legal and Professional Fee	0.00	4,475.00
4,011	Audit and Accountancy	0.00	4,013.00
4,012	Bank Charges	0.00	240.20
4,013	IT Costs	0.00	6,873.90
4,015	Insurance	0.00	8,212.44
4,017	Communications	0.00	0.00
4,018	Consultancy Fees	0.00	13,635.29
4,020	Maintenance Contracts	0.00	0.00
4,023	Market Place Furniture	0.00	0.00
4,025	Alarm Contract and Alarm L	0.00	1,350.00
4,050	Salaries	0.00	104,096.49
4,051	Employers NI	0.00	9,427.50
4,052	Employers Pension	0.00	18,465.68
4,054	Employees NI	0.00	10,232.29
4,055	Payroll Processing	0.00	419.06
4,057	Employees Pension	0.00	12,417.61
4,058	Recruitment Agency Fees	0.00	0.00
4,059	Temporary Salaries	0.00	0.00
4,071	Cycle Scheme	0.00	0.00
4,080	Recruitment Costs	0.00	50.00
4,085	Staff Training	0.00	1,621.85
4,086	Staff Travelling	0.00	92.52
4,088	Councillor Training	0.00	70.20
4,090	Other Costs	0.00	1,189.58
4,091	Other Costs	0.00	450.00

Code	Title	Income	Expenditure
4,100	Rent	0.00	7,500.00
4,101	Business Rates	0.00	4,141.70
4,105	Electricity	0.00	0.00
4,106	Gas	0.00	0.00
4,107	Water	0.00	602.35
4,108	Temporary Toilets	0.00	8,790.00
4,109	Office Furniture	0.00	195.83
4,110	Maintenance Contracts	0.00	0.00
4,111	Building IT	0.00	0.00
4,113	Fire and Safety	0.00	0.00
4,150	Mayors Allowance	0.00	2,793.84
4,151	Civic Expenses	0.00	0.00
4,152	Mayors Christmas Cards	0.00	130.00
4,155	Mayor Making	0.00	1,185.42
4,156	Water QM	0.00	64.92
4,160	Civic Services	0.00	0.00
4,161	New Years Eve	0.00	0.00
4,162	Remembrance Sunday	0.00	3,843.30
4,163	Christmas Lights Expenditu	0.00	39,520.00
4,164	Battle of Britain	0.00	285.85
4,165	Other Events	0.00	0.00
4,169	August Bank Holiday Event	0.00	18,395.09
4,171	Cllr Uniforms & Insignia	0.00	3,362.34
4,172	MO Uniforms & Insignia	0.00	6,372.00
4,173	Road Closures	0.00	0.00
4,175	Events Cost General	5,000.00	226.70
4,178	New Years Eve	0.00	13,800.05
4,179	Christmas Light Switch On	0.00	13,250.88
4,180	Market Place Costs	0.00	623.50
4,184	Coronation Event 2023	0.00	0.00
4,200	Small Grants Scheme	0.00	6,246.42
4,202	Partnership Funding	0.00	22,620.00
4,203	Strategic Investment Fund	0.00	520.00
4,220	Marketing Expenses	0.00	315.70
4,500	Hugh Ripley Hall Caretaking	0.00	7,000.00
4,501	Alarm Line Security	0.00	450.26
4,502	Trade Waste	0.00	423.08
4,503	HRH Maintenance Costs	0.00	2,651.02
4,504	PAT Testing	0.00	409.99
4,505	Alderman TF Spence Grant	0.00	20,484.45
4,506	Electricity Hut	0.00	0.00
4,511	Legionella Treatment	0.00	0.00
4,520	HRH Music Licence - PPL -	0.00	516.48
4,521	HRH Internet	0.00	0.00
4,522	HRH Cleaning Supplies	0.00	201.65
4,525	HRH Renovations	0.00	0.00
4,550	Bid Levy	0.00	166.00
4,551	Energy Direct Debit	0.00	9,506.75
4,600	Cabmen's Shelter Restorati	0.00	0.00
4,603	VAT Control	1.58	0.00
4,605	D Day Event 2024	0.00	16,101.42
4,606	Employees PAYE	0.00	15,484.60
4,607	Summer Entertainment	0.00	1,232.50
4,608	Do not use	1,651.25	0.00
4,609	Cabmen's Shelter General	0.00	120.00
4,610	Staffing Administration	0.00	21.50
4,611	VE Day 2025	0.00	34.00
	Opening General Fund	458,559.29	

Code	Title	Income	Expenditure
	Capital Reserves	105,000.00	
	Earmarked Reserves	575,000.00	
	Reserves Transfers		338,920.57
	Reserves Spend	61,547.44	
	Reserves Receipts		0.00
GROSS TOTAL		1,814,530.85	1,814,530.85

Ripon City Council
Summary of Income & Expenditure 2024-2025
All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

Administration

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4000	Advertising				1,500.00	190.00	1,310.00	1,310.00 (87%)
4001	Postage				150.00	3.80	146.20	146.20 (97%)
4002	Telephones and Internet				2,500.00	2,228.43	271.57	271.57 (10%)
4003	Stationery				1,000.00	305.18	694.82	694.82 (69%)
4004	Photocopier				2,000.00	1,237.05	762.95	762.95 (38%)
4005	Mobile Phone				300.00	94.88	205.12	205.12 (68%)
4006	Subscriptions				4,000.00	4,980.24	-980.24	-980.24 (-24%)
4007	Office Sundries				500.00	290.28	209.72	209.72 (41%)
4010	Legal and Professional Fees				15,000.00	4,475.00	10,525.00	10,525.00 (70%)
4011	Audit and Accountancy				3,000.00	4,013.00	-1,013.00	-1,013.00 (-33%)
4012	Bank Charges				450.00	240.20	209.80	209.80 (46%)
4013	IT Costs				6,000.00	6,873.90	-873.90	-873.90 (-14%)
4015	Insurance				8,500.00	8,212.44	287.56	287.56 (3%)
4017	Communications				1,000.00		1,000.00	1,000.00 (100%)
4018	Consultancy Fees					13,635.29	-13,635.29	-13,635.29 (N/A)
4020	Maintenance Contracts				500.00		500.00	500.00 (100%)
4055	Payroll Processing				600.00	419.06	180.94	180.94 (30%)
4058	Recruitment Agency Fees							(N/A)
4059	Temporary Salaries							(N/A)
4080	Recruitment Costs				1,250.00	50.00	1,200.00	1,200.00 (96%)
4085	Staff Training				3,500.00	1,621.85	1,878.15	1,878.15 (53%)
4086	Staff Travelling				1,000.00	92.52	907.48	907.48 (90%)
4088	Councillor Training				1,200.00	70.20	1,129.80	1,129.80 (94%)
4090	Other Costs				1,000.00	1,189.58	-189.58	-189.58 (-18%)
4111	Building IT				500.00		500.00	500.00 (100%)
4610	Staffing Administration					21.50	-21.50	-21.50 (N/A)
SUB TOTAL					55,450.00	50,244.40	5,205.60	5,205.60 (N/A)

Alderman T F Spence Grant Expenditure

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4156	Water QM				250.00	64.92	185.08	185.08 (74%)
4505	Alderman TF Spence Grant Expenditure				30,000.00	20,484.45	9,515.55	9,515.55 (31%)
4506	Electricity Hut							(N/A)
SUB TOTAL					30,250.00	20,549.37	9,700.63	9,700.63 (N/A)

Cabmen's Shelter

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4600	Cabmen's Shelter Restoration				2,500.00		2,500.00	2,500.00 (100%)
4609	Cabmen's Shelter General Costs: Repairs					120.00	-120.00	-120.00 (N/A)
SUB TOTAL					2,500.00	120.00	2,380.00	2,380.00 (N/A)

Ripon City Council
Summary of Income & Expenditure 2024-2025
All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

Christmas Lights

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4163	Christmas Lights Expenditure				35,000.00	39,520.00	-4,520.00	-4,520.00 (-12%)
SUB TOTAL					35,000.00	39,520.00	-4,520.00	-4,520.00 (-12%)

Civic

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4009	Laundry				500.00	374.15	125.85	125.85 (25%)
4150	Mayors Allowance				3,200.00	2,793.84	406.16	406.16 (12%)
4151	Civic Expenses				500.00		500.00	500.00 (100%)
4152	Mayors Christmas Cards				230.00	130.00	100.00	100.00 (43%)
4155	Mayor Making				2,725.00	1,185.42	1,539.58	1,539.58 (56%)
4160	Civic Services							(N/A)
4161	New Years Eve				300.00		300.00	300.00 (100%)
4162	Remembrance Sunday				3,000.00	3,843.30	-843.30	-843.30 (-28%)
4164	Battle of Britain				500.00	285.85	214.15	214.15 (42%)
4165	Other Events				2,000.00		2,000.00	2,000.00 (100%)
4171	Cllr Uniforms & Insignia				550.00	3,362.34	-2,812.34	-2,812.34 (-511%)
4172	MO Uniforms & Insignia				600.00	6,372.00	-5,772.00	-5,772.00 (-962%)
4173	Road Closures				7,000.00		7,000.00	7,000.00 (100%)
SUB TOTAL					21,105.00	18,346.90	2,758.10	2,758.10 (N/A)

Events

Code	Title	Income			Expenditure			Net Position
		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	13,800.05	6,199.95	6,199.95 (31%)
4179	Christmas Light Switch On				20,000.00	13,250.88	6,749.12	6,749.12 (33%)
4184	Coronation Event 2023							(N/A)
4605	D Day Event 2024				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)
4611	VE Day 2025					34.00	-34.00	-34.00 (N/A)
SUB TOTAL			5,000.00	5,000.00	105,000.00	63,040.64	41,959.36	46,959.36 (N/A)

Grants

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4200	Small Grants Scheme				12,000.00	6,246.42	5,753.58	5,753.58 (47%)
4202	Partnership Funding				22,000.00	22,620.00	-620.00	-620.00 (-2%)
4203	Strategic Investment Fund				7,500.00	520.00	6,980.00	6,980.00 (93%)
SUB TOTAL					41,500.00	29,386.42	12,113.58	12,113.58 (93%)

Ripon City Council
Summary of Income & Expenditure 2024-2025
All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

Hugh Ripley Hall

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1200	Hugh Ripley Hall Room Hire	21,800.00	28,536.76	6,736.76		4,004.52	-4,004.52	2,732.24 (12%)
4101	Business Rates				5,500.00	4,141.70	1,358.30	1,358.30 (24%)
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	602.35	497.65	497.65 (45%)
4110	Maintenance Contracts				550.00		550.00	550.00 (100%)
4113	Fire and Safety							(N/A)
4500	Hugh Ripley Hall Caretaking				7,500.00	7,000.00	500.00	500.00 (6%)
4501	Alarm Line Security				250.00	450.26	-200.26	-200.26 (-80%)
4502	Trade Waste				550.00	423.08	126.92	126.92 (23%)
4503	HRH Maintenance Costs				10,000.00	2,651.02	7,348.98	7,348.98 (73%)
4504	PAT Testing				175.00	409.99	-234.99	-234.99 (-134%)
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	201.65	343.35	343.35 (63%)
4525	HRH Renovations				10,000.00		10,000.00	10,000.00 (100%)
4550	Bid Levy				225.00	166.00	59.00	59.00 (26%)
4551	Energy Direct Debit					9,506.75	-9,506.75	-9,506.75 (N/A)
SUB TOTAL		21,800.00	28,536.76	6,736.76	49,120.00	30,073.80	19,046.20	25,782.96 (N/A)

Income

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1000	Precept	457,800.00	457,800.00					(0%)
1100	Allotment Rental Income	550.00	550.00					(0%)
1163	Christmas Lights Income	6,500.00	20,900.00	14,400.00				14,400.00 (221%)
1190	Interest Received	300.00	2,930.71	2,630.71				2,630.71 (876%)
1199	Miscellaneous Income		15,305.65	15,305.65				15,305.65 (N/A)
4603	VAT Control		1.58	1.58				1.58 (N/A)
4608	Do not use		1,651.25	1,651.25				1,651.25 (N/A)
SUB TOTAL		465,150.00	499,139.19	33,989.19				33,989.19 (N/A)

Market Place

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4180	Market Place Costs				75.00	623.50	-548.50	-548.50 (-731%)
SUB TOTAL					75.00	623.50	-548.50	-548.50 (-731%)

Marketing and Promotions

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4220	Marketing Expenses				8,000.00	315.70	7,684.30	7,684.30 (96%)
SUB TOTAL					8,000.00	315.70	7,684.30	7,684.30 (96%)

Ripon City Council
Summary of Income & Expenditure 2024-2025
All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

Personnel

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1160	HBC Recharge	5,000.00		-5,000.00				-5,000.00 (-100%)
4050	Salaries				142,000.00	104,096.49	37,903.51	37,903.51 (26%)
4051	Employers NI				13,200.00	9,427.50	3,772.50	3,772.50 (28%)
4052	Employers Pension				27,500.00	18,465.68	9,034.32	9,034.32 (32%)
4054	Employees NI					10,232.29	-10,232.29	-10,232.29 (N/A)
4057	Employees Pension					12,417.61	-12,417.61	-12,417.61 (N/A)
4071	Cycle Scheme							(N/A)
4606	Employees PAYE					15,484.60	-15,484.60	-15,484.60 (N/A)
SUB TOTAL		5,000.00		-5,000.00	182,700.00	170,124.17	12,575.83	7,575.83 (N/A)

Premises

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4008	Cleaning Materials				100.00		100.00	100.00 (100%)
4023	Market Place Furniture							(N/A)
4025	Alarm Contract and Alarm Line Tov				2,500.00	1,350.00	1,150.00	1,150.00 (46%)
4091	Other Costs				500.00	450.00	50.00	50.00 (10%)
4100	Rent				6,500.00	7,500.00	-1,000.00	-1,000.00 (-15%)
4108	Temporary Toilets				8,500.00	8,790.00	-290.00	-290.00 (-3%)
4109	Office Furniture					195.83	-195.83	-195.83 (N/A)
SUB TOTAL					18,100.00	18,285.83	-185.83	-185.83 (N/A)

Restated**(N/A)**

NET TOTAL	491,950.00	532,675.95	40,725.95	548,800.00	440,630.73	108,169.27	148,895.22 (14%)
V.A.T.		35,153.93			27,382.73		
GROSS TOTAL		567,829.88			468,013.46		

Ripon City Council
Year End Working Document
Year ending 31/03/2025

		A	B	C	A - B + C
Last Year			Last Years	This Years	
<u>InclExp</u>	<u>Income</u>	<u>Receipts</u>	<u>Adjustments</u>		<u>Income</u>
32,593.60	Hugh Ripley Hall	28,536.76			28,536.76
7,600	Events	5,000.00			5,000.00
933.88	Administration				
435,622.38	Income	499,139.19			499,139.19
-2,688	Year End Adjustments 22/23				
		532,675.95			532,675.95
Last Year			Last Years	This Years	
<u>InclExp</u>	<u>Expense</u>	<u>Payments</u>	<u>Adjustments</u>		<u>Expense</u>
38,174.51	Administration	49,894.40	2,400.00	2,750.00	50,244.40
70	Market Place	623.50			623.50
15,292.61	Alderman T F Spence Grant Expendit	20,549.37			20,549.37
32,436.44	Hugh Ripley Hall	23,073.80	7,000.00	14,000.00	30,073.80
207.15	Marketing and Promotions	315.70			315.70
76,296.88	Events	63,040.64			63,040.64
26,064	Grants	29,386.42			29,386.42
415	Strategic Investment				
110	Cabmen's Shelter	120.00			120.00
10,454	Civic	14,196.90		4,150.00	18,346.90
16,408.82	Premises	10,785.83	7,500.00	15,000.00	18,285.83
132,734.01	Personnel	167,530.32	3,734.32	6,328.17	170,124.17
37,865	Christmas Lights			39,520.00	39,520.00
-17,985.42	Year End Adjustments 22/23				
		379,516.88	20,634.32	81,748.17	440,630.73

Annual Internal Audit Report 2024/25

RIPON CITY COUNCIL

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

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).		✓	
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

03/12/2024 27/02/20 5 2 /05 5

Signature of person who carried out the internal audit

Date

30/05/2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Paula Benson

Clerk to Ripon City Council

29 May 2025

Dear Paula

Ripon City Council – Internal Audit 24-25

Final Audit Report

The internal audit for the 24-25 financial year is now complete. I am pleased to report that the Council successfully maintained a satisfactory system of financial control. As reported at my interim audit, there is one matter I will need to qualify in my year end report :

Control Objective M: Exercise of Public Rights - Inspection of Accounts	The Council did not meet regulatory requirements in 23-24, due to late production of the AGAR. I reported this in my year-end report for 23-24, and it has also been picked up by external audit:
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The Council must also mark box 4 on the Annual Governance Statement as “No”

As stated in the engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year.

In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements and management information – that is the job of external audit.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out below, together with the results of my internal audit work for 24-5. Recommendations are set out at Appendix A. I set out a schedule of tests not completed at this audit at Appendix B, these tests are not relevant to this Council.

The audit was carried out in three stages. Interim audits were carried out on 3 December and 27 February, with the year end audit completed remotely on 27 May.

A - Appropriate books of account have been kept properly throughout the year

First Interim Audit

The Council has now fully moved all accounting records on to the Scribe accounting system. I can confirm that Scribe is an industry specific accounting package that is used by many councils in the sector, and produces reports and audit records required by Town and Parish Councils. The Council has moved away from RBS Omega accounting system which was used in previous years.

I confirmed that the Council is up to date with VAT submissions for the year. 2 VAT returns have been submitted. I checked the return for quarter 2 VAT. This return was submitted to HMRC on 23 October 2024. The claim was for £9,001. This has been paid by HMRC and I have checked the receipt to the Council bank account (31.10.24)

I checked the brought forward balances on both the Scribe and RBS systems.

Cashbook:

- Scribe - opening cashbook - £871,270.19
- AGAR 23-24 – Box 8 - cash £871,270

Reserves

- Scribe - Amended Box 7 23-24 Accounts	£861,186
- AGAR 23-24 – Box 7 - Reserves	£883,232
Difference	£ 22,046

The main reason for this is missed accruals from 23-24 year end. The Clerk has supplied details to support this amendment. The Council will need to restate the 23-24 figures when preparing the AGAR at 24-25 year end. A working paper will need to be prepared to send to external audit, if required. The external audit opinion for 23-24 was clear, with three points raised in the other matters section of the certificate . These are reviewed elsewhere in this report.

Final Audit

The accounting statements have been agreed back to year end reports produced from the Scribe accounting system:

- Annual return - detailed and summary reports
- Balance sheet

23-24 balances recorded on the Scribe annual return report were agreed to the audited accounts published on the Council website, with the following exception:

Box No (from Accounting statements	23-24 audited accounts	23-24 comparative in 24-25 AGAR	Difference
4 – Staff Costs	121,962	126,639	4,677
6 – Other Expenditure	224,535	241,904	17,369
7 – Balances Carried Forward	883,232	861,186	22,046

The reasons for this restatement were audited at my first interim audit – see above. The Council has typed restated over the relevant sections of the AGAR, working papers are available for review by external audit, should they be required.

The year end VAT return, covering the period 1 January 2025 to 31 March 2025 has been completed and was submitted HMRC on 14 April . VAT to the value of £2,279 was reclaimed, this has been agreed to a the VAT report extracted from the accounting system, and to the year end balance sheet.

The interim audit was reported to Full Council at the January 2025 meeting (minute 6/25)

B - The Council's financial regulations have been met, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for

First Interim Audit

The Council has not yet reviewed its Financial Regulations, following the substantial changes in the NALC template published in May. This should be actioned before the financial year end, and RCC's Financial Regulations brought up to date.

I selected a sample of 7 non-pay expenditure transactions from the cashbook report available on Scribe. I was able to confirm the following for all transactions tested:

- Payment agreed to invoice, stored on the Scribe accounting system
- Payment set up by and authorised by a bank signatory (Cllr Horton or Clerk)
- Expenditure appropriate for the Council
- VAT accounting correct

I repeat my note from 23-24 that the Council is overdependent on the Clerk plus one councillor to authorise all payments. This puts the Council at risk of not being able to make payments should either person be unavailable. The Clerk confirmed that a review of signatories was in progress at the time of my audit.

I discussed recent contract tenders with the Clerk. Where possible the Council should advertise contracts on the Contract Finder website (this is mandated for all contracts in excess of £30K), but this is good practice for all contracts. I note 7 applications were received for the recent advertisement of the road management contract

Second Interim Audit

Financial Regulations were reviewed at the Council meeting in February 2025 – minute 19/25.5. These are based on the revised template issued by NALC last year – the Council's financial regulations are now up to date.

I reviewed a further sample of expenditure transactions from months 7-11 and repeated tests conducted at my first interim audit. I agreed all payments tested to invoice, and confirmed payments were set up at bank by the administrator and approved by the Clerk. I confirmed for one transaction, works at Quarry Moor, that quotes had been sought, as required by Financial Regulations.

Final Audit

Non pay expenditure per box 6 to the accounts amounted to £ 270,506, up from £241,904 (restated) in 23-24.

I tested 2 further payments from the month 12 cashbook, and checked the following:

- Cashbook entry agreed to invoice
- VAT accounting correct
- Payment set up by the administrator and approved by the Clerk (check to unity bank log)

Creditors at year end were £81K. I reviewed the creditors schedule and confirmed the following items were properly set up as year end accruals (services received by Council but not yet billed):

- 2024 Christmas Lights bill - £39.5K
- 2 years rent – Hugh Ripley Hall - £15K
- 2 years caretaking - Hugh Ripley Hall - £14K

C - The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

First Interim Audit

The Council is insured with Aviva Insurance on a standard local council package organised by the brokers, Clear. The policy was in date at time of audit, with an expiry date of 31 March 2025. Assets insured are:

Property Insured	Declared Value	Sum Insured
Buildings	£167,817	£201,380
Contents	£450,360	£540,432
Other Property Insured away from the Premises		
Street Furniture	£100,000	£120,000
Walls, Gates and Fences	£40,000	£48,000
Playground Equipment	£100,000	£120,000
CCTV Equipment	Not Insured	£0
War Memorials	£75,000	£90,000
Ground Surfaces	Not Insured	£0
Mowers and Machinery	£25,000	£30,000
Sports Equipment	£30,000	£36,000
Regalia	£996,099	£1,195,318

Asset coverage is broadly consistent with the asset register. I have confirmed with the Clerk that civic buildings are not owned by RCC. As mentioned in previous years, the Council must complete a valuation of regalia and other heritage items as a matter of urgency. I understand that the last insurance valuation was more than 10 years ago, and the insured sum may not accurately reflect the value of these items if an up to date value is not available.

The Clerk confirmed that the risk assessment will be reviewed at Full Council before the end of the financial year. I will discuss further at my next audit. I recommend that the Council adds cyber security risk to the risk assessment, but I note that the Council has purchased MS Office Business Premium software, which includes an enhanced cyber secure rating.

I again recommend that the Council should consider a risk assessment as part of the devolution process, to assist in decision making, and in managing risks associated with the asset transfer, should this progress.

Second Interim Audit

The Clerk has completed the annual risk assessment review, this is due to be approved by the Council at the meeting on 4 March. I have reviewed the risk assessment, it is comprehensive, there is evidence of update in year. I note additional sections have been added to cover cyber security risks and policy reviews carried out in 24-25. I will check that the review of the risk assessment has been properly recorded in minutes at my year end audit.

The Clerk has confirmed that computer data back-up is tested at the start and end of each working day by the IT contractor. The Clerk has asked the contractor to complete a test restore of this data, and to provide email confirmation of a successful test. I will check this at my year end audit.

The Council is in the process of an external valuation of its extensive inventory of regalia. This addresses a long standing audit recommendation, and will ensure that the Council's insurance properly covers these valuable assets against loss or damage. It is anticipated that the valuation will be ready for the next insurance renewal.

I discussed the potential transfer of Hugh Ripley Hall to RCC from NYC. The Clerk confirmed that NYC are looking to provide a building valuation as part of the transfer process. This will be required when RCC arranges insurance upon completion of any transfer.

Final Audit

The risk assessment review for 24-25 was finalised at the Full Council meeting on 4 March. Minute 37/25 confirms the review of the risk assessment, including the financial risk assessment.

D - The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Second Interim Audit

The Council has completed the process of setting the 25- 26 budget and precept. These were approved at the January 20 meeting of Full Council (minute 7.25) A precept of £483,200 was approved. A detailed budget has been approved using the Scribe budget preparation tool, this was included in agenda papers for the January Council meeting. The approved budget for 25-26 shows receipts of £513K against payments of £527K, the balance being funded from reserves.

The Council continues to receive budget monitoring reports at each meeting. I checked the binder for the January 2025 meeting, and confirmed that the Council received the “Summary Receipts and Payments” report from the Scribe system for the period to the end of December 2024, this includes detail of actual spend against budget.



Final Audit

Reserves at 31 March 2025 were £953,231 (23-24 £861,186).

Reserves recorded on Scribe at 31.3.25 were as follows

Capital	
EMR Capital Reserve	55,000.00
EMR Cabmen's Shelter Repair	25,000.00
EMR Legal Fees	25,000.00
Tot Capital	105,000.00
Earmarked	
EMR Royal Reserve	50,000.00
EMR Civic Expenses	10,000.00
EMR Uniforms	10,000.00
EMR Premises/Rent	5,000.00
EMR Hugh Ripley Hall	95,000.00
EMR Events	25,000.00
EMR Strategic Investment Fun	150,000.00
EMR Alderman T F Spence Ca	100,000.00
EMR Furniture/Premises Rene	50,000.00
EMR Partnership Funding	8,000.00
EMR Ripon City Bus Service	72,000.00
Tot Earmarked	575,000.00
TOTAL RESERVE	680,000.00
GENERAL FUND	273,231.38
TOTAL FUNDS	953,231.38

Earmarked reserves are in place to support fixed assets, and future obligations / projects to be funded by the Council. There is evidence of review in year - earmarked reserves were reviewed at the November 24 Council meeting (minute 99/24). Recommendations made at that meeting are properly recorded on the accounting system.

General reserves, after taking into account the above earmarked reserve balances, were £273K. This is 60% of precept, so at the mid-point of levels recommended in the NALC Practitioners Guide.

E - Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Second Interim Audit

I selected a sample of income transactions from the cashbook for the first 11 months of the financial year, this included donations from external organisations and income from hirers. For all transactions tested, I was able to agree cashbook entry back to invoice, and to bank account.

Final Audit

Precept per box 2 to the accounts was £457,800 (23-24 £420,000). This has been agreed to information supplied by Central Government.

Income per box 3 to the accounts was £74,876 (23-24 £54,062). I tested one further transaction, a credit of £11,196 from NYCC for hornblower costs. This was agreed to a purchase order from NYCC and checked to the RCC bank statement.

F - Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

The Clerk confirmed that the Council has no petty cash

G- Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.

Final and Second Interim Audit

Staff costs per box 4 to the accounts were £170,124 (23-24 £126,639 restated).

The Council employs 4 permanent members of staff. Casual payments are also made in respect of a number of ceremonial positions, including Hornblowers and Mayor's Sergeant. Payroll is processed externally, by Yorkshire Accounting Services.

I checked the payroll for August 2024. I was able to agree cashbook figure for net pay back to the payroll report provided the payroll company. I tested 2 salaried members of staff. I was able to agree gross pay back to pay award documentation signed off by the Head of Staffing Committee. or contract of employment.

The payment to HMRC for August was agreed from the cashbook back to summary payroll information provided by the payroll company.

The Clerk has shared a ledger report showing that box 4 only records costs relating to employment of staff (salaries / NI / pension) as required by regulation.

H - Asset and investments registers were complete and accurate and properly maintained.

First Interim Audit

I will review the asset register at my year end audit. However I remind the Council that I have a query outstanding from my 23-24 audit:

“Fixed assets have increased by £12K since last year end. I have reviewed the asset register and have identified £5.6K worth of additions in 23-24. This leave £6.4K unaccounted for.”

The Council should prepare a reconciliation setting out movements in fixed assets in 23-24 . This will enable the me to properly verify the opening balance.

Final Audit

Fixed Assets per box 9 to the accounts were £93,118 (23-24 £93,118)

No change in 24-25. The regalia verification and valuation exercise has not yet been completed. Once this has been finalised and the valuer report issued, I will review the fixed asset register with Council staff and make recommendations on fixed asset accounting. This may result in a restatement of the fixed asset accounts balance in 25-26.

I – Periodic and year-end bank account reconciliations were properly carried out.

First Interim Audit

The Council has 3 bank accounts, the current account with HSBC ,the deposit account with Unity and a Nationwide deposit account. I was pleased to note that bank reconciliations are now working well, after issues at last year end. I reviewed the bank reconciliations for October 2024.

The bank reconciliation was completed in full, and signed off by both the RFO and a councillor. I tested the following:

- Checked balances back to bank statements
- Checked arithmetic
- Confirmed cashbook balance to the Council's Scribe Cashbook

I note that the Nationwide bank account is only reconciled at year end, as only one statement is issued per year by the bank. Consequently I have not checked this account at this audit.

The Council must review its investment policy. This is appropriate, as the Council is holding £1 million+ in the Unity Account at any point in time. The investment policy review should be finalised in the next few months and monies transferred to appropriate savings accounts. This review should include the Nationwide account, and whether it is still needed.

Second Interim Audit.

The Council completed a review of investments and cash holdings at the November meeting of Full Council, minute 99/24.5, where the Council resolved to move cash from the current account to a 12 month fixed term account and a saver account. I can confirm that this has been actioned, and at the end of February, cash holdings were as follows:

Unitary Trust Bank	£39,266.63
HSBC	£20,000.00
Nationwide	£102,388.82
12-Month Fixed Term Deposit Account	£680,000.00
Unity Trust Bank Instant Access Account	£203,627.15
Total in Banks	1,045,282.60

The new investment policy is due to be approved at the Council meeting on 4 March. I am satisfied that the Council has now responded to recommendations raised in this area.

Final Audit

Cash per box 8 to the accounts was £1,032,200 (23-24 £871,270)

I reperformed the year end bank reconciliations. I was able to agree reconciliations to year end cashbook and bank statement balances for the 5 bank accounts, there were no reconciling items. The year end bank reconciliations have been reviewed by a councillor, this has been properly evidenced on the bank reconciliation and on the bank statements.

J - Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.

Satisfactory – RCC has produced accounts on an accruals basis, it is required to do this as income / expenditure is above £200k. Debtors and creditors have been identified. A reconciliation between Box 7-8 of the accounts has been prepared.



L: : The Authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements

Second Interim Audit.

As a larger Council, with income / expenditure in excess of £200K, Ripon CC is required to follow the 2015 Transparency Code. I sample checked the following:

- Expenditure – The Council meets this requirement by posting transactions from the cashbooks on to the Council website. The Council had published payments to the end of January 2025 at the time of my second interim audit
- Grants – up to date - details of 24-25 small grants and partnership funding reported on website

M: Exercise of Public Rights - Inspection of Accounts

The Council did not meet regulatory requirements in 23-24, due to late production of the AGAR. I reported this in my year-end report for 23-24, and it has also been picked up by external audit:

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2024/25 for the exercise of public rights, since the period for the exercise of public rights did not include the first 10 working days of July. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2024/25 and ensure that it makes proper provision for the exercise of public rights during 2025/26.

I cannot sign off that the Council has met the requirements of this control objective and the Council must mark assertion 4 on the Annual Governance Statement as “NO”

N: Publication requirements 2023-24 AGAR

The Statement of Accounts, Annual Governance Statement and the external audit certificate are published on the accounts page of the Council website. The Conclusion of Audit Certificate is on the Council website, dated 26 November 2024 . This is after the statutory deadline of 30 September, and after the date of the final external audit report (19 November). I able to sign off that the Council has met the requirements of this control objective, as all documentation has been published as soon as possible once the external audit was completed. However the Council should anticipate further external audit comment in this area in 24-25. The audit certificate was reported to the December meeting of Full Council (minute 120/24)

O - Trust funds (including charitable) The council met its responsibilities as a trustee.

Second Interim Audit.

The Council is sole trustee of the Alderman Tom F Spence Charity – Charity Number 1002235. The 23-24 annual return was submitted to the Charity Commission on 21 January 2025, just before the statutory deadline . Income and expenditure are beneath the level where an independent examination is required.

I attach my invoice for your consideration together with the internal audit report from the AGAR. I would like to take this opportunity to thank you for your help with the audit. I look forward to working with you again next year, in the meantime please do not hesitate to contact me if I can be of any assistance.

Yours sincerely

[Redacted Signature]

[Redacted Name]

Appendix A

First Interim Audit Recommendations - 24-25 audit

[Redacted]

[Redacted]

**Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP**

Matter Arising	Recommendation	Council Response, and internal audit assessment
The Council will need to restate the 23-24 figures when preparing the AGAR at 24-25 year end.	A working paper will need to be prepared to send to external audit, if required.	Year end
The Council has not yet reviewed its Financial Regulations, following the substantial changes in the NALC template published in May.	This should be actioned before the financial year end, and RCC's Financial Regulations brought up to date.	Now actioned
I repeat my note from 23-24 that the Council is overdependent on the Clerk plus one councillor to authorise all payments. This puts the Council at risk of not being able to make payments should either person be unavailable.	The Clerk confirmed a review of signatories was in progress at the time of my interim audit. I recommend that all signatories are required to authorise a batch of bank payments at least once a year.	Payments now set up by Administrator, authorised by Clerk with councillor back up
As mentioned in previous years, the Council must complete a valuation of regalia and other heritage items as a matter of urgency.	I understand that the last insurance valuation was more than 10 years ago, and the insured sum may not accurately reflect the value of these items if an up to date value is not available.	Now actioned
Devolution	I again recommend that the Council should consider a risk assessment as part of the devolution process, to assist in decision making, and in managing risks associated with the asset transfer, should this progress.	
I will review the asset register at my year end audit. However I remind the Council that I have a query outstanding from my 23-24 audit:	The Council should prepare a reconciliation setting out movements in fixed assets in 23-24. This will enable me to properly verify the opening balance.	Now actioned

“Fixed assets have increased by £12K since last year end. I have reviewed the asset register and have identified £5.6K worth of additions in 23-24. This leave £6.4K unaccounted for. “		
The Council must review its investment policy. This is appropriate, as the Council is holding around £900K to £1 million in the Unity Account at any point in time.	The investment policy review should be finalised in the next few months and monies transferred to appropriate savings accounts. This review should include the Nationwide account, and whether it is still needed.	Now actioned
23-24 Inspection Period	The Council must mark assertion 4 on the Annual Governance Statement as “NO”	Year end
23-24 external audit certificate	The audit certificate should be reported to the next meeting of Full Council.	Noted at December Council meeting

Final Audit Recommendations - 24-25 audit

Matter Arising	Recommendation	Council Response, and internal audit assessment
The regalia verification and valuation exercise has not yet been completed. Once this has been finalised and the valuers report issued, I will review the fixed asset register with Council staff and make recommendations on fixed asset accounting.	This cannot be completed until the valuation report has been issued, this may result in a restatement of the fixed asset accounts balance in 25-26.	

Appendix B

Internal Audit Control Objectives – Marked as not covered

Control Objective	Area for Audit	Why this has not been audited
K	Exemption from limited assurance review	Council had limited assurance review in 23/4
F	Petty Cash	No Petty Cash

Ripon City Council

Summary of Receipts and Payments

27 May 2025 (2025-2026)

All Cost Centres and Codes (Between 01/04/2025 and 30/04/2025)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4000	Advertising				500.00		500.00	500.00 (100%)
4001	Postage				150.00		150.00	150.00 (100%)
4002	Telephones and Internet				2,250.00	330.15	1,919.85	1,919.85 (85%)
4003	Stationery				750.00		750.00	750.00 (100%)
4004	Photocopier				1,750.00		1,750.00	1,750.00 (100%)
4005	Mobile Phone				300.00	23.72	276.28	276.28 (92%)
4006	Subscriptions				4,500.00	150.00	4,350.00	4,350.00 (96%)
4007	Office Sundries				500.00	2.00	498.00	498.00 (99%)
4010	Legal and Professional Fees				5,000.00	1,102.50	3,897.50	3,897.50 (77%)
4011	Audit and Accountancy				4,000.00		4,000.00	4,000.00 (100%)
4012	Bank Charges				450.00	21.05	428.95	428.95 (95%)
4013	IT Costs				7,000.00		7,000.00	7,000.00 (100%)
4015	Insurance				10,000.00	9,304.86	695.14	695.14 (6%)
4017	Communications				1,000.00		1,000.00	1,000.00 (100%)
4018	Consultancy Fees							(N/A)
4020	Maintenance Contracts				500.00		500.00	500.00 (100%)
4058	Recruitment Agency Fees							(N/A)
4059	Temporary Salaries							(N/A)
4086	Staff Travelling				1,000.00	15.12	984.88	984.88 (98%)
4090	Other Costs					1,573.90	-1,573.90	-1,573.90 (N/A)
4111	Building IT							(N/A)
4610	Staffing Administration							(N/A)
SUB TOTAL					39,650.00	12,523.30	27,126.70	27,126.70 (68%)

Alderman T F Spence Grant Ex

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4156	Water QM							(N/A)
4505	Alderman TF Spence Grant Expe				30,000.00	1,572.93	28,427.07	28,427.07 (94%)
4506	Electricity Hut							(N/A)
SUB TOTAL					30,000.00	1,572.93	28,427.07	28,427.07 (94%)

Cabmans Shelter

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4600	Cabmen's Shelter Restoration							(N/A)
4609	Cabmen's Shelter General Costs							(N/A)
SUB TOTAL								(N/A)

Christmas Lights

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/04/2025)

4163 Christmas Lights Expenditure	41,500.00	39,520.00	1,980.00	1,980.00 (4%)
SUB TOTAL	41,500.00	39,520.00	1,980.00	1,980.00 (4%)

Civic

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4009	Laundry				500.00	60.00	440.00	440.00 (88%)
4150	Mayors Allowance				3,250.00	227.67	3,022.33	3,022.33 (92%)
4151	Civic Expenses				500.00		500.00	500.00 (100%)
4152	Mayors Christmas Cards				230.00		230.00	230.00 (100%)
4155	Mayor Making				2,725.00		2,725.00	2,725.00 (100%)
4160	Civic Services							(N/A)
4161	New Years Eve				300.00		300.00	300.00 (100%)
4162	Remembrance Sunday				3,000.00		3,000.00	3,000.00 (100%)
4164	Battle of Britain				500.00		500.00	500.00 (100%)
4165	Other Events				2,000.00		2,000.00	2,000.00 (100%)
4171	Cllr Uniforms & Insignia				550.00		550.00	550.00 (100%)
4172	MO Uniforms & Insignia				600.00	596.96	3.04	3.04 (0%)
4173	Road Closures				7,000.00		7,000.00	7,000.00 (100%)
SUB TOTAL					21,155.00	884.63	20,270.37	20,270.37 (95%)

Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4169	August Events				20,000.00		20,000.00	20,000.00 (100%)
4175	Events Cost General				2,500.00	4,340.50	-1,840.50	-1,840.50 (-73%)
4178	New Years Eve				20,000.00		20,000.00	20,000.00 (100%)
4179	Christmas Light Switch On				20,000.00		20,000.00	20,000.00 (100%)
4184	Coronation Event 2023							(N/A)
4605	V E Day Event				10,000.00		10,000.00	10,000.00 (100%)
4607	Summer Entertainment							(N/A)
SUB TOTAL					72,500.00	4,340.50	68,159.50	68,159.50 (94%)

Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4200	Small Grants Scheme				8,000.00		8,000.00	8,000.00 (100%)
4202	Partnership Funding				26,000.00		26,000.00	26,000.00 (100%)
4203	Strategic Investment Fund				7,500.00		7,500.00	7,500.00 (100%)
SUB TOTAL					41,500.00		41,500.00	41,500.00 (100%)

Hugh Ripley Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/04/2025)

1200	Hugh Ripley Hall Room Hire	21,800.00	1,159.03	-20,640.97				-20,640.97 (-94%)
4101	Business Rates				5,500.00	415.70	5,084.30	5,084.30 (92%)
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		1,100.00	1,100.00 (100%)
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	43.80	206.20	206.20 (82%)
4502	Trade Waste				550.00	37.32	512.68	512.68 (93%)
4503	HRH Maintenance Costs				10,000.00	30.00	9,970.00	9,970.00 (99%)
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		2,200.00	2,200.00 (100%)
4521	HRH Internet				750.00		750.00	750.00 (100%)
4522	HRH Cleaning Supplies				545.00		545.00	545.00 (100%)
4525	HRH Renovations				5,000.00		5,000.00	5,000.00 (100%)
4550	Bid Levy				225.00		225.00	225.00 (100%)
4551	Energy Direct Debit					991.17	-991.17	-991.17 (N/A)
SUB TOTAL		21,800.00	1,159.03	-20,640.97	44,120.00	1,517.99	42,602.01	21,961.04 (33%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1000	Precept	483,200.00	241,600.00	-241,600.00				-241,600.00 (-50%)
1100	Allotment Rental Income	550.00		-550.00				-550.00 (-100%)
1163	Christmas Lights Income							(N/A)
1190	Interest Received	2,500.00		-2,500.00				-2,500.00 (-100%)
1199	Miscellaneous Income							(N/A)
4603	VAT Control							(N/A)
4608	1195:4604							(N/A)
SUB TOTAL		486,250.00	241,600.00	-244,650.00				-244,650.00 (-50%)

Market Place

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4180	Market Place Costs				75.00		75.00	75.00 (100%)
SUB TOTAL					75.00		75.00	75.00 (100%)

Marketing and Promotions

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4220	Marketing Expenses				4,000.00		4,000.00	4,000.00 (100%)
SUB TOTAL					4,000.00		4,000.00	4,000.00 (100%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/04/2025)

Personnel

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1160	HBC Recharge	5,000.00		-5,000.00				-5,000.00 (-100%)
4050	Salaries				156,657.00	9,315.08	147,341.92	147,341.92 (94%)
4051	Employers NI				18,783.00	1,121.91	17,661.09	17,661.09 (94%)
4052	Employers Pension				32,680.00	2,206.91	30,473.09	30,473.09 (93%)
4054	Employees NI					527.72	-527.72	-527.72 (N/A)
4055	Payroll Processing				730.00		730.00	730.00 (100%)
4057	Employees Pension					754.96	-754.96	-754.96 (N/A)
4071	Cycle Scheme							(N/A)
4080	Recruitment Costs				500.00		500.00	500.00 (100%)
4085	Staff Training				4,500.00	40.00	4,460.00	4,460.00 (99%)
4088	Councillor Training				1,100.00		1,100.00	1,100.00 (100%)
4606	Employees PAYE					1,716.67	-1,716.67	-1,716.67 (N/A)
SUB TOTAL		5,000.00		-5,000.00	214,950.00	15,683.25	199,266.75	194,266.75 (88%)

Premises

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4008	Cleaning Materials				100.00	268.33	-168.33	-168.33 (-168%)
4023	Market Place Furniture							(N/A)
4025	Alarm Contract and Alarm Line T				2,500.00	1,170.00	1,330.00	1,330.00 (53%)
4091	Other Costs				500.00	40.00	460.00	460.00 (92%)
4100	Rent				6,500.00		6,500.00	6,500.00 (100%)
4108	Temporary Toilets				8,500.00		8,500.00	8,500.00 (100%)
4109	Office Furniture							(N/A)
SUB TOTAL					18,100.00	1,478.33	16,621.67	16,621.67 (91%)

Summary

NET TOTAL	513,050.00	242,759.03	-270,290.97	527,550.00	77,520.93	450,029.07	179,738.10 (17%)
V.A.T.					9,355.46		
GROSS TOTAL		242,759.03			86,876.39		

Ripon City Council

PAYMENTS LIST

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27 May 2025 (2024-2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
376	Office Furniture	04/03/2025		Unity Trust Bank		Office Furniture	Stuff 4 Offices	S	195.83	39.17	235.00
378	Consultancy Fees	14/03/2025		Unity Trust Bank		Consultancy Fees	LGRC	S	486.14	97.23	583.37
386	Photocopier	19/03/2025		Unity Trust Bank		Photocopier	Konica Minolta Business (U	S	104.73	20.95	125.68
392	Employers NI	13/03/2025		Unity Trust Bank		HMRC Deductions	HMRC	Z	1,216.89		1,216.89
392	Employees NI	13/03/2025		Unity Trust Bank		HMRC Deductions	HMRC	Z	546.60		546.60
392	Employees PAYE	13/03/2025		Unity Trust Bank		HMRC Deductions	HMRC	Z	2,090.87		2,090.87
393	Employers Pension	18/03/2025		Unity Trust Bank		NYPF Costs	North Yorkshire Pension Fu	Z	2,408.68		2,408.68
393	Employees Pension	18/03/2025		Unity Trust Bank		NYPF Costs	North Yorkshire Pension Fu	Z	827.17		827.17
394	Payroll Processing	03/03/2025		Unity Trust Bank		Payroll processing	Yorkshire Accountants Ripc	S	213.37	42.67	256.04
395	Office Sundries	25/03/2025		Unity Trust Bank		Storage Boxes	Viking	S	25.98	5.20	31.18
396	Office Sundries	25/03/2025		Unity Trust Bank		Storage Boxes	Viking	S	43.49	8.70	52.19
399	Water QM	04/03/2025		Unity Trust Bank		Water Services	Business Stream	Z	42.24		42.24
400	Alderman TF Spence Grant Exp	04/03/2025		Unity Trust Bank		Quarry Moor Wardening	Robert Adams	Z	613.60		613.60
401	Alderman TF Spence Grant Exp	14/03/2025		Unity Trust Bank		Tree Works	Scotton Tree Care	S	4,500.00	900.00	5,400.00
402	IT Costs	03/03/2025		Unity Trust Bank		IT services	Nexus IT Consultancy Ltd	S	37.50	7.50	45.00
403	IT Costs	03/03/2025		Unity Trust Bank		IT services	Nexus IT Consultancy Ltd	S	404.36	80.88	485.24
404	Alarm Line Security	05/03/2025		Unity Trust Bank		Alarm Maintenance	MRP Alarms	S	210.00	42.00	252.00
405	Telephones and Internet	11/03/2025		Unity Trust Bank		Telephone and Internet Costs	Xi Communications Limited	S	144.15	28.83	172.98
406	Telephones and Internet	11/03/2025		Unity Trust Bank		Telephone and Internet Costs	Xi Communications Limited	S	144.15	28.83	172.98
407	Telephones and Internet	11/03/2025		Unity Trust Bank		Telephone and Internet Costs	Xi Communications Limited	S	144.15	28.83	172.98
408	Telephones and Internet	11/03/2025		Unity Trust Bank		Telephone and Internet Costs	Xi Communications Limited	S	144.15	28.83	172.98
409	Trade Waste	19/03/2025		Unity Trust Bank		Trade Waste Charges	North Yorkshire Council	Z	37.32		37.32
410	Stationery	31/03/2025		Unity Trust Bank		Stationary	YPO	S	31.50	6.30	37.80
411	Telephones and Internet	10/03/2025		Unity Trust Bank		Telephone and Internet Costs	British Telecommunications	S	41.85	8.37	50.22
412	Telephones and Internet	21/03/2025		Unity Trust Bank		Telephone and Internet Costs	Xi Communications Limited	S	144.15	28.83	172.98
413	Christmas Light Switch On	17/03/2025		Unity Trust Bank		Fairground Provision	Hire a Funfair	S	525.00	105.00	630.00
416	Alderman TF Spence Grant Exp	18/03/2025		Unity Trust Bank		Asbestos Survey	Asurveys	S	300.00	60.00	360.00
417	New Years Eve	19/03/2025		Unity Trust Bank		Event Entertainment	Tangerine Events	S	1,000.00	200.00	1,200.00
418	PAT Testing	26/03/2025		Unity Trust Bank		PAT Testing	Hawkesworth	S	134.86	26.97	161.83
419	Audit and Accountancy	27/03/2025		Unity Trust Bank		Audit	April Skies Accounting	Z	305.00		305.00
420	Subscriptions	20/03/2025		Unity Trust Bank		Subscription	ICO	Z	47.00		47.00
421	Alarm Line Security	21/03/2025		Unity Trust Bank		Alarm Line Security	Virgin Media Business	S	21.01	4.20	25.21
422	Energy Direct Debit	24/03/2025		Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	L	246.42	12.32	258.74
423	Energy Direct Debit	24/03/2025		Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	S	759.65	151.93	911.58

Ripon City Council
PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
424	Energy Direct Debit	24/03/2025		Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	L	156.47	7.82	164.29
425	VE Day 2025	26/03/2025		Unity Trust Bank		Posters	Colour It In	Z	34.00		34.00
426	Other Costs	26/03/2025		Unity Trust Bank		Furniture Restoration	Paul Stevenson	Z	450.00		450.00
427	Legal and Professional Fees	26/03/2025		Unity Trust Bank		Legal advice	Blacks Solicitors	S	280.00	56.00	336.00
428	Legal and Professional Fees	26/03/2025		Unity Trust Bank		Legal advice	Blacks Solicitors	S	845.00	169.00	1,014.00
429	Bank Charges	31/03/2025		Unity Trust Bank		service charge	Unitary Trust Bank	Z	10.95		10.95
430	IT Costs	31/03/2025		Unity Trust Bank		IT services	Nexus IT Consultancy Ltd	S	424.09	84.82	508.91
431	Interest Received	31/03/2025		Unity Trust Bank Ins		Credit Interest	Unitary Trust Bank	Z			
432	Salaries	25/03/2025	Fin Regs 11.	HSBC	Staff Costs Month	Staff Costs	Ripon City Council	X	10,252.53		10,252.53
432	Staff Travelling	25/03/2025	Fin Regs 11.	HSBC	Staff Costs Month	Staff Costs	Ripon City Council	X	7.65		7.65
432	Mayors Allowance	25/03/2025	Fin Regs 11.	HSBC	Staff Costs Month	Staff Costs	Ripon City Council	X	234.47		234.47
433	Bank Charges	21/03/2025		HSBC	Fin Regs 6.8	Bank Charges	HSBC	X	8.00		8.00
Total									30,840.97	2,281.18	33,122.15

Ripon City Council

PAYMENTS LIST

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27 May 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Employers NI	11/04/2025		Unity Trust Bank		HMRC Deductions	HMRC	Z	1,121.91		1,121.91
1	Employees NI	11/04/2025		Unity Trust Bank		HMRC Deductions	HMRC	Z	527.72		527.72
1	Employees PAYE	11/04/2025		Unity Trust Bank		HMRC Deductions	HMRC	Z	1,716.67		1,716.67
2	Employers Pension	17/04/2025		Unity Trust Bank		NYPF Costs	North Yorkshire Pension Fu	Z	2,206.91		2,206.91
2	Employees Pension	17/04/2025		Unity Trust Bank		NYPF Costs	North Yorkshire Pension Fu	Z	754.96		754.96
3	Business Rates	01/04/2025		Unity Trust Bank		Business Rates HRH	North Yorkshire Council	Z	415.70		415.70
4	HRH Maintenance Costs	07/04/2025		Unity Trust Bank		Window Cleaning	Green Clean	Z	30.00		30.00
5	Other Costs	07/04/2025		Unity Trust Bank		Window Cleaning	Green Clean	Z	20.00		20.00
6	Events Cost General	24/04/2025		Unity Trust Bank		Bunting	Flying Colours Flagmakers	S	975.00	195.00	1,170.00
7	Alarm Contract and Alarm Line	07/04/2025		Unity Trust Bank		Alarm Maintenance	MRP Alarms	S	1,025.00	205.00	1,230.00
8	Alarm Contract and Alarm Line	07/04/2025		Unity Trust Bank		Alarm Maintenance	MRP Alarms	S	145.00	29.00	174.00
9	Alderman TF Spence Grant Exp	09/04/2025		Unity Trust Bank		Quarry Moor Wardening	Robert Adams	Z	772.93		772.93
10	Trade Waste	17/04/2025		Unity Trust Bank		Trade Waste Charges	North Yorkshire Council	Z	37.32		37.32
11	Staff Travelling	09/04/2025		Unity Trust Bank		Expenses	Heather O'Neill	Z	15.12		15.12
12	Events Cost General	11/04/2025		Unity Trust Bank		Crowd Control Barriers	SHC Hire	S	2,094.00	418.80	2,512.80
13	Insurance	28/04/2025		Unity Trust Bank		Event Insurance	David J Miller Insurance Br	Z	784.00		784.00
14	Insurance	09/04/2025		Unity Trust Bank		Insurance	Clear Councils	Z	8,070.30		8,070.30
15	Events Cost General	09/04/2025		Unity Trust Bank		Curtain Fabric	Rosie & Clover	Z	1,250.00		1,250.00
16	Mobile Phone	09/04/2025		Unity Trust Bank		Expenses	Ripon City Council	Z	11.86		11.86
16	Staff Training	09/04/2025		Unity Trust Bank		Expenses	Ripon City Council	S	40.00	8.00	48.00
16	MO Uniforms & Insignia	09/04/2025		Unity Trust Bank		Expenses	Ripon City Council	S	31.28	6.64	37.92
16	MO Uniforms & Insignia	09/04/2025		Unity Trust Bank		Expenses	Ripon City Council	S	165.80	33.16	198.96
16	Events Cost General	09/04/2025		Unity Trust Bank		Expenses	Ripon City Council	Z	21.50		21.50
17	Mobile Phone	09/04/2025		Unity Trust Bank		Expenses	Ripon City Council	Z	11.86		11.86
17	Office Sundries	09/04/2025		Unity Trust Bank		Expenses	Ripon City Council	Z	2.00		2.00
17	Laundry	09/04/2025		Unity Trust Bank		Expenses	Ripon City Council	Z	60.00		60.00
17	MO Uniforms & Insignia	09/04/2025		Unity Trust Bank		Expenses	Ripon City Council	S	279.88	55.97	335.85
18	Telephones and Internet	07/04/2025		Unity Trust Bank		Telephone and Internet Costs	British Telecommunications	S	41.85	8.37	50.22
19	Subscriptions	30/04/2025		Unity Trust Bank		Membership Subscription	Lawyers in Local Governme	Z	150.00		150.00
20	Legal and Professional Fees	11/04/2025		Unity Trust Bank		Legal advice	Blacks Solicitors	S	1,102.50	220.50	1,323.00
22	Cleaning Materials	14/04/2025		Unity Trust Bank		Hoover	G Craggs	S	268.33	53.67	322.00
23	Telephones and Internet	22/04/2025		Unity Trust Bank		Telephone and Internet Costs	Xi Communications Limited	S	144.15	28.83	172.98
24	Insurance	11/04/2025		Unity Trust Bank		Insurance	Clear Councils	Z	450.56		450.56
25	Alderman TF Spence Grant Exp	11/04/2025		Unity Trust Bank		Quarry Moor Consulting	Geodiversity	Z	800.00		800.00
26	Other Costs	17/04/2025		Unity Trust Bank		Mediation	Martyn Potter	Z	1,573.90		1,573.90

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
27	Other Costs	17/04/2025		Unity Trust Bank		Window Cleaning	Green Clean	Z	20.00		20.00
31	Energy Direct Debit	28/04/2025		Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	L	163.86	8.19	172.05
32	Energy Direct Debit	28/04/2025		Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	S	675.80	135.16	810.96
33	Energy Direct Debit	28/04/2025		Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	L	151.51	7.58	159.09
34	Telephones and Internet	28/04/2025		Unity Trust Bank		Telephone and Internet Costs	Xi Communications Limited	S	144.15	28.83	172.98
35	MO Uniforms & Insignia	23/04/2025		Unity Trust Bank		Repair to Baldric	Duncan Grimmond	Z	120.00		120.00
36	Alarm Line Security	23/04/2025		Unity Trust Bank		Alarm Line Security	Virgin Media Business	S	43.80	8.76	52.56
48	Bank Charges	30/04/2025		Unity Trust Bank		Bank Charges	Unitary Trust Bank	Z	13.05		13.05
49	Christmas Lights Expenditure	28/04/2025		Unity Trust Bank		Christmas Lights Contract	Bradford Council	S	39,520.00	7,904.00	47,424.00
80	Salaries	23/04/2025		HSBC	Staff Costs Month	Staff Costs	Staff Costs	E	9,315.08		9,315.08
80	Mayors Allowance	23/04/2025		HSBC	Staff Costs Month	Staff Costs	Staff Costs	E	227.67		227.67
81	Bank Charges	21/04/2025		HSBC	Bank Charges Mon	Bank Charges	HSBC	Z	8.00		8.00
Total									77,520.93	9,355.46	86,876.39

Ripon City Council
Reserves Balance
2025-2026

28 May 2025 (2025-2026)

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
EMR Capital Reserve	55,000.00				55,000.00
EMR Cabmen's Shelter Repair	25,000.00				25,000.00
EMR Legal Fees	25,000.00				25,000.00
Total Capital	105,000.00				105,000.00
Earmarked					
EMR Royal Reserve	50,000.00				50,000.00
EMR Civic Expenses	10,000.00				10,000.00
EMR Uniforms	10,000.00				10,000.00
EMR Premises/Rent	5,000.00				5,000.00
EMR Hugh Ripley Hall	95,000.00				95,000.00
EMR Events	25,000.00				25,000.00
EMR Strategic Investment Func	150,000.00				150,000.00
EMR Alderman T F Spence Cap	100,000.00				100,000.00
EMR Furniture/Premises Renev	50,000.00				50,000.00
EMR Partnership Funding	8,000.00				8,000.00
EMR Ripon City Bus Service	72,000.00				72,000.00
Total Earmarked	575,000.00				575,000.00
TOTAL RESERVE	680,000.00				680,000.00
GENERAL FUND					492,411.68
TOTAL FUNDS					1,172,411.68

British Gas Tradin	BGL0456257-0438352	172.05 GBP	78-25 6	28 April 2025
British Gas Tradin	BGL0456259-0438630	159.09 GBP		28 April 2025
British Gas Tradin	BGL0456258-0438354	810.96 GBP		28 April 2025
BRITISH TELECOM	VP46001570	53.43 GBP		07 May 2025
GoCardless Ltd	NEXUSIT-9PBH5K88KQ	486.25 GBP		01 May 2025
GoCardless Ltd	XICOMMS-3SPM99STJR	172.98 GBP		28 April 2025
HARROGATE BC DIREC	60000936034	414.00 GBP		01 May 2025
ICO	Z3612847	47.00 GBP		20 March 2025
LLOYDS CORP CARD	5563140034135154	0.00 GBP		-
SCOTTISH WATER BUS	9084125801	166.50 GBP		28 February 2025
VIRGIN MEDIA PAYME	D120998	52.56 GBP		23 April 2025

	Applicant's Name	Awarded	Overview of Project	Notes / Remarks FC resolution	Report received	Compliance confirmed
1	Studley Royal Cricket Club	£950.00	The frog box project at Studley Royal Cricket club has been up and running. It has been used to show matches live on youtube for those unable to attend. It has also provided opportunity to gain sponsorship and promote cricket at Studley Royal to the people of Ripon.	69/24 3	+	+
2	Ripon Community Poppy Project	£747.40	Funding used to purchase the following advertising material that would help promote the work they do in decorating the city whilst also trying to attract extra footfall into Ripon: <ul style="list-style-type: none">• A5 full colour, double sided Flyers printed on 170gsm silk x 5,000• Roller Banners (2,000mm H x 850mm W) with full colour graphics & supplied with carry bags.• 8 Mesh PVC single sided Banners printed to fit 2,300mm x 890mm Crowd Barriers, finished with hems & eyelets.	69/24 5	+	underspend - £14.72
3	Ripon City Photographic Society	£596.00	Funding used to cover the cost of hall hire to hold their Annual Exhibition and printing costs for their Member's Booklets.	69/24 4	+	underspend - £18.00
4	Friends of Spa Gardens	£1,000.00	An illuminated Winter Wonderland in the Spa Gardens	87/24 3	+	+

Small Grants Scheme 2024-25

5	North Yorkshire Citizens Advice & Law Centre	£988.00	<ul style="list-style-type: none">• During January, NYCALC supported 17 clients across two face-to-face sessions at Ripon Library and Advice Bus (Cathedral car park). In addition to these outreach sessions, 46 clients received advice and support via our free Adviceline. A total of 200 client issues were addressed, averaging four issues per client.• During February, NYCALC supported 9 clients across two face-to-face sessions at Ripon Library and Advice Bus (Cathedral car park). In addition to these outreach sessions, 52 clients received advice and support via our freephone Adviceline. A total of 172 client issues were addressed, averaging three issues per client.• During March, NYCALC supported 42 clients across three face-to-face sessions at Ripon Library and Advice Bus (Cathedral car park and Ripon Sight & Sounds Event 8th March). In addition to these outreach sessions, 46 clients received advice and support via our freephone Adviceline. A total of 149 client issues were addressed, averaging three issues per client.	99/24 3i	+	+
6	Ripon Young Musicians	£65.02	Annual competition website fee	119/24 3i	+	+
7	Ripon Rotary Club	£500.00	The upgrade of Rotary Way, the clearing of overgrown patus in Ripon area. Litter picking in Ripon City area. Planting the flower beds on Rotary Way, bulb planting on Ripon by pass.	119/24 3ii	+	+
8	Mind in Harrogate District	£1,000.00	By the beginning of April 2025 they provided 45 unique individuals with at least one Wellbeing Appointment. Each Wellbeing Appointment lasts between 1 – 2 hours. Following the appointment their Wellbeing Coordinator provides a follow up email with detailed signposting and next steps for each individual. They have paid for the room hire at Ripon Library through to December in order to continue deliverin their sessions.	119/24 3iii	+	+
		£5,846.42				



RIPON CITY COUNCIL SMALL GRANTS SCHEME 2025/26 APPLICATION FORM

79-25 2

Please ensure that you have read the accompanying guidance before filling in this form.
Please note that your application will not be processed if the form is not fully completed or the required supporting evidence is not supplied.
Please complete the form in BLOCK CAPITALS using black ink.
Ripon City Council's Small Grants Scheme is designed to be an easy to access source of funding for local organisations. Please do not hesitate to contact the Chief Officer if you have any questions or require help filling in this form. Contact details can be found in the accompanying guidance.

Section 1 – Applicant Details

Name of Organisation: To whom a cheque will be paid if an award is made.	RIPON MEN'S SHED
Main Contact: Must be the person who signs the declaration at the end of the form, who will be managing the project or activity.	[REDACTED]
Position in Organisation: E.g. Chair / Secretary.	TRUSTEE
Address of Organisation: Please include your postcode.	[REDACTED]
Telephone Number:	[REDACTED]
E-mail Address:	[REDACTED]

Section 2 – Organisation Details (refers to organisation named in Section 1)

Is your organisation based in Ripon?	Yes	✓	No	
How is your organisation best described? Please tick one only.				
A registered charity. ✓				
A voluntary sector organisation.				
A social enterprise.				
A Community Interest Company.				
Other, please state:				
How many trustees / members of your organisation's management committee are there?				5
How many volunteers does your organisation benefit from?				40 +

How many other members does your organisation have?	40 +				
How many paid staff does your organisation employ? Please give a full time equivalent.	0				
At the end of its last financial year what funds did your organisation have (to agree to your submitted accounts)?	£ 17,942				
If this is more than 6 months running costs, please provide an explanation of what these funds are for?	<p>YES.</p> <p>WE ARE IN THE PROCESS OF PURCHASING THE PREMISES WE CURRENTLY RENT.</p> <p>PURCHASE PRICE IS (c.) £38,000, WHICH HAS NOW BEEN RAISED. FUNDS WILL SUPPORT DEVELOPMENT OF GARDEN/YARD IN FRONT OF PREMISES.</p>				
Section 3 – Project Details					
Project Title:					
Description of Project: Please outline your project in no more than 250 words. Continue on a separate sheet if necessary.	<p>WE WISH TO DEVELOPE THE GRAVELLED AREA IN FRONT OF THE BUILDING INTO A QUIET/RETREAT AREA WITH PLANTERS, RAISED BEDS AND SEATING AREA. WE WILL UNDERTAKE THE WORK OURSELVES BUT NEED MATERIALS (GRAVEL, TIMBER, COMPOST, SOIL PLANTS ETC) TO COMPLETE THE DEVELOPMENT</p>				
Location of Project: Please provide an address, or a description sufficient to identify, where any grant funding will be spent.	28 WATER SKELGATE, RIPON				
How many people do you expect to benefit from this project? Please give an estimate of numbers.	50+ MEMBERS + THE GENERAL PUBLIC				
<p>Will it be Ripon residents who benefit from your project?</p> <p>Ripon City Council's Small Grants Scheme has been funded by an increase in the precept (money collected through the Council Tax levied on Ripon residents).</p> <p>Tick one of the boxes below to indicate whether it will be Ripon residents who benefit from your project:</p>					
Wholly	<input checked="" type="checkbox"/>	Mainly	<input type="checkbox"/>	Partly	<input type="checkbox"/>
Which sectors of the Ripon community will your project benefit? Please tick all that apply.					
Community	<input checked="" type="checkbox"/>	Welfare	<input type="checkbox"/>	Sport	<input type="checkbox"/>
Health	<input type="checkbox"/>	Education	<input type="checkbox"/>	Arts	<input type="checkbox"/>
Culture	<input type="checkbox"/>	Leisure	<input checked="" type="checkbox"/>	Minority Groups	<input type="checkbox"/>
Youth	<input type="checkbox"/>	Families	<input checked="" type="checkbox"/>	Elderly	<input checked="" type="checkbox"/>
Commerce	<input type="checkbox"/>				

How do you intend to continue to fund the project if there will be ongoing running costs?	MEMBER SUBSCRIPTIONS DONATIONS SALES OF RMS PRODUCED ITEMS
Please provide information on any other assistance you are giving and / or receiving to support this project e.g. in kind contributions.	WE USUALLY GET GENEROUS DISCOUNT FROM LOCAL TIMBER SUPPLIERS AND HOPE TO GET SIMILAR FROM LOCAL NURSERIES / GARDEN CENTRES.

Section 5 - Other Information

Is there any other information that you would like Ripon City Council to know about your project or organisation when considering your application?

RMS HAS GROWN RAPIDLY FROM BEGINNING IN 2020.
OUR WORK TO BUY NEW LIFE CHURCH AND GROUND WILL ENABLE US TO EXPAND BOTH MEMBERSHIP AND THE RANGE OF ACTIVITIES AVAILABLE INC GARDENING / HORTICULTURE.

Section 6 - Checklist

Have you included:	Yes / No
A copy of your organisation's Constitution or the Minutes of your last Annual General Meeting?	✓
The most recent set of audited accounts for your organisation?	✓
3 quotations for costs or items over £1,000?	
Details of any consents required (e.g. planning permission)?	
Documents which show how you have evidenced the need for your project in Ripon?	
Details of lease / rental agreements if your project involves a building or premises?	
Any other relevant documentation? Please detail below:	

If you have answered 'No' to any of the above please attach a letter explaining the reason why.
It is in your own interest to provide Ripon City Council with sufficient information to be able to properly evaluate your application. Failure to do so could lead to an unsuccessful application.

Section 7 - Declaration (to be signed by the contact listed in Section 1).

By signing this declaration I declare that:


- I have read the accompanying guidance before completing this application form.
- The information given in this form, on behalf of the organisation listed in Section 1, is correct to the best of my knowledge.
- I am authorised to apply for a grant on behalf of the organisation named in Section 1.
- If the information in the application changes I will notify Ripon City Council as soon as possible.
- The organisation listed in Section 1 complies with all relevant legislation.
- The organisation listed in Section 1 has due regard to equalities legislation.
- The organisation listed in Section 1 has appropriate safeguarding policies and procedures in place for working with children, young people and vulnerable adults.
- The organisation listed in Section 1 has insurance and safety measures in place including public liability insurance.
- I will ensure, on behalf of the organisation listed in Section 1, that the financial assistance, or such part of it as Ripon City Council may determine, will be repaid in the event of the organisation being in breach of the assurances given above, or the facilities / project cease to be used for the purpose for which assistance is given within 5 years of a grant being awarded.
- I confirm that the organisation listed in Section 1 will take part in the monitoring exercise to be carried out at the end of the grant programme.

The Freedom of Information Act 2000 gives members of the public the right to request any information that the Council holds. This includes information received from third parties, including grant applications. If information is requested under the Freedom of the Information Act, we the Council will release it, subject to being satisfied that none of the relevant exemptions apply.

We will treat personal details as private and confidential and not disclose them to anyone unconnected to the Council unless you give us permission to do so, or in circumstances where we are legally obliged to do so. Any information that you give us will be held securely and in accordance with the rules on data protection.

If your application is submitted by, or your organisation is connected to, a serving member of Ripon City Council then please use this space for the declaration of any relevant disclosable personal or pecuniary interests:

Signature:



Printed Name:



Date:

6th MAY 2025.

Please return this form by post to:

SGS Applications
c/o Chief Officer
Ripon Town Hall
RIPON
HG4 1DD



RIPON CITY COUNCIL

SMALL GRANTS SCHEME 2024/25 APPLICATION FORM

Please ensure that you have read the accompanying guidance before filling in this form.

Please note that your application will not be processed if the form is not fully completed or the required supporting evidence is not supplied.

Please complete the form in BLOCK CAPITALS using black ink.

Ripon City Council's Small Grants Scheme is designed to be an easy to access source of funding for local organisations. Please do not hesitate to contact the Chief Officer if you have any questions or require help filling in this form. Contact details can be found in the accompanying guidance.

Section 1 – Applicant Details

Name of Organisation:

To whom a cheque will be paid if an award is made.

RIPON MILITARY HERITAGE TRUST

Main Contact:

Must be the person who signs the declaration at the end of the form, who will be managing the project or activity.

[REDACTED]

Position in Organisation: E.g.
Chair / Secretary.

SECRETARY

Address of Organisation:

Please include your postcode.

[REDACTED]
[REDACTED]

Telephone Number:

[REDACTED]

E-mail Address:

[REDACTED]

Section 2 – Organisation Details (refers to organisation named in Section 1)

Is your organisation based in Ripon?

Yes

YES

No

How is your organisation best described? Please tick one only.

A registered charity.

✓

~~A voluntary sector organisation.~~

~~A social enterprise.~~

~~A Community Interest Company.~~

~~Other, please state:~~

How many trustees / members of your organisation's management committee are there?	6
How many volunteers does your organisation benefit from?	4

How many other members does your organisation have?	0
How many paid staff does your organisation employ? Please give a full time equivalent.	0
At the end of its last financial year what funds did your organisation have (to agree to your submitted accounts)?	£ 473
If this is more than 6 months running costs, please provide an explanation of what these funds are for?	

Section 3 – Project Details

Project Title:	RIPON GOES TO WAR!
Description of Project: Please outline your project in no more than 250 words. Continue on a separate sheet if necessary.	See attached
Location of Project: Please provide an address, or a description sufficient to identify, where any grant funding will be spent.	Funds will be spent on historic camera footage, primarily held by Pathe and Getty Images and associated volunteer costs
How many people do you expect to benefit from this project? Please give an estimate of numbers.	The whole population of Ripon and the wider community of interested groups and military associates

Will it be Ripon residents who benefit from your project?

Ripon City Council's Small Grants Scheme has been funded by an increase in the precept (money collected through the Council Tax levied on Ripon residents).

Tick one of the boxes below to indicate whether it will be Ripon residents who benefit from your project:

Wholly	no	Mainly	✓	Partly	no
--------	----	--------	---	--------	----

Which sectors of the Ripon community will your project benefit? Please tick all that apply.

Community	✓	Welfare	-	Sport	-
Health	✓	Education	✓	Arts	-
Culture	✓	Leisure	✓	Minority Groups	-
Youth	✓	Families	✓	Elderly	-
Commerce	-				

How will your project benefit Ripon?

Our research has revealed a forgotten and secret part of Ripon's history during WW2. This educational film will highlight this period and promote the crucial role Ripon played in securing victory against the Axis. It will form a key element in our work with Liberation Route Europe UK, to ensure that Ripon and the surrounding areas are prominently included in their walking and cycling tourism routes for Yorkshire. These routes are a mix of daytrip and longer durations stays which will encourage economic growth and wider tourism benefits. We aim to quite literally "put Ripon on the map".

In addition, the Trust is in the early stages of planning a major educational and community project looking at Ripon during WW2. This will cover every Riponian who served in the armed forces – men and women – and the civil defence and home front. We are currently working in partnership with North Yorkshire County Record Office and the University of York and will develop a school's programme to involve every child in the city. This film will form a crucial element of promoting this project and engaging interest and enthusiasm.

We hope that continued and widening public and educational involvement will strengthen our aim to preserve some of the rare and important military heritage at Ripon Barracks and create an opportunity for re-use and economic and tourism development of these structures.

What evidence do you have to show that there is a need for your project in Ripon?

The aims of the Trust have been shown to have large support from all sectors of the city. The Ripon City Council have shown continued and very welcome support for our aims in saving the military heritage for future generations. Our petition to highlight

		the importance of (and need to save some of) the huts at Deverell Barracks received more than 1200 signatures. We have also been approached by several primary school teachers to produce enrichment work for history lessons. This project will build on this support and help cement the military history legacy of the city.	
Project Start Date:		July 2025	Project End Date: (If Applicable) September 2025
Section 4 – Costs & Funding			
<p>Please set out the estimated costs of the project:</p> <p>Important - Ripon City Council requires sight of at least 3 quotes for single items or projects costing £1,000 or above. Please remember to attach these; otherwise your application <u>will not</u> be processed.</p>			
Item			£
Getty Images Archive – Purchase of 2 images – 1942 Northern Command Exercise			750.00
Pathé Film Archive – Purchase of 2 mins of film – 1943 Ripon			1,296.00
Associated costs using existing film editing equipment and reasonable volunteer travel expenses			454.00
Total Cost of Project Figure to match total funding, below.			2,500.00
How will your project be funded?			
Name of Funder	Funding Confirmed Yes / No	£	
Ripon City Council – Small Grants Scheme	Not yet	975.00	
Not to exceed £1,000			
Organisation's Financial Contribution (if any).			
Councillor locality budgets x 2		1000.00	
Private donations		525.00	
Total Funding Figure to match total costs, above.		2500.00	

<i>If you are applying for funding to help with revenue (running) costs, please explain how this project enhances the existing work of your organisation:</i>	Not applicable
<i>How do you intend to continue to fund the project if there will be ongoing running costs?</i>	Not applicable
<i>Please provide information on any other assistance you are giving and / or receiving to support this project e.g. in kind contributions.</i>	Trustees own time is freely given, along with that of a key volunteer with film making skills.

Section 5 - Other Information

Is there any other information that you would like Ripon City Council to know about your project or organisation when considering your application?

Concerning Section 4 – Costs and Funding:

The project will utilise historic film and photographs, in addition to some new filming and photography which will be edited to fit in with the tone and feel, to produce a 3 minute short film, emulating an original WW2 newsreel.

Unfortunately, by the very nature of the film, it is not possible to provide 3 different quotations for costings of archive material. We are limited to the existing, very scarce historic film footage that was produced – partly as a result of the secret nature of the work carried out at Ripon during WW2. The sources we have identified are 2: Pathé Film Archive and Getty Images, both of which have verified images of Ripon and the military work being carried out in 1942-43.

Whilst both allow charities to 'embed' clips from their respective archives in websites, in order to integrate them into a new short-film, licenses must obtained for use. I am attaching an email from Pathé outlining costings and images showing the costings of the Getty Images. We have kept the archive footage to a bare minimum in order to reduce costs.

The Trust is lucky to have the benefit of a volunteer, graduate film maker from the University of York's, Institute of the Public Understanding of the Past, working on this film. He will however incur some costs in carrying out new filming and travelling to and from Ripon.

Section 6 - Checklist

<i>Have you included:</i>	<i>Yes / No</i>
A copy of your organisation's Constitution or the Minutes of your last Annual General Meeting?	YES
The most recent set of audited accounts for your organisation?	YES
3 quotations for costs or items over £1,000?	NO – see Section 5
Details of any consents required (e.g. planning permission)?	n/a
Documents which show how you have evidenced the need for your project in Ripon?	SEE SECTION 3
Details of lease / rental agreements if your project involves a building or premises?	n/a
Any other relevant documentation? Please detail below:	See attached brief.
<i>If you have answered 'No' to any of the above please attach a letter explaining the reason why. It is in your own interest to provide Ripon City Council with sufficient information to be able to properly evaluate your application. Failure to do so could lead to an unsuccessful application.</i>	

Section 7 - Declaration (to be signed by the contact listed in Section 1).

By signing this declaration I declare that:

- I have read the accompanying guidance before completing this application form.*
- The information given in this form, on behalf of the organisation listed in Section 1, is correct to the best of my knowledge.*
- I am authorised to apply for a grant on behalf of the organisation named in Section 1.*
- If the information in the application changes I will notify Ripon City Council as soon as possible.*
- The organisation listed in Section 1 complies with all relevant legislation.*
- The organisation listed in Section 1 has due regard to equalities legislation.*
- The organisation listed in Section 1 has appropriate safeguarding policies and procedures in place for working with children, young people and vulnerable adults.*
- The organisation listed in Section 1 has insurance and safety measures in place including public liability insurance.*
- I will ensure, on behalf of the organisation listed in Section 1, that the financial assistance, or such part of it as Ripon City Council may determine, will be repaid in the event of the organisation being in breach of the assurances given above, or the facilities / project cease to be used for the purpose for which assistance is given within 5 years of a grant being awarded.*
- I confirm that the organisation listed in Section 1 will take part in the monitoring exercise to be carried out at the end of the grant programme.*

The Freedom of Information Act 2000 gives members of the public the right to request any information that the Council holds. This includes information received from third parties, including grant applications. If information is requested under the Freedom of the Information Act, we the Council will release it, subject to being satisfied that none of the relevant exemptions apply.

We will treat personal details as private and confidential and not disclose them to anyone unconnected to the Council unless you give us permission to do so, or in circumstances where we are legally obliged to do so. Any information that you give us will be held securely and in accordance with the rules on data protection.

If your application is submitted by, or your organisation is connected to, a serving member of Ripon City Council then please use this space for the declaration of any relevant disclosable personal or pecuniary interests:

Signature:



Printed Name:



Date:

27 May 2025

Please return this form by post to:
SGS Applications c/o Chief Officer
Ripon Town Hall RIPON
HG4 1DD



“RIPON GOES TO WAR!”

A PROPOSAL FOR A SHORT PROMOTIONAL FILM

THEME:

The film will briefly explain the major role that Ripon played in World War II as the home of the School of Military Engineering, and the vital training work which took place in and around the city. It will show how quiet, peaceful, historic Ripon in the “Sleepy Valley” (a wartime intelligence name for the area) went to war and contributed to victory.

FORM:

The film will be styled like wartime newsreels, short and punchy. A mix of original newsreel footage, new film distressed to match and wartime still photography will be used, and a suitable period-feel commentary and appropriate music will be added.

PURPOSE:

To provide an engaging introduction to the Trust’s continuing efforts to preserve, record and publicise Ripon’s contribution to the war against Nazi Germany and specifically

- To help promote RMHT’s developing community and schools project “Ripon Goes to War!” that will document the war service of Riponians
- To encourage Liberation Route Europe UK to make the Ripon area one of their major routes as they move into Yorkshire, promoting walking and cycling tourism routes themed around ‘liberation stories’

STORYLINE

- Scenes of Ripon before the War
- Hitler’s rise and the start of conflict
- Civilian life changes in Ripon
- The Royal Engineers in Ripon and their part in victory
- Victory celebrations
- Normal life resumes

COST

We are setting an overall budget of £2,500.00

Ripon City Council

Clerk's Office
Town Hall
Market Place South
Ripon
North Yorkshire
HG4 1DD



Tel / Fax: 01765 604097
Email: admin@riponcity.gov.uk
www.riponcity.gov.uk

Partnership Delivery Fund Yearly Report 2024-2025

Organisation:	Friends of Hell Wath
Amount of Funding:	£1,000.00
Funding Agreed:	In 2023
Date of Review:	April 2025
FundingSummary:	<p>The Council is contributing to the costs of the Funded Organisation to act as a lead to: be an open access area of green space used by a variety of community organisations.</p> <p>In return for its investment, the Council is looking for the Funded Organisation to deliver the following specific outcomes:</p> <ul style="list-style-type: none">• Surveying, managing and improving habitats to encourage wildlife, especially in the local nature reserve.• Plan for cyclical scrub, woodland, pond and grassland management with a combination of contractor and volunteer input.• Increasing visitor awareness and understanding of Hell Wath natural and historic resources through the provision of on-site (information boards) and digital (website) information. With help from The Skell Valley Project.• Increasing engagement with the local community through the provision of on-site activities, such as Forest Schools events (successfully run for past two years). Plan for innovative ways to engage with local schools, groups, residents and visitors.

<p>Please provide a summary on how the funding has been used in the financial year 2024-2025 to meet the objectives set out in the SLA.</p>	<p>£520.00 of the grant monies have been used to part fund the purchase rabbit proof fencing. This has been used to create two separate enclosures of grassland on Hell Wath. The purpose of these enclosures is to enable us to assess the impact of rabbit grazing on the biodiversity of the Hell Wath grasslands. We hope and expect to see an increased number of grasses and wildflowers in these areas, which will support increased numbers and diversity of insects.</p> <p>£480.00 of the grant has been used to install a new oak bench by the side of the river, re-using two concrete stumps which were the remains of a previous bench. We know how much the log benches on Hell Wath have been appreciated and this new addition is already proving to be a favourite, improving the visitor experience on the footpath along the River Skell.</p>
<p>Please provide a summary of your expenditure in the financial year 2024-2025.</p>	<p>Full financial accounts for the year ended 31st March 2025 sent with this report</p>
<p>Please include details of publicity or promotion you have carried out that cites funding from Ripon City Council.</p>	<p>The Ripon City Council logo has been included on our website www.fohw.co.uk.</p> <p>Funding provided by Ripon City Council is included in the 'Fundraising' section of the website.</p> <p>Funding provided by Ripon City Council was included in the presentation made to members at our Annual General Meeting and in our Annual Report submitted to the Charity Commission.</p>

	<p>The Ripon City Council logo was included on our stand at the recent Sights & Sounds event at Ripon Cathedral.</p> <p>The post to the website about the rabbit proof fencing includes reference to the fencing being part funded by Ripon City Council. Future posts about the enclosures will also include this information.</p> <p>A post to the website about the new riverside bench includes reference to the bench being fully funded by Ripon City Council.</p> <p>FOHW ensure that our members and partners are fully aware of the financial support we receive from Ripon City Council.</p>
Do you wish to raise anything else?	FOHW wish to thank Ripon City Council for their continued support of our small charity as we help look after Hell Wath for the benefit of local residents and visitors alike.

Name: [Redacted]

Position: Treasurer
[Redacted]

Signed: _____

Date: 26th April 2025

Ripon City Council

Clerk's Office
Town Hall
Market Place South
Ripon
North Yorkshire
HG4 1DD



Tel / Fax: 01765 604097
Email: admin@riponcity.gov.uk
www.riponcity.gov.uk

Partnership Delivery Fund

Yearly Report 2024-2025

Organisation:	Ripon City Festival Trust
Amount of Funding:	£2,000.00
Funding Agreed:	In 2023
Date of Review:	April 2025
Funding Summary:	<p>The Council is contributing to the costs of the Funded Organisation to act as a lead to: work with local community partners to brighten the city of Ripon and enable cultural activities to be accessed by local people.</p> <p>In return for its investment, the Council is looking for the Funded Organisation to deliver the following specific outcomes:</p> <ul style="list-style-type: none">• Build on the success of the 2022 inaugural event and with the support of funding partners, will become an annual round of performances, participation and community celebration.• To provide quality opportunities "on the doorstep", with low-cost and free activities for all ages in both indoor and open-air venues.• Offer a wide range of performance styles, interpreting "theatre" to include drama, puppetry, dance, musical theatre, circus, opera, street entertainment and storytelling. Music also features in the fringe and community programme.• Events and activities are chosen to appeal to diverse demographics, and to include cross-generational events. Activities include workshops and participation opportunities as well as performances from professional touring companies, individual artists and community groups.• Ticketed events to be priced accessibly as possible with the majority of family-friendly events being either free or pay-as-you-feel.

Please provide a summary on how the funding has been used in the financial year 2024-2025 to meet the objectives set out in the SLA.

The third Ripon Theatre Festival took place over six days and nights (2-7 July) with total attendances exceeding 5,000. From digital theatre viewed through a VR headset to open-air family theatre in multiple locations, more than 100 events including drama, puppetry, circus, comedy and poetry were staged in varied and unique venues.

The city streets and open spaces came alive with a variety of characters and acts, with community performers taking part alongside professional performers from across the UK. The weather was kind across the week and large audiences enjoyed open-air performances from nationally touring companies Illyria and Folksy Theatre at Newby Hall and The Old Deanery.

Big hits with families over the weekend were Logy on Fire, with his fire and sword-juggling act, the craze *Tea Cosies* and the glorious bird stiltwalkers. On Sunday Ripon Spa Gardens and the Little Bird Artisan Market saw back-to-back entertainment from puppet and theatre companies, walkabout acts and street performers and community groups. Ticketed events were busier than ever with shows at the Ripon Arts Hub at capacity almost every night. Barrie Rutter OBE performed to a packed house in Ripon Cathedral with his hugely popular *Shakespeare's Royals* and the immersive installation *Monoliths* from Pilot Theatre which ran all week in the Cathedral intrigued and delighted a constant stream of participants.

Pop-Up shows in unique locations including The Storehouse Bar, Ripon Library, Ripon Cathedral, The Ripon Inn and Valentino's Ristorante enabled local organisations and businesses to partner in the fun and bring new visitors to their venues. Read our full Impact Report: <https://www.ripontheatrefestival.org/wp-content/uploads/2024/10/IMPACT-REPORT-2024-v2.pdf>

Specific Outcomes

RTF increased the number and range of performances and participation opportunities again in 2024, appealing to a wide demographic and across the generations. Shows included storytelling for the very young, drama and cabaret for adults and dementia-friendly shows for older people as well as open-air theatre and street entertainment for all ages.

All events except one took place within walking distance of Ripon Market Place, with performances in accessible and friendly pop-up locations such as the library, cafes and shops as well as traditional performance spaces such as the Ripon Arts Hub. The majority of events were free to access with families particularly able to attend two whole days of free outdoor activities in the city centre and at the Spa Gardens. When an event was ticketed, prices were kept low and included Pay What You Can options for some family shows.

RTF also considerably developed its Community Outreach programme in 2024, thanks to additional funding from Two Ridings Foundation and the Brelms Trust. Goofus Theatre visited care settings with their non-verbal puppet show – perfect

	<p>for those with dementia and singer Nicola Mills also visited care homes with her pianist to perform uplifting songs with residents. The <i>Brollies in the Bandstand</i> project saw participants from Ripon Walled Garden, Jennyruth Workshop and Evolve College work with community artist, Sharon Hockin to created an art installation around the bandstand in Spa Gardens. RTF also offered an inclusive drama workshop for some of the disabled performers who attended the Family Day.</p> <p><u>Additional Outcomes</u></p> <p>RTF worked with a wide range of local partners to deliver the festival including Ripon Museums, Ripon Cathedral and Ripon Library and partnered with local charities such as Dementia Forward. RTF worked closely with Ripon BID to involve a range of local businesses and to complement their summer offer.</p> <p>38 volunteers helped run the events (more than 1500 volunteer hours) and 108 people took part in workshops and hands-on activities.</p> <p><u>Update since the October interim report:</u></p> <p>In the autumn RTF delivered a theatre-based workshop for care-workers in partnership with Vamos Theatre Company. This enabled 20 people who support those living with dementia to explore non-verbal communication and to develop empathy skills. We will also provided two craft sessions with Activities Co-ordinators from local care homes.</p> <p>The last six months have been spent planning and raising funds for the 2025 Ripon Theatre Festival. Income from corporate sponsorship has been much harder to secure, but we have been fortunate in being awarded our first ever National Lottery Project award through Arts Council England. Grants have also been secured from a variety of regional trusts, local donors and a discretionary TASK award from the Esmee Fairbairn Foundation, enabling us to plan for a 2025 festival with higher-quality events, more outreach activity and some support for marketing and social media. Having the SLA with Ripon City Council has been vital as matched funding to secure these awards. The contribution of £2,000 from RCC has helped draw down an additional £40,000 investment in this valuable cultural and community programme.</p>										
<p>Please provide a summary of your expenditure in the financial year 2024-2025.</p>	<p>Funding was mainly used to pay performers and for marketing activities. Total festival expenditure outlined below:</p> <table><tr><td>Performers</td><td>£24,150</td></tr><tr><td>Projects & workshops</td><td>£4,500</td></tr><tr><td>Admin & venue costs</td><td>£6,330</td></tr><tr><td>Promotion & documentation</td><td>£9,630</td></tr><tr><td>Total</td><td>£44,610</td></tr></table>	Performers	£24,150	Projects & workshops	£4,500	Admin & venue costs	£6,330	Promotion & documentation	£9,630	Total	£44,610
Performers	£24,150										
Projects & workshops	£4,500										
Admin & venue costs	£6,330										
Promotion & documentation	£9,630										
Total	£44,610										

<p>Please include details of publicity or promotion you have carried out that cites funding from Ripon City Council.</p>	<p>www.ripontheatrefestival.org – RCC logo on website homepage 10,000 Festival Guides – RCC logo on sponsors and supporters' page Social media post thanking RCC for support.</p>
<p>Do you wish to raise anything else?</p>	<p>The festival is reliant on a small team of volunteers. The Festival Director alone works around 20 hours per week on the festival year-round. This level of unpaid resource is not sustainable in the long-term. We wish to develop the festival as an organization which can continue to deliver a regionally-recognized cultural and community asset and are looking at ways to increase our professionalism and secure funding across a longer time-period.</p> <p>We have secured funding from North Yorkshire Council to pay for 6 days of Business Planning and Fundraising consultancy as we work to make the festival more sustainable and future-proof.</p> <p>Ongoing support from Ripon City Council will be a vital component in our business plan. We are very grateful to Councillors for your support to date.</p>

Name: [REDACTED]

Position: Festival Director

Signed: [REDACTED]

Date: 27 April 2025

Ripon City Council

Clerk's Office
Town Hall
Market Place South
Ripon
North Yorkshire
HG4 1DD



Tel / Fax: 01765 604097
Email: admin@riponcity.gov.uk
www.riponcity.gov.uk

Partnership Delivery Fund

Yearly Report 2024-2025

Organisation:	Ripon Community Link
Amount of Funding:	£1,950.00
Funding Agreed:	In 2023
Date of Review:	April 2025
Funding Summary:	<p>The Council is contributing to the costs of the Funded Organisation to act as a lead to: support individuals, known as Members from age 14 with mild and moderate learning disability.</p> <p>In return for its investment, the Council is looking for the Funded Organisation to deliver the following specific outcomes:</p> <ul style="list-style-type: none">• To support a member of staff directly to support 4-6 Members for a full session per week, 52 weeks a year for the duration of the partnership. Providing a unique and meaningful difference to the lives of local people with disability.• To offer a comprehensive timetable of activities including classroom-based art and crafts, singing, drama, numeracy, literacy, independent living activities, health and wellbeing, visiting off site swimming and sports.• To contribute and participate in local community events.• To operate Ripon Walled Garden, which is open to the public, to provide retail, catering and horticultural activities to help build independence, self-esteem and social skills for Members. To provide an environment that ensures community integration and demonstrates that Members can overcome barriers to their disabilities and contribute meaningfully to a rich and diverse society.

Please provide a summary on how the funding has been used in the financial year 2024-2025 to meet the objectives set out in the SLA.

The support from Ripon City Council has directly enabled us to deliver a truly special and impactful music session for our Members—adults with learning disabilities—at Ripon Walled Garden. The session is our most popular on the Timetable, and supports 14 adults with learning disabilities every week contributing over 2184 hours of care (14 individuals, 52 weeks per year).

This isn't just a session. It has become the spark for something remarkable. What began as a single opportunity for creative expression has grown into a joyful performance project, this year culminating in our very own variety show held at North Stainley Village Hall and you can see the programme designed by one of our Members below, along with the performances.

We were incredibly proud to take part in 'Let the Music Speak' a concert arranged by Ripon Community Link volunteers and held at Holy Trinity Church. This brought together musicians of all backgrounds in a powerful celebration of unity through song, all in aid of our Charity, showcasing our Sing and Sign Choir.

These performances have a lasting impact. They give our Members the confidence to shine, share their voices, and feel part of something meaningful. The response from the public has been overwhelming—so much so that we now have growing demand for more sessions and a wonderful following of local supporters who come to see us perform.

Our Members are now choosing t-shirts so they can be identified as the sign and sign group whenever they are out in the public performing. This brings a sense of real belonging.

Another one of this year's highlights was our Christmas performance, where a packed crowd gathered in our café to watch. There was singing, laughter, and more than a few happy tears. Moments like this are not only heartwarming—they help to break down barriers around disability, bringing the wider community into our space and making Ripon Walled Garden a place of true inclusion.

And the benefits go even further: each performance brings new visitors to the garden, and many return—supporting our café, buying plants, and engaging with our charity, helping us to generate vital income to sustain our work.

Thank you for your support in funding this wonderful session.

PROUDLY PRESENTED BY RIPON COMMUNITY LINK

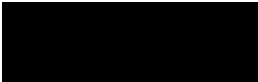


	
<p>Please provide a summary of your expenditure in the financial year 2024-2025.</p>	<p>The full grant has been directly attributed to staff costs. Unfortunately, this now does not fully fund the costs due to living wage rises however, we are ensuring we top this up and it will continue to run.</p>
<p>Please include details of publicity or promotion you have carried out that cites funding from Ripon City Council.</p>	<p>Social media post</p>
<p>Do you wish to raise anything else?</p>	<p>Thank you for your incredible support.</p>

Name: [REDACTED]

Position: CEO

Signed:



Date:

11th April 2025

Ripon City Council

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Partnership Delivery Fund

Yearly Report 2024-2025

Organisation:	Ripon Disability Forum
Amount of Funding:	£1,800.00
Funding Agreed:	In 2024
Date of Review:	April 2025
FundingSummary:	<p>The Council is contributing to the costs of the Funded Organisation to act as a lead to: improve accessibility in Ripon.</p> <p>In return for its investment, the Council is looking for the Funded Organisation to deliver the following specific outcomes:</p> <ul style="list-style-type: none">• Creation of digital accessibility map of Ripon:<ul style="list-style-type: none">○ initially incorporate the city centre, main routes in and out of the city and two quadrants of the city's residential areas (North East and South East);○ incorporate the rest of Ripon residential areas.• Hosting the map on Ripon Disability Forum website to provide free access for all Ripon residents

<p>Please provide a summary on how the funding has been used in the financial year 2024-2025 to meet the objectives set out in the SLA.</p>	<p>The first years funding has allowed the creation of a base map of the entire city with the detailed mapping of the city centre including accessible routes/crossings, blue badge parking, benches, accessible toilets and the Changing Places toilets. Let landmarks have been drawn in 3D form for easier navigation and other tourists locations have been indicated with a 2D tab. The base map has also included 3D drawings of clear boundary locations for those traveling to Ripon for the first time. I have attached images from the map including the city centre and some close up locations to allow you to see the detail. The next step is being prepared at the moment to add it to the new RDF website (Funded by a grant from the 2 Ridings Community Fund) with the individuals features being accessed by filter options so that the user can see the information they need/want. Adding it to the website has been delayed by the RDF NYC 2025-2025 Grant not being released until March 2025.</p>
<p>Please provide a summary of your expenditure in the financial year 2024-2025.</p>	<p>£1800 has funded the drawing of the full base map and the detailed city centre.</p> <p>£2700 (2 Ridings Community Fund) has paid for the creation of the new website. www.ripondisabilityforum.co.uk</p> <p>£500 retained from the 2024/2025 will allow for the Accessible Ripon page be developed and to host this new Accessible Map.</p> <p>£500 from the 2025/2026 has been allocated for the addition of the next stages of the map as the residential areas area added.</p>
<p>Please include details of publicity or promotion you have carried out that cites funding from Ripon City Council.</p>	<p>RDF map the Map and Accessible Ripon the theme of our Sights and Sounds presentation this year, gathering feedback on the deign and colour's chosen. We attended a Ripon Visual Impaired Group meeting to gain their feedback on the design of the map and elements were shared on Facebook to also gain some initial feedback. In all these forums the Partnership funding from RCC was acknowledged. I have attached an images from our stall at Sights & Sounds.</p>

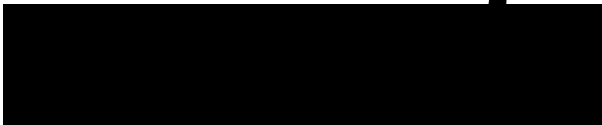
Do you wish to raise anything else?

This map will be an integral part of a major project developing the Accessible Ripon brand as part of a potential county wide scheme. RDF and Selby Bid will be the first groups to launch the use of this brand and will soon be rolling it out with businesses. Their only initial commitment will be to publish their accessible information (warts and all, acknowledging what is possible and celebrating what is available). RDF has funded window stickers for this as a coverall with business websites/facebook sharing any individual icons if they wish. It include a QR code to the RDF website and the RDF website will host a link to each business as well.

Name:

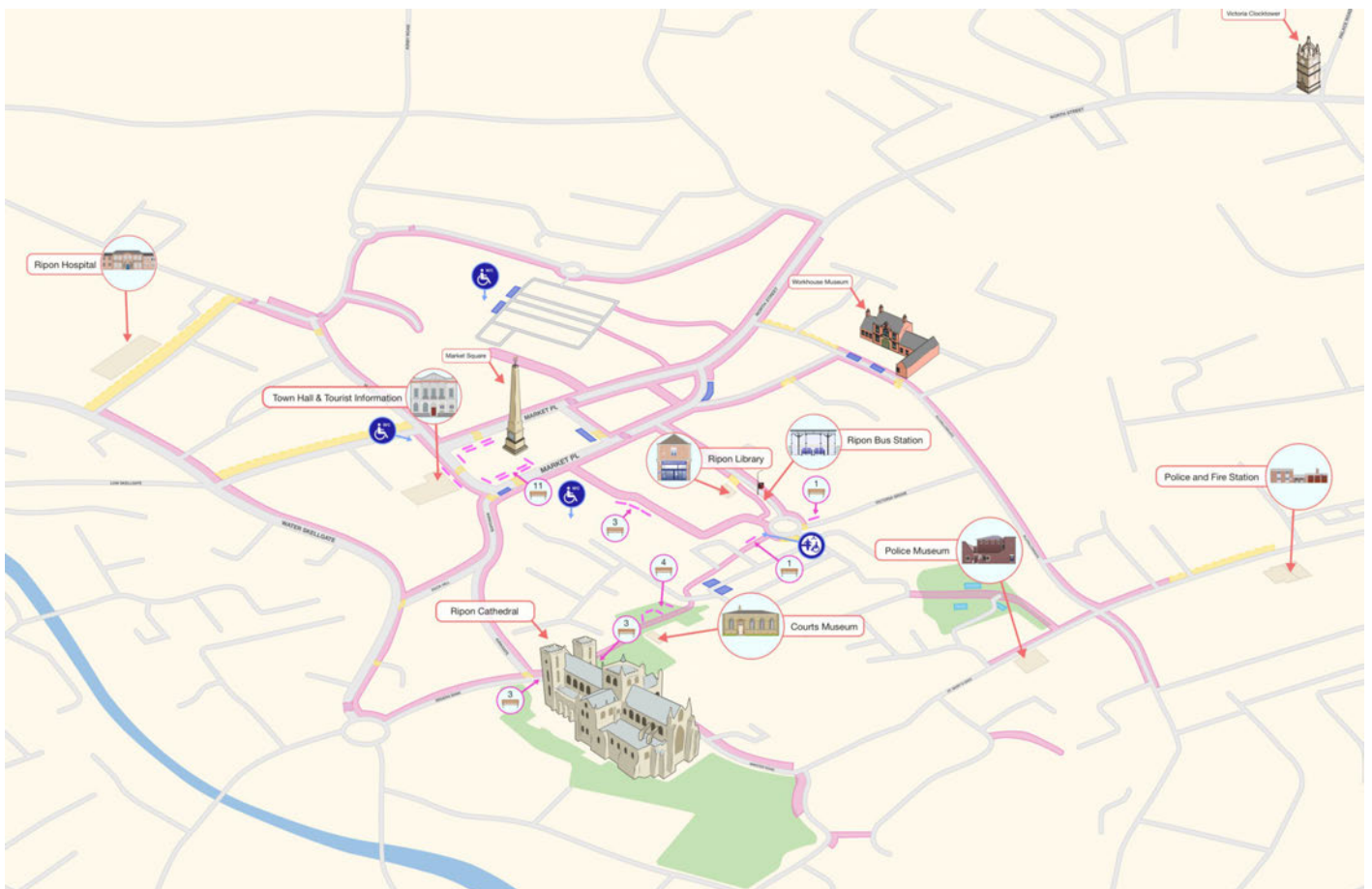


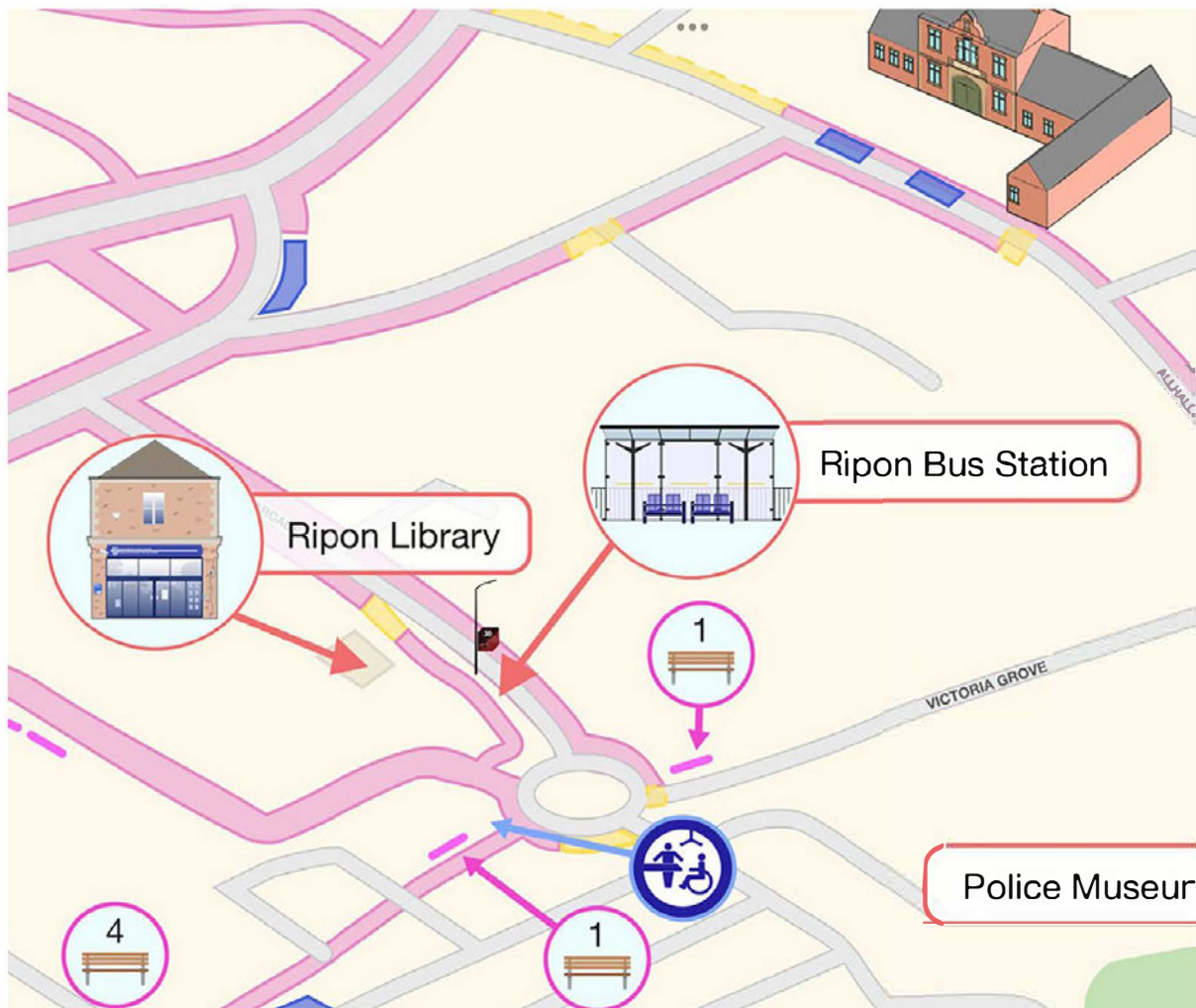
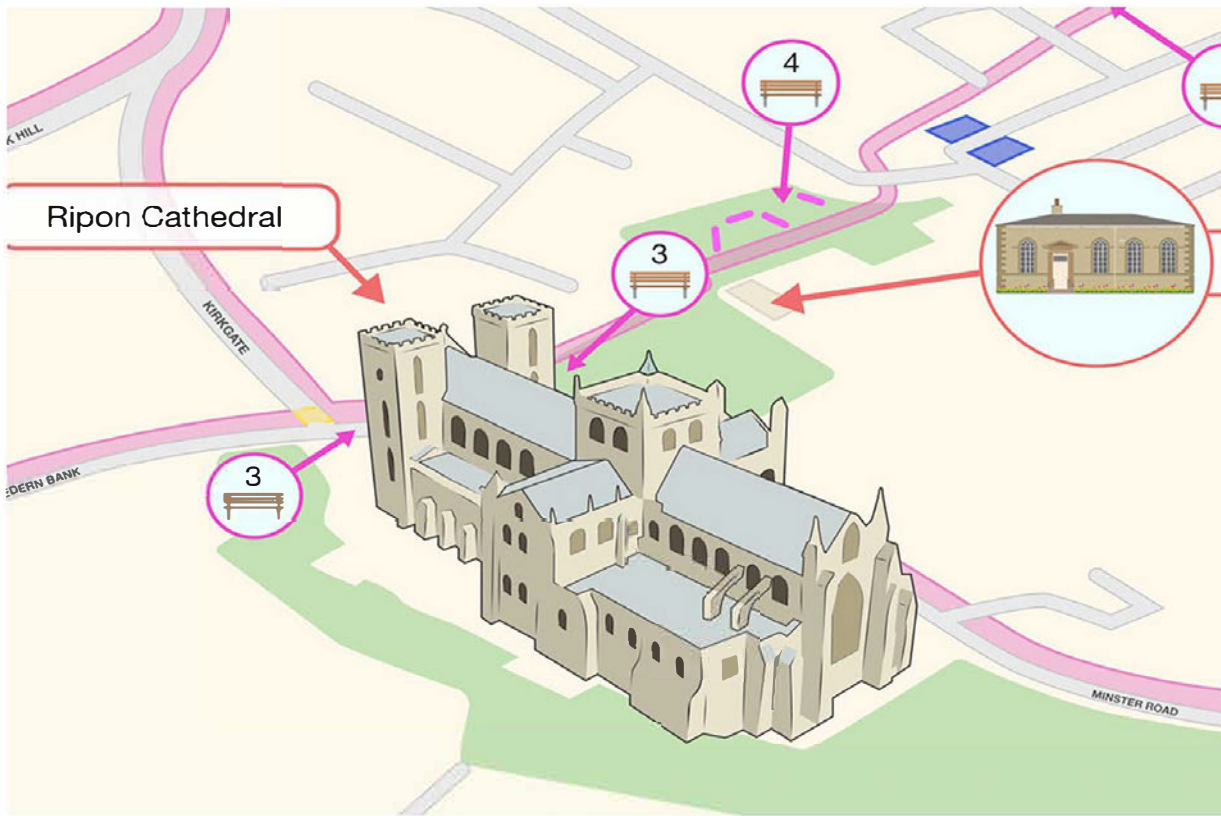
Position: Trustee



Signed:

Date: 09/05/2025







Accessible
Ripon
North Yorkshire



Ripon City Council

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Partnership Delivery Fund

Yearly Report 2024-2025

Organisation:	Ripon Library Action Group
Amount of Funding:	£1,900.00
Funding Agreed:	In 2023
Date of Review:	April 2025
Funding Summary:	<p>The Council is contributing to the costs of the Funded Organisation to act as a lead to: provide activities and support for children, vulnerable people and to promote the library as a warm and safe place.</p> <p>In return for its investment, the Council is looking for the Funded Organisation to deliver the following specific outcomes:</p> <ul style="list-style-type: none">• Provide activities to support and promote children's reading.<ul style="list-style-type: none">○ Provide regular story times and supplying activities and materials to enhance these.○ Ensuring displays and areas in the children's library are enhanced with seasonal and interesting objects to keep young readers interested and stimulated.○ Promoting school visits to the library through providing subsidised transport for the Ripon schools who are unable to walk easily to visit such as Greystones, Moorside and Ripon Holy Trinity Infants.• Provide activities to support older and vulnerable people who are isolated.<ul style="list-style-type: none">○ A series of creative workshop led by a facilitator with craft activities on offer such as making personal scrapbooks, lino prints and miniature suitcases.• Provide activities to promote the library as a warm and safe place.<ul style="list-style-type: none">○ Provide comfortable areas where people can sit, read

	<p>newspapers, undertake a communal jigsaw, enjoy mindfulness colouring, access the coffee machine and feel they are able to stay in the library for periods of time without pressure to leave or use the resources, be able to relax and chat with volunteers and other library users.</p> <ul style="list-style-type: none"> ○ Provision of regular afternoon with card games, bingo, warm drink and refreshments and a weekly prize on a free raffle for those attending. ○ Regular weekly drop in coffee and chat sessions with free drinks and biscuits.
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<p>Please provide a summary on how the funding has been used in the financial year 2024-2025 to meet the objectives set out in the SLA.</p>	<p>The library continues to support Reading for children with attractive displays in the children's section to stimulate younger members.and in providing toys for enjoyment in our colourful toy box.</p> <p>School visits from all Ripon schools have been organised with some from the surrounding villages also visiting the library.</p> <p>We continue to promote the Summer Reading challenge which also encourages Young Volunteers to get involved; as well as organizing associated activities and a theatre event connected to the theme in the library</p> <p>For older and vulnerable members of the community we have bought a large Scrabble set which has bigger tiles and also braille symbols on the surface for those with limited visibility. The jigsaw club continues to be well used and is now completely free for all to use.</p> <p>We have continued to host the Winter Warmer Talks (11 in all) which proved very popular with a wide range of the community.</p> <p>The 4 open art sessions in January were much appreciated by those attending who found them stimulating and enjoyable. New friendships were made and creativity unleashed!</p> <p>We have tried to increase our visibility as an organisation through a display cloth with the RLAG and RCC logos on for events we attend which make us more recognizable</p> <p>The weekly coffee mornings are a fixed feature. We are exploring further funding to revamp the coffee area to make this more welcoming and comfortable .</p> <p>The facility to screen films has been developed with the purchase of a projector, large screen and quality sound bar which was tried out at a</p>
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	<p>children's film session to general satisfaction. The required licence to screen films was made from our own funds.</p>														
<p>Please provide a summary of your expenditure in the financial year 2024-2025.</p>	<p><u>Expenditure</u></p> <table> <tr> <td>Refreshments – Volunteer & events *</td><td>£112.70</td></tr> <tr> <td>Winter Warmer Speaker Fees x11</td><td>£521..70</td></tr> <tr> <td>Art Access & Well Being sessions</td><td>£800.00</td></tr> <tr> <td>Scrabble Board for General Library Use</td><td>£59.99</td></tr> <tr> <td>Promotional materials (RLAG Tablecloth</td><td>£231.70</td></tr> <tr> <td>Projector , Screen and sound bar</td><td>£182.98</td></tr> <tr> <td><u>Total</u></td><td><u>£1909.07</u></td></tr> </table> <p>*The Volunteer and coffee morning/Winter Warmer expenses are difficult to split as beverages are bought together, with the required milk</p>	Refreshments – Volunteer & events *	£112.70	Winter Warmer Speaker Fees x11	£521..70	Art Access & Well Being sessions	£800.00	Scrabble Board for General Library Use	£59.99	Promotional materials (RLAG Tablecloth	£231.70	Projector , Screen and sound bar	£182.98	<u>Total</u>	<u>£1909.07</u>
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<p>Please include details of publicity or promotion you have carried out that cites funding from Ripon City Council.</p>	<p>We attended the Sights and Sounds Exhibition in Ripon Cathedral March 2025; our banner with the RCC logo was prominently displayed on our new RLAG display cloth as well as on the promotional banner, bookmarks and publicity materials for future talks, indicating these were possible due to support from RCC grants.</p> <p>We are also due to attend the planned Green Fair at Holy Trinity in 2025</p> <p>At each of the Winter Warmer talks and funded events the introduction to the audience stated clearly that these were possible due to the RCC grant.</p>														
<p>Do you wish to raise anything else?</p>	<p>The Winter Warmer Talks are now becoming a regular feature with people requesting more, we usually have a waiting list due to the capacity of the room being reached.</p> <p>We have tried to address this request with extra talks in May for Local History Month.</p> <p>We are also introducing the Silver Screen film sessions on a monthly basis from Summer 2025. After consultations we are confident, we have the audience for these as well as continuing the children's sessions in school holidays trialed over a half -term.</p> <p>Thank you for your continuing support of the library which makes all these activities accessible and available for our community through the grant received.</p>														

Name: _____

Position: _____ Vice-Chair RLAG

Trustees _____

Signed: _____

Date: _____ 25/4/25 _____

Ripon City Council

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Partnership Delivery Fund

Yearly Report 2024-2025

Organisation:	Ripon in Bloom
Amount of Funding:	£3,500.00
Funding Agreed:	In 2023
Date of Review:	April 2025
Funding Summary:	<p>The Council is contributing to the costs of the Funded Organisation to act as a lead to: improve environmental quality and visual appearance throughout the city by encouraging community participation.</p> <p>In return for its investment, the Council is looking for the Funded Organisation to deliver the following specific outcomes:</p> <ul style="list-style-type: none">• Planters around central Ripon<ul style="list-style-type: none">○ 45 to be planted twice a year○ Costs of plants, compost, feed etc.○ Watering, maintenance and associated costs.• Parks and open spaces<ul style="list-style-type: none">○ Ripon in Bloom is responsible for a number of areas which otherwise would not be maintained.• Community Projects<ul style="list-style-type: none">○ Fund a project for the benefit of the community within horticulture.• Yorkshire in Bloom<ul style="list-style-type: none">○ Aim to improve on current achievement of a silver gilt.• Ripon Community Gardens Competition<ul style="list-style-type: none">○ Providing organisation, judging, prizes and certificates and the awards evening• Miscellaneous<ul style="list-style-type: none">○ Repairs and replacements, tools

<p>Please provide a summary on how the funding has been used in the financial year 2024-2025 to meet the objectives set out in the SLA.</p>	<p>We have planted around 45 floral planters 2 x a year, maintained and watered, including the cost of plants and compost.</p> <p>We have continued maintenance of parks and open spaces throughout Ripon, including significant developments at Bedern Bank and Temple Gardens. These have been Community projects we have arranged, including bulb planting</p> <p>We continue to enter Ripon into Yorkshire in Bloom to represent the city florally and environmentally and continue to improve on silver gilt.</p> <p>Our Community garden competition continues to be popular, encouraging residents, schools, businesses and others to become active. We provide advice, judging, prizes and certificates for the community.</p> <p>We have purchased garden tools along with Skell Valley Volunteers which are to be made available to other groups in the community.</p> <p>We have undertaken the 3rd year of the community bulb planting project along with BiD, and will continue to do this.</p> <p>We arrange working parties to work around Ripon, florally and environmentally. We work with many sectors of the community, and have enjoyed successful working partnerships with Ripon BiD, Evolve College, Walled Garden, Skell Valley volunteers (National Trust), Yorkshire in Bloom, NYC Parks, and of course Ripon City Council who we continue to outline as providing funding for our work.</p>
<p>Please provide a summary of your expenditure in the financial year 2024-2025.</p>	<p>The funding has been used to enable the above to happen, and to the benefit of residents, businesses, schools and visitors to the city. Recent costs to us for developments at Bedern Bank and Temple Gardens have been over £2000. Please see the recent accounts.</p>
<p>Please include details of publicity or promotion you have carried out that cites</p>	<p>Regarding publicity, Ripon in Bloom don't do a great deal of publicity. We have a Facebook page which you're welcome to look at.</p>

funding from Ripon City Council.	<p>Regarding citing funding from Ripon City Council, this is often done verbally. We ensure the Yorkshire in Bloom judges are aware of this, and always ask the Mayor or a councillor to represent the council. It's also mentioned to the general public at our annual community garden awards, when the Mayor and/or councillors are present.</p> <p>I'm sorry we don't appear to be any more active with our publicity, we are a small group who tend to be physically active in the community, rather than sat behind computers, to the benefit of the appearance of the city.</p>
Do you wish to raise anything else?	

Name: [REDACTED]

Position: Chairman_____

Signed: _____

Date: _____

Ripon City Council

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Ripon
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Partnership Delivery Fund

Yearly Report 2024-2025

Organisation:	Ripon Poetry Festival
Amount of Funding:	£2,000.00
Funding Agreed:	In 2023
Date of Review:	April 2025
Funding Summary:	<p>The Council is contributing to the costs of the Funded Organisation to act as a lead to: provide the annual event of Ripon Poetry Festival.</p> <p>In return for its investment, the Council is looking for the Funded Organisation to deliver the following specific outcomes:</p> <ul style="list-style-type: none">• To provide sharing events and creative writing workshops to residents and visitors to the City of Ripon, from across the North of England.• Support a number of local businesses including the hospitality and retail trades who provide accommodation and meals to visiting poets and festival attendees.• Pay professional poets to perform/read at the festival• Pay for poets to deliver quality creative writing workshops• To hire venues for events• To effectively publicise the festival to attract audiences (in print and online)• To print and gift a copy of the festival anthology book to competition winners as part of the festival weekend• To offer a number of free workshops to target groups as part of the festival programme

<p>Please provide a summary on how the funding has been used in the financial year 2024-2025 to meet the objectives set out in the SLA.</p>	<p>Ripon poetry festival delivered a series of events for local residents and visitors to the city in September 2024.</p> <p>The weekend included book launches, poetry readings, creative writing workshops, an open mic night, 2 X anthology launches between Thursday 19th September and Sunday 22nd September.</p> <p>Well known poets including Kate Fox, Adida the verbaliser, Joe Williams and Adam Lowe and Vane Women were paid to deliver performances and creative writing workshops. Accommodation in Ripon was arranged for 6 poets. Lunches were bought locally for visiting poets.</p> <p>The following venues were hired for the events : Ripon Arts Hub, Leper Chapel.</p> <p>Creative writing workshops were provided free of charge to local families to encourage engagement in poetry writing and in the competition.</p> <p>An adult anthology and a children's anthology was produced and gifted to competition entries.</p>
<p>Please provide a summary of your expenditure in the financial year 2024-2025.</p>	<p>The full grant -and additional funds from ticket sales and individual donations was spent on the festival delivery. Please see the attached income and expenditure report for a full breakdown.</p>

Please include details of publicity or promotion you have carried out that cites funding from Ripon City Council.	Poster designs, programme designs, stray ferret articles, social media and the festival website all featured the Ripon City Council logo and advertised the funding support from Ripon City Council.
Do you wish to raise anything else?	Costs for the 2024 festival were high and the festival has limited funds in the bank for 2025. Without the funding from Ripon City Council we would not be able to deliver a festival in 2025, so that you for your ongoing support.

Name:

Position:

_Ripon

Poetry

Festival

Committee

Signed:

Date:

26.04.2025

Ripon City Council

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Partnership Delivery Fund

Yearly Report 2024-2025

Organisation:	Ripon Together
Amount of Funding:	£2,000.00
Funding Agreed:	In 2023
Date of Review:	April 2025
Funding Summary:	<p>The Council is contributing to the costs of the Funded Organisation to act as a lead to: improve the quality of life for residents, visitors and businesses in Ripon. Ripon Together has proven success in bringing together events and activities from a huge range of community groups and organisations.</p> <p>In return for its investment, the Council is looking for the Funded Organisation to deliver the following specific outcomes:</p> <ul style="list-style-type: none">• Coordinate what is already happening in the city• Bring groups together to create a new initiative – e.g. Summer of Play• Act as an umbrella to facilitate initiatives – e.g. Ripon Theatre Festival• Act as an umbrella to coordinate responses to external initiatives which will affect Ripon – Ripon Renewal and LCWIP

<p>Please provide a summary on how the funding has been used in the financial year 2024-2025 to meet the objectives set out in the SLA.</p>	<p>The funding contributed and allowed Ripon Together to do the following events / projects</p> <ol style="list-style-type: none"> 1) St Wilfrid Stars award scheme – to recognize and celebrate those individuals and bodies who volunteer to support the Ripon community 2) Summer Funfest – A week of sport and activities for the children of Ripon during the summer holidays 3) A green fair and other environmental initiatives like the walk to school project
<p>Please provide a summary of your expenditure in the financial year 2024-2025.</p>	<p>St Wilfrid Stars - £1,342 – Food / drink / Awards (made by Jennyruth) and promotion of the event</p> <p>Summer Funfest - £8,652 – Event running costs / Food / Drink</p> <p>Green fair & other projects - £317 – Marketing and other expenses for the Green fair</p> <p>The costs were significantly more than the £2,000 grant however the £2,000 contributed to these events, but it is impossible / academic to allocate to specific events.</p>
<p>Please include details of publicity or promotion you have carried out that cites funding from Ripon City Council.</p>	<p>The funding was mentioned at the AGM, in newsletters, project meetings and the link to Ripon CC is on the pop up banner that was displayed at the Sight & Sounds and other events.</p>
<p>Do you wish to raise anything else?</p>	<p>On behalf of the directors I would like to thank you for this funding which is vital in allowing Ripon Together to operate and continue to bring benefits to the general Ripon community</p>

Name: _____

Position Director

Signed: _____

Date: 08/04/2025

Ripon City Council

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Partnership Delivery Fund

Yearly Report 2024-2025

Organisation:	Ripon YMCA
Amount of Funding:	£3,470.00
Funding Agreed:	In 2023
Date of Review:	April 2025
Funding Summary:	<p>The Council is contributing to the costs of the Funded Organisation to act as a lead to: support young people and the Ripon Community.</p> <p>In return for its investment, the Council is looking for the Funded Organisation to deliver the following specific outcomes:</p> <ul style="list-style-type: none">• Ripon Youth Work Partnership<ul style="list-style-type: none">○ Encourage communication, partnerships and explore young people's needs together. The partnership is to meet regularly to explore a longer-term vision and identify further opportunities.• Ripon Youth Forum called Teen Talk<ul style="list-style-type: none">○ Aims to meet 6 times a year in Ripon Library to provide a focus for youth voice.○ Provide a space for young people to have a voice which will be fed into the Ripon Youth Work Partnership and Local Democratic Structures by the YMCA staff.• Run Ripon Youth Volunteering network – providing a legacy to the volunteering City of Ripon project.<ul style="list-style-type: none">○ Provide practical support to organisations who provide or wish to provide volunteering opportunities or work experience for young people age 14+.○ Provide 4 network meetings and 3 training opportunities each year; safeguarding, mental health awareness and Recruiting Young Volunteers.○ Act as a mentor and provide appropriate support and signposting to individual organisations developing opportunities or if

	<p>questions or concerns arise.</p> <ul style="list-style-type: none"> o Work closely with HADCA alongside other Ripon networks to support the development of a 14+ volunteering and work experience offer that includes certification of employability skills via the Princes Trust delivered by Ripon YMCA.
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<p>Please provide a summary on how the funding has been used in the financial year 2024-2025 to meet the objectives set out in the SLA.</p>	<p>Ripon Youth Work Partnership</p> <p>17/06/24 16/09/24 25/11/24 03/02/25 24/03/25</p> <p>These meetings have been attended by a range of partners and are supporting the delivery of Youth Work across the city. The input from police colleagues is vital to ensure that providers are meeting and understanding need. Partners have been working alongside each other on a variety activities. We see a significant improvement in partnership working across those who are delivering and a greater understanding of who does what, and how we can ensure young people have the services they need. Many partners are involved on the Uredale partnership work and are developing opportunities with YMCA staff.</p> <p>A survey was created and used in the summer of 24 to explore the needs and wants of young people in Ripon. This was a good starting point for conversation and will be built on in future years.</p> <p>This group needs to flex and develop alongside other partnership groups. We need to ensure its relevant and moves forward with actions.</p> <p>Ripon Youth Volunteering Network</p> <p>20/05/24 15/07/24 11/11/24 20/01/25</p> <p>These meetings are new for the Ripon VCS. A Volunteering fair for young people was widely attended in September 24 at the Grammar school. In early 2025 we facilitated a drop in meeting for those wishing to engage in the provision for young people, and those who are exploring the idea of offering volunteering opportunities. This worked well for those who attended and we will use this same model to move forward with this funding.</p> <p>Teen Talk</p> <p>17/09/24 25/11/24 20/01/25 17/03/25</p> <p>A small but engaged group of young people continue to join these sessions. Sessions have included discussions around volunteering opportunities, finalising our youth voice survey and discussing ways we can keep ourselves safe both in the dark nights during winter but also on our way to and from school. We have discussed barriers with access to mental health services and have had some brave discussions around relationships. In March our session was themed 'Driving Change and Dodging Dangers'. We brainstormed ideas about having</p>
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a physical space for young people, touched on the new Youth Council, and talked about risky behaviors.

These sessions are back up and running and a small number of young people have engaged. The Young Leaders project is increasing involvement in all our work.

Community Matters Training

Safeguarding Awareness – 17/10/24 – 8 people attended.

Mental Health Awareness – 28/11/24 – 9 people attended

Working with Young People – 27/02/25 – 4 people attended

Total = 21

Question	
Would you recommend YMCA Training to a friend	Yes – 100%
Did the course meet your expectations?	Yes – 100%

Do you have any other feedback? Was there anything you particularly liked?

The course was brilliantly presented. Being interactive made it much more interesting and engaging. The wealth of knowledge and experience of the training team was clear without being patronising and you were open to hearing the knowledge and experience of those attending the course too.

Great environment. Safe space to talk about a sensitive topic. I look forward to attending more workshops

Really friendly learning environment
It is much better in person as opposed to online learning

Appreciate being able to do the course in person, and getting a certificate

"Really enjoyed being in person for the training. I got so much more out of today doing activities in person.
Thank you. Great session. Really came away feeling confident of what to do or rather, more confident and capable"

It was really nice to get a quick response when I emailed saying I am visually impaired and you asked me what I needed rather than making assumptions or indirectly saying, "it is what it is, take it or leave it! which is the kind of experiences I have had elsewhere. So, I just wanted to say thanks for making the course accessible for me.

Being given notes to take away so that we can go through them at home

Discussion about noticing the signs of mental health problems

Being able to discuss and hear others views and experiences. All the sheets to take away as it's hard to remember everything

	<p>Content matched the aims of the course. Group working Group working. Other people's thoughts and ideas</p> <p>Focusing on ways to support someone and look after own mental health I liked the discussion that arose from the different subjects</p> <p>Lots of activities - very interactive</p> <p>I liked the fact that the group was small - allowed everyone a chance to talk</p> <p>Great interactive session, fun & friendly</p> <p>Great informative session</p> <p>A valuable set of short courses to enable local organisations to work and offer safe opportunities to young people</p>														
<p>Please provide a summary of your expenditure in the financial year 2024-2025.</p>	<table border="1"> <tr> <td>Staff costs-</td><td>2820</td></tr> <tr> <td>Room Hire</td><td>80</td></tr> <tr> <td>Refreshments (for training sessions and Teen Talk)</td><td>399.08</td></tr> <tr> <td>Admin</td><td>74.09</td></tr> <tr> <td>Resources for training</td><td>96.83</td></tr> <tr> <td></td><td></td></tr> <tr> <td></td><td>3470</td></tr> </table>	Staff costs-	2820	Room Hire	80	Refreshments (for training sessions and Teen Talk)	399.08	Admin	74.09	Resources for training	96.83				3470
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	3470														
<p>Please include details of publicity or promotion you have carried out that cites funding from Ripon City Council.</p>	<p>See below</p>														
<p>Do you wish to raise anything else?</p>	<p>No</p>														

Name: [REDACTED] _____

Position: _____CEO_____

Signed: 

Date: _____01/05/25_____



Ripon Young People's Survey 2024

Summary

Survey results collected from July 24 to September 24

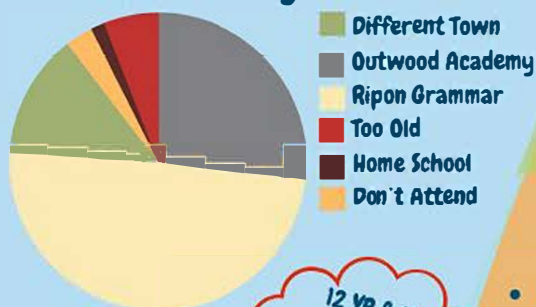
The Youth Views Survey was created to allow us to gather the views and opinions of the young people living in Ripon



67 Young People Completed the survey

The information we collected can be used by the YMCA and other organisations in the Ripon Youth Work Partnership and is shared with our local Councillors and Ripon City Council. We hope this will guide organisations and decision makers to create appropriate opportunities for young people locally.

What school do you attend?



57 HG4 Postcode

10 Outside HG4

1	19	43	4	0
U11	11-14	15-18	19-25	25+
Ages				

SAFETY

- Over half of the YP don't feel safe on the streets of Ripon
- YP reported feeling the most unsafe places are 'in dark places' (68%), 'certain roads & areas' (44%) & the 'skatepark' (32%)
- YP said the following would make them feel more safe:
 - Better Lighting (53%)
 - More places/shelters to hang out (47%)
 - Will make them feel more safe

Activities

- 67% of YP believe there is not enough to do in Ripon
- 63% of YP go out with friends in their spare time
- 42% of YP game in their spare time
- 39% of YP do Homework in their spare time
- 36% of YP go to work in their spare time
- Some activities YP would like are trampoline parks, pitches with floodlights, shopping centre, arcade, climbing, bowling alley, go karting and pool rooms
- YP said the following reasons stop them from doing activities:
 - Cost too much (44%)
 - Not available nearby (49%)
 - Don't feel confident joining groups (27%)

Mental Wellbeing

- 88% of YP know what to do or who to talk to if they need help with their mental health
- 44% of YP are already receiving support with their mental health & 6% on a waiting list
- YP said the following would be helpful for their mental health:
 - Wellbeing Activities - 36%
 - Counselling - 29%
 - Peer Support Groups - 13%

How the Young People are feeling....

12 YP felt unsupported in the last week

13 YP felt anxious often in the last week

36 YP felt confident in the last week

12 YP felt lonely in the last week

42 YP felt connected to others in the last week

Over 60% of YP have witnessed underaged drinking & vaping & Anti-Social Behaviour in Ripon

97% of YP hear about activities through Friends and Word of Mouth

Over 50% of YP in Ripon don't feel they are often listened to by trusted adults in the community

YMCA RIPON

5 Water Skellgate
Ripon, HG4 1BQ
Charity: 250986



COMMUNITY MATTERS

Ripon Youth work Partnership

We meet to discuss hot spots, themes, opportunities, issues and share information about the local activity. We also identify ways to celebrate young people:

Sept 16th - 11am to noon. Face to face

Nov 25th - 11am to noon. Online meeting

Feb 3rd - 11am to noon. Face to Face

March 24th - 11am to noon. Online Meeting

Youth Volunteering Network

We meet 4 times a year to discuss opportunities for promoting youth volunteering, share good practice, identify opportunities to promote and celebrate. We also aim to hold a volunteer recruitment fair annually:

Nov 11th - 11am to noon - Online meeting

Jan 20th - 11am to noon - Online meeting

Ripon Community Matters Training

Safeguarding Awareness - Working with Children and Vulnerable Adults.

Thurs 17th Oct 24 - 10am to 1pm with lunch.

This course is an introductory session raising awareness of safeguarding when working with children, young people and vulnerable adults.

We look at some key legalisation and guidance associated with safeguarding.

Identify signs and symptoms of abuse and explore what to do if you have a concern about a child, young person or adult. This training should satisfy employer requirements for front line workers who are not a Designated Safeguarding Lead.

Mental Health Awareness. Thurs 28th Nov 24 - 10am to 1pm with lunch.

This course aims to raise awareness of mental health. We explore how to understand and recognise the causes & symptoms of poor mental health and how you can support others in your workplace or community.

Working with Young People. Thurs 27th Feb 25 - 10am to 1pm with lunch.

This course provides basic skills in engaging and communicating effectively with young people. We explore the skills and qualities needed when responding to young people. We use practical information, tips and resources to increase confidence and establish appropriate boundaries for building positive and effective relationships when working with young people.

This work is funded by a Ripon City Council Partnership Grant.

All courses are free and are for local partners and community members in Ripon. Training will take place in person in a Ripon venue.

To book onto a course or to be added to a meeting mailing list please email: info@riponymca.org or phone 01765 607609

If you would like us to deliver a course specifically for your workplace please contact us.



YMCA Teen Talk Ripon

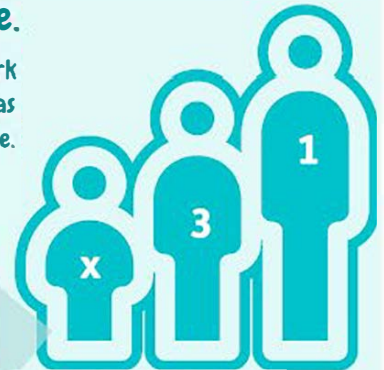
Summary March 2025

Teen Talk is a YMCA project funded by Ripon City Council. We run 6 sessions a year around a variety of topics to allow young people to have a voice and influence.

The information we collect is used by the YMCA and other Youth Partners in the Ripon Youth Work Partnership and is sent to our local Councillors and Ripon City Council. We hope that some of the ideas and discussions will help decision makers understand young peoples views and help make change.



Young People Attended



Ages of attendees

You said:

You were worried about access to mental health services in Ripon and were concerned about how schools responded to those having difficult times. We talked about who we would consider to be a trusted adult.

The theme of this session was 'Driving Change and Dodging Dangers' We brainstormed ideas that you would like to take to the new Youth Council meeting on 31st March and we finalised the Agenda for the first meeting. It was great to discuss quick wins and bigger plans and how you would work towards those.

Recent events in Ripon led to a discussion about risky behaviours and making good choices. We played Risky Cards and discussed all the ways you keep yourselves and your friends safe.

There were some brave discussions about prior relationships and how you felt. It was good to create a safe space where you shared previous experiences



Other things we discussed:

- You are concerned about the recent events in Ripon where somebody got hurt.
- You said the motorbikes outside school are a worry, particularly near the primary school.
- You wanted training in how to run a Youth Council
- You were worried about ACR

YMCA RIPON

5 water Skellgate, Ripon. HG4 1BQ
Charity no: 250986



May: Exams & anxiety.
'lighter nights'.

July: Celebrating
successes

Next Teen Talk: Monday 5th
May @ YMCA Hall. 4.30-5.30

Next Session Topics

Ripon City Council

Clerk's Office
Town Hall
Market Place South
Ripon
North Yorkshire
HG4 1DD



Tel / Fax: 01765 604097
Email: admin@riponcity.gov.uk
www.riponcity.gov.uk

Partnership Delivery Fund

Yearly Report 2024-2025

Organisation:	Harrogate & District Community Action
Amount of Funding:	£3,000.00
Funding Agreed:	In 2023
Date of Review:	April 2025
Funding Summary:	<p>The Council is contributing to the costs of the Funded Organisation to act as a lead to: help facilitate the Connecting Ripon Network for community organisations in Ripon and the surrounding area and to promote both the Network and its 66 member organisations.</p> <p>In return for its investment, the Council is looking for the Funded Organisation to deliver the following specific outcomes:</p> <ul style="list-style-type: none">• Use the network to develop more opportunities for people to contribute to community life and increase awareness of existing opportunities, services and partnerships.• To support the growth of community action and volunteering.• To bring together people from diverse groups to share challenges such as how to attract funding, support local people in need, increase the pool of volunteers who can support local voluntary organisations and ensure they have a positive experience.• To hold network quarterly meetings.• To provide regular email updates with information about Ripon services, training, funding and links to Ripon Together initiatives.• To provide a monthly Connecting Ripon half page column in the Ripon Gazette to promote the network, volunteer involving organisations and opportunities in Ripon. Articles are also shared on social media to raise awareness.

- To operate the HADCA information service, the HADCA volunteering directory and the HADCA Where To Turn directory.

Please provide a summary on how the funding has been used in the financial year 2024-2025 to meet the objectives set out in the SLA.

The Network has grown to 155 individuals, representing 84 different organisations working to support people in and around the city. The Network has continued to thrive with four meetings connecting 97 people in the last year, with 28 people joining the HADCA team at the June meeting at Thorpe Prebend House. New connections, conversations and ideas shared at meetings help to improve services and opportunities for local people and local groups.

Comprehensive notes were taken of meetings giving links to more relevant community information and contacts; monthly email updates sent sharing information about Ripon services and opportunities, as well as our weekly HADCA e-bulletins with funding, learning and networking opportunities. HADCA is a partner in THE LOCAL FUND and we actively promote this funding pot to local groups. Monthly Ripon Gazette columns promoting the work of, and opportunities with, Network members are published in the local press across the district and also shared online and on social media.

Through HADCA, Connecting Ripon members were given unique local access to free online learning resources to upskill staff and volunteers for the 18 months to August 2024, with over 90 learners registering with the Charity Learning Consortium.

At any one time during the year there have been over 135 volunteering opportunities listed on the HADCA Volunteering Directory with over 40 at any one time for the Ripon area. HADCA helped to recruit volunteers to over 290 different roles during the year and opportunities are also shared on our dedicated volunteering Facebook and X pages, and in our weekly bulletins to our wider network of over 1,000 community contacts.

Connecting Ripon members are partners with HADCA's 'Power of 10' (PO10) Awards and Rewards Volunteering Scheme to develop meaningful, safe and inclusive opportunities for young people and to inspire them to be active members of the Ripon community, to form a lifetime habit, creating a sustainable pipeline of volunteers for the city.

Outwood Primary Academy Greystone became our first primary school Power of 10 (PO10) volunteering partnership in Ripon, building on our partnerships with secondary schools, including our Volunteering Fair with a number of Connecting Ripon members at Ripon Grammar School in September which was visited by over 100 students.

Just in the last 3 months Jan – March 2025, 28 young recipients of Power of 10 Awards collectively gave nearly 1,000 hours of time to Connecting Ripon members and the Ripon community. We now have 4 young Power of 10 ambassadors, who have each given over 200 hours themselves, working with us to develop and promote volunteering with The Power of 10. Our young ambassadors have delivered powerful speeches at community events about their own volunteering experience and how it's made a difference to their lives.

We are providing a free 2-hour volunteer strategy session to Connecting Ripon members currently recruiting young volunteers or planning to involve young people for the first time in Ripon, so that there are more safe and meaningful opportunities for young people. By recording hours given across projects with

our 'volunteering passports', young people can receive awards and rewards for their contribution, wherever they volunteer.

In advance of another difficult winter in 2024 for many, we updated our local cost of living support information on our website and, in the run up to Christmas, shared information about various ways to support local charities, our communities and each other during the festive season.

Our local searchable online directories are updated daily and during the year 2024-25 over 800 services and activities, 420 community events & 108 charity jobs were promoted. Connecting Ripon members and local organisations are encouraged to add and update their own entries, with additional updates completed by HADCA.

Our booklets of volunteering opportunities with local charities, both for adults and under 18s, were promoted at local events, such as Sights & Sounds in March. With our Power of 10 project, we have also produced a list of 'Young people friendly places to volunteer' in the Ripon area. For each organisation there is a named person for young people to get in touch with to find out more about what is involved and ask any questions

Our members say:

'By bringing voluntary groups together through meetings and through communication channels, HADCA strengthens the voluntary sector and helps it to build for the future.'

'It's a really positive and welcoming group, which helps us to know about opportunities to collaborate and where to signpost for other support, to give people in Ripon a better life.'


"HADCA does wonderful things for Ripon. A useful and informative meeting as always."

'I am a great believer in the power of HADCA to make a positive difference in our communities - both by working with individuals and also through its support for voluntary groups.'

Our members say:



<p>Please provide a summary of your expenditure in the financial year 2024-2025.</p>	<p>In line with our application, expenditure has been on staff time and overheads, based on full cost recovery.</p> <p>Annual staffing costs: £2916</p> <p>Annual overheads in line with full cost recovery: £1458</p> <p>Total Cost: £4374</p>
<p>Please include details of publicity or promotion you have carried out that cites funding from Ripon City Council.</p>	<p>We include the Ripon City Council logo and acknowledgment on our Connecting Ripon website page https://hadca.org.uk/ConnectingRipon, agendas and notes of the meetings.</p> <p>Our email footer for our Network updates acknowledges the support of the Council.</p> <p>At the beginning of each meeting the funding support is acknowledged by the Chair.</p> <p>We have included mention of the Council's financial support in our regular social media posts and monthly Gazette columns, which are also posted online.</p>
<p>Do you wish to raise anything else?</p>	<p>We are extremely grateful for your financial support which enables us to provide these opportunities for groups to connect and collaborate across the city and to tackle common challenges that the voluntary sector faces, together.</p> <p>The external funding for our Power of 10 Project, encouraging and enabling young people to get into volunteering in Ripon, came to an end in Dec 2024. This work is currently being funded by HADCA's reserves, pending some other funding applications that we are waiting to hear about. Trustees have agreed this position until September 2025 but if other funding is not forthcoming, then the future of this unique programme is currently uncertain.</p> <p>Frances Elliot is leaving HADCA at the end of April 2025 and the new Chief Executive is Elaine Stevenson who can be contacted at elaine@hadca.org.uk / 01423 504074. Please send future correspondence about this grant to Elaine. Thank you.</p>

Name:  _____

Position CEO _____

Signed: 

Date: 22/04/2025 _____



NOTES TAKEN OF A MEETING OF THE PARTNERSHIP FUNDING WORKING GROUP

Date: 20th September 2024

Time: 10:00am

Location: Town Hall, Ripon/Microsoft Teams

Present: Cllr Sid Hawke, The Right Worshipful the Mayor
Cllr Andrew Williams
Cllr Barbara Brodigan
Anzhelika Kumurzhy – Senior Administration Officer

Absent: Cllr Jo Bate, Cllr Pauline McHardy (apologies)

Ripon Disability Forum application

It was noted that the funded project must benefit Ripon residents. Therefore, it was unanimously agreed that a request for £2,500.00 for a digital map that includes locations outside of Ripon (item year 3 on the application) will not be supported.

The Working Group recommends to support the application and provide the annual finding of **£1,800.00, starting from this financial year.**

Studley Royal Cricket Club application

The Council already awarded funding through a Small Grants Scheme, therefore no additional funding will be given this year.

The Working Group recommends to support the application and provide the annual funding of **£3,500.00 from the next financial year.**

St Wilfrid's Procession Committee application

It was noted that due to the nature of the project, the funding cannot be used by the end of the current financial year. Therefore, the Working Group agreed to recommend supporting the application and providing annual funding of **£2,000.00, starting from the next financial year.**

The organisation must commit to providing all activities on the Market Square free of charge.

Open Country for the Ripon Tandem Club application

It was noted that due to the nature of the project, the funding cannot be used by the end of the current financial year. Therefore, the Working Group agreed to recommend supporting the application and providing annual funding **starting from the next financial year.**

The funding amount will be reduced to **50% of the requested amount (which will be £1,639.82)** as the Council cannot provide full funding for a project that will benefit only 10 people. However it was noted that it is important to support such projects for people with disabilities.

The organisation will need to demonstrate that they involve more people, at which point the Council may consider increasing the funding in the future.

87/24

Financial, Operational and Governance Matters:

1. **To receive the Income and Expenditure Report for the period 1st August 2024 – 31st August.**

That this be received and noted.

RESOLVED

2. **To receive the list of payments for the period 1st August 2024 – 31st August 2024.**

That this be received and noted.

RESOLVED

3. **To receive Small Grants Scheme Applications if appropriate and to make a decision on award.**

That the application from Friends of Spa Gardens requesting a grant in the sum of £1,000 be received and the grant be awarded.

RESOLVED

4. **To receive an update from Partnership Funding Working Group and to make a decision on awards.**

That the recommendation from the working group be received and grants be awarded in the sums below:

Organisation	Total Payment per year	Starting from
Ripon Disability Forum	£1,800	Current financial year
Studley Royal Cricket Club	£3,500	Next financial year
St Wilfrids Committee	£2,000	Next financial year
Open Country for the Ripon Tandem Club	£1,639.82	Next financial year

RESOLVED

Extract from the draft SLA

3.0 Specific outcomes from the Organisation in return for the Funding

- 3.1 The Council is contributing to the costs of the Funded Organisation to act as a lead to: organise the St Wilfrid's Procession.
- 3.2 In return for its investment, the Council is looking for the Funded Organisation to deliver the following specific outcomes:
- Organising and managing the St Wilfrid's day procession, including necessary road closures
 - Ensuring compliance with all Health and Safety requirements for the duration of the event.
 - Providing free entertainment for the benefit of the local community and visitors to Ripon.
 - Ensuring that all activities are delivered Free of Charge to the public.
- 3.3 The Council will work in Partnership with the Funded Organisation to use its knowledge and capacity as appropriate to support the delivery these outcomes.
- 3.4 Funding provided by the Council shall not be used for the purpose of administration costs or any relation thereto. This exclusion shall extend to insurances, except for event specific insurances, website costs and bank charges. The funded organization is invited to contact the Council should clarification be required throughout the period of the agreement.

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: Partnership Funding Award
Date: 17 May 2025 12:49:23
Attachments: [image702772.png](#)

Hello

Thank you for the prompt.

The overall cost of providing entertainment on the market square has increased significantly. The budget for the market square £6/7,000 and fundraising in the current climate is challenging.

Our aim has always been to provide free entertainment. We may have to ask for donations for certain 'big ticket' rides or entertainment or ask for a small subsidised fee to help cover the costs of some things. Could this be reflected in the SLA? or we would be happy to specify that the funding from this source would pay for the 'free' entertainment available.

Many thanks

[REDACTED] [REDACTED]

On Fri, 16 May 2025 at 12:48, [REDACTED] wrote:

[REDACTED],

Have you signed the agreement yet?

Please forward to [REDACTED], in copy. We don't want to miss out!!

Thanks

[REDACTED]

Thank
Sent from my iPhone

On 16 May 2025, at 11:18, [REDACTED]
<[REDACTED]> wrote:

Hi [REDACTED],

I would be grateful if you could let me know if there's been any progress regarding the SLA.

Kind regards

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: double devolution progress
Date: 14 May 2025 20:46:16

Hi Paula, hope that you are well and enjoying the sunshine.

I am just updating you on the progress of the double devolution bids that RCC have submitted.

1. Ripon Town Hall – we are looking at progressing this through an asset transfer and are working on heads of terms for RCC to consider at a future meeting.
2. Hugh Ripley Hall – as above we are looking at progressing this through the community asset transfer policy, we are just waiting for the valuation, which I am chasing and hope to be able to update you soon.
3. Wakeman's House – I have asked for a condition survey to be done and have chased the valuation on this and once these are received we can review the most appropriate route. I am meeting Cllr [REDACTED] on 22 May to discuss and have a look at the building.
4. In terms of the market square – Cllr [REDACTED] is meeting myself and other officers on 22 May to continue talks around the market square and potential options.

I will let you know once the condition survey and valuations have been received.

Many thanks

[REDACTED]

[REDACTED]

[REDACTED]

North Yorkshire Council
County Hall
Northallerton
DL7 8AD

[REDACTED]

[REDACTED]

[REDACTED]

Web: www.northyorks.gov.uk



From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: BT Payphone Consultation
Date: 09 May 2025 10:42:00
Attachments: [image001.png](#)

Hello Paula Benson,

I have checked our records. The BT payphone in Market Square, Ripon is not one of those on the current list of BT payphones identified as last at site and for consultation and consideration by North Yorkshire Council.

I raised your concerns with BT who have advised me that they have raised an order to re-start the line and that they are aware of Ripon City Council's intention to adopt the kiosk. They will post an adopt consultation notice on this kiosk so that the community have the option to object to the adoption by Ripon City Council.

Regards,

[REDACTED]

[REDACTED]

Please note my working days are Tuesday (afternoon), Wednesday, Thursday and Friday (morning).

OFFICIAL

From: [REDACTED]
Sent: 30 April 2025 08:55
To: [REDACTED]
Subject: FW: BT Payphone Consultation

Hi [REDACTED],

Can you check and respond- back please.

Many thanks

[REDACTED]

[REDACTED]

[REDACTED]

OFFICIAL

From: Paula Benson RCC [REDACTED]
Sent: 30 April 2025 08:48
To: [REDACTED]
Subject: BT Payphone Consultation

Dear [REDACTED]

I have seen reference to this on the NYC website. Can you advise me if the payphone on Ripon Market Square is on the list please? I met some engineers who were installing a lock on the box prior to decommissioning it yesterday and as far as I am aware, we have not received notification of it.

Thanks Paula

Regards
Paula Benson
Chief Officer

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

Office
[REDACTED]
[REDACTED]



[01765 604097](tel:01765 604097)
[REDACTED]

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: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Pedestrianisation in Ripon
Date: 13 May 2025 09:47:10
Attachments: [image001.png](#)
[image002.png](#)

Dear [REDACTED]

As stated, I do recognise the aspirations and benefits sought in implementing formal pedestrianisation at these locations however the impact of such implementation must be considered in terms of highway safety for all users.

Before any consultation regarding any formal order it is necessary to carry out informal consultation with appropriate stakeholders, particularly with measures that have a wider impact on the local community. Following this consultation a report will need to be taken to Environment Executive members meeting to consider and gain necessary approvals to take forward a formal TRO. Forums such as Ripon Disability Group and the Civic society must also be consulted, along with the police. The police may recommend hostile vehicle mitigation (hvm) bollards which would also need to be costed and consulted on. Future maintenance of such infrastructure would also need to be considered.

I recognise your reference to a café culture but it should be recognised that even within pedestrian zones there are certain criteria's that must be adhered to in line with Pavement licences (as mentioned in my earlier email) to ensure emergency access can be gained.

Could I ask you to send me details of your engagement to date regarding the principle of closures please.

Do you have further details regarding the funding opportunity you mention? Are there any timescales and/or criteria attached to this?

In terms of a suggested way forward:

I will consult with the police regarding the request in the first instance and will do so in the next couple of months. This would then give us an idea of design options and costs, which the team could have prepared by early September for you. We can then work with the town council and the BID to carry out a consultation on the designs if it is considered deliverable from both the Town council and the Highway authority's view in terms of impact and cost. Resourcing this any sooner than September is not feasible. I will ensure we have a meeting scheduled in September to review the designs and feedback from the police and wider highway teams.

I trust this is helpful

Regards

[REDACTED]

OFFICIAL

From: [REDACTED]

Sent: 12 May 2025 21:55

To: [REDACTED]
[REDACTED]

Cc: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Subject: RE: Pedestrianisation in Ripon

Dear [REDACTED],

Thank you for your email regarding Kirkgate and Market Place South.

There is very strong support from the business community in Kirkgate for the proposals I have been lobbied extensively on the issue which was why I made the proposals at Ripon City Council to see if they had their broad support which they do.

Ripon BID have already been extensively involved in those discussions and are also broadly supportive of the proposals as far as I understand.

There is also I believe strong support from the local community for the proposals. This was why I proposed that the Highway Authority consult over a formal order for these two stretches of road.

Discussions have taken place with [REDACTED] to explore whether it would possible to apply for funding for some of the works under his Sustainable High Street Fund and we have had indications that it would.

It would be possible as happens elsewhere in the UK to have installed at both

locations electronic bollards that are timed to lower and raise at specific times and allow emergency vehicles access.

I had hoped that we would receive a much more positive response to these requests, there is support locally for them and we need to find ways in which that can be achieved.

Kirkgate may be a pedestrian zone but I can assure that the number of vehicles that go down it each day means that it doesn't sometimes feel like one.

These proposals linked with our requests over altering the pedestrian access into Minster Gardens where there is currently a blind corner would bring significant improvement to Ripon.

I have copied [REDACTED] and [REDACTED] on this email as hopefully they may be able to input into these requests, they are very important measures in the delivery of a Cathedral Quarter which is a key element of the City Plan and the partial pedestrianisation of the Market Square will increase opportunities for a café culture to be developed with the economic and social benefit this would bring.

I and many others hope that we can find a way to make it happen.

Best Wishes

[REDACTED]

OFFICIAL

From: [REDACTED]

Sent: 07 May 2025 13:48

To: [REDACTED]

Cc: [REDACTED]

[REDACTED]

[REDACTED]

Subject: FW: Pedestrianisation in Ripon

Dear [REDACTED],

I apologise, as I do not recall formally responding to this.

Thank you for bringing this to the attention of the highways team. Pedestrianisation, particularly on Kirkgate has been considered historically.

In 2019 we considered options with the local members and a local campaigner and there were a number of concerns relating to safety of all users that brought us to the conclusion that pedestrianisation for events only was the recommended way forward, which continues to work well.

Consideration was given to pedestrianise Kirkgate at set times during the day- as you have suggested 10am to 5pm (10am to 9pm from 30th March to 30th September). As you are aware Kirkgate is already a pedestrian zone (no parking at any time), except for access. This access facilitates the restaurants and take away businesses in this area, pedestrianising the area during these times would also have an impact on the access to the restaurants and takeaways, for deliveries and pickups.

To deliver this a detailed Traffic Regulation Order consultation must take place, advertising the proposed pedestrian times and the extent of the affected area. This is not something the Local Highway Authority would be able to fund at this time, third party funding would be required. It would also need to be explained to the property owners that should they wish to take advantage of the pedestrian area with tables/chairs each property must apply and pay for a Pavement licence. Despite being pedestrianised the carriageway width of approx. 5m minimum would still need to be kept clear for emergency service access, this will mean that several properties along Kirkgate may not gain approval for Pavement licences.

The Pavement licences would need to adhere to the times of the pedestrianisation, when the road is open businesses would need to remove their furniture from the highway, to avoid conflict with the live traffic and pedestrians. Managing and enforcing this would prove to be very difficult, as NYC would not be able to provide a resource daily to remove and install barriers, ensure they are in place or check on the furniture left out, this presents potential highway safety concerns and conflicts between highway users.

Regarding your suggestion of seasonal pedestrianisation of Market Place South 10:00 and 22:00 daily between 31st March and 30th September annually, given the businesses feedback from the closure during the recent highway works clear benefits and reasoning for a longer and more frequent closure would need to be demonstrated, particularly as there is the ability to use the pedestrianised space on the marketplace next to it. This would have an impact on traffic movement at peak times, during the tourist season in particular.

The highways team do recognise the benefits of using the space on Kirkgate and the market place south for identified community events but with the ability to facilitate the use of this space for planned and managed events already the highways team are not able to prioritise resource to carrying out a consultation in relation to the proposal of permanent pedestrianisation at this time.

I would recommend that consideration is given regarding the impact on the businesses and how such closures/ pedestrianised areas could be managed and funded, then perhaps an informal consultation is conducted by the Town council,

perhaps with Ripon BID, to understand the support from the local stakeholders and the BID.

Kind regards

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



OFFICIAL

OFFICIAL

From: [REDACTED]

Sent: 05 March 2025 18:31

To: [REDACTED]

Cc: [REDACTED]

Subject: Consultations on Highway Matters in Ripon

Dear [REDACTED]

At last night's meeting of RCC it resolved to write to NYC Highways to request that it undertakes public consultations in respect of the following matters:

Pedestrianisation of Kirkgate – noting that Kirkgate is designated as a pedestrian zone in the Ripon Neighbourhood Plan, RCC resolved to request that NYC undertake a formal public consultation exercise in relation to the pedestrianisation of Kirkgate through the installation of automatic rising bollards during the hours of 10:00 and 17:00, with hours extended until 21:00 between 31st March and 30th September annually.

Seasonal pedestrianisation of Market Place South – RCC resolved to request that NYC undertake a formal public consultation exercise in relation to the seasonal pedestrianisation of Market Place South between the hours of 10:00 and 22:00 daily between 31st March and 30th September annually.

I would be grateful if you could advise me if there is anything I need to do other than this email and if you could let me know what the process in relation to this might look like so that I can report back to RCC as appropriate.

Regards Paula

Regards
Paula Benson
Chief Officer

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



Office

01765 604097

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/>

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Ripon City Council

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From: [REDACTED]
To: [REDACTED]
Subject: New event available - North Yorkshire Local Plan: our first conversation
Date: 19 May 2025 12:17:32



North Yorkshire Local Plan

Dear consultee,

North Yorkshire Council is consulting on the following two documents:

- **North Yorkshire Local Plan: our first conversation, May 2025** - We are asking for your views on the priorities and issues the North Yorkshire Local Plan can help address.
- **Sustainability Appraisal Scoping Report, May 2025** - Sustainability Appraisal is a legal requirement to assess the economic, social and environmental effects of the local plan and to monitor its impacts.

Comments are invited on the North Yorkshire Local Plan: our first conversation document and the Sustainability Appraisal Scoping Report for a period of 8 weeks from:

Monday 19 May 2025 and ending Tuesday 15 July 2025 at midnight.

All relevant comments received during the consultation period will be considered to inform future stages of local plan preparation.

In addition, the following supporting documents are available to view for information purposes and completeness only and we are not inviting comments on them:

- Housing and Economic Development Needs Assessment (HEDNA)
- Settlement Hierarchy Background Paper

To view the consultation and supporting documents and to provide comments please visit the consultation portal at:

<https://northyorks-consult.objective.co.uk/kse/>

Printed copies of the consultation documents are also available at council offices and libraries within the local plan area.

Guidance on how to submit comments and details relating to this consultation are provided on the consultation portal.

You can find out more about the North Yorkshire Local Plan and this consultation at:

<https://www.northyorks.gov.uk/localplan>

Contact Us:

Online: [Contact us | North Yorkshire Council](#)

By telephone: 0300 131 2 131

Kind regards,

Planning Policy & Place Team - North Yorkshire Council

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<https://northyorks-consult.objective.co.uk/kse/userdetails>

From: [REDACTED]
To: [REDACTED]
Subject: Fw: Quote Ripon City CC - Quote 49320
Date: 28 April 2025 15:44:42
Attachments: [REDACTED]

Hi Paula

I hope you are keeping well. I am writing about two aspects of event delivery over the summer.

1. I understand that the council has gone ahead with the proposed purchase of barriers for use in the market place. When this was discussed some time ago in the meeting the council held in the mayor's chamber, I think your proposition was that the barriers would be provided to groups on the basis of a charge for their transport to and from storage. So I should like to know please, from when will the barriers be available, what would be the costs and do the latter vary depending on the number of barriers being used?

2. I don't know whether you are aware but the gazebo is being very well used nowadays. Users include the theatre festival, the Procession, RT's summer funfest and the St Wilfrid's folk mini-fest. So the community is getting good value out of the investment. Unfortunately, despite the proper weights being used, twice last year the gazebo was lifted up by the wind and two of the legs are now damaged, to the extent that one will not operate at all and is currently being replaced with a length of 2x2! As you will see from the attached document, I have contacted the suppliers of the gazebo and they have provided costs for replacing the damaged legs and for extra weights.

The quote is for 2 corner legs. However, we need one corner and one central leg. The suppliers have confirmed that the price is the same but when ordering we shall have to ensure we get the order right, obviously.

On the weights, I think it would be good to have another three pairs of the weights we already have. However, if the council did not want to shell out for those, we can continue to augment the weights with sandbags.

What would the council wish to do on the gazebo please?

Thanks very much for your help.

[REDACTED]

From: [REDACTED]

Sent: Monday, April 28, 2025 14:11

To: [REDACTED]

Subject: Quote Ripon City CC - Quote 49320

Hello [REDACTED].

Follow on from your earlier call please find attached your quotation for 2 x replacement complete legs & a unit cost for a set of 13.5kg leg weights.

Should you require any further information or wish to proceed with a purchase, please do not hesitate to contact me.

Kind Regards

[REDACTED]



[REDACTED]



From: [REDACTED]
To: [REDACTED]
Subject: Electoral Review of North Yorkshire Council: Draft Recommendations
Date: 01 April 2025 13:20:59
Attachments: [image827379.png](#)
[image465569.png](#)



1 April 2025

Dear Paula Benson

Electoral Review of North Yorkshire Council: Draft Recommendations

The Local Government Boundary Commission for England has published proposals for new electoral arrangements for North Yorkshire Council.

The electoral arrangements for Ripon City Council may change because of our proposals. Please find attached a map outlining the proposed electoral arrangements for your council.

We propose that 89 councillors should be elected to North Yorkshire in future. We also propose new division boundaries across the authority.

A public consultation on the proposals will run from 1 April to 9 June 2025.

Once we have considered all responses to the consultation, we aim to publish final recommendations in September 2025. We will then lay a draft order in both houses of Parliament. Subject to parliamentary scrutiny, the new electoral arrangements are scheduled to come into effect at the authority's elections in 2027.

We considered all representations received from local people and organisations during our initial consultation when drawing up our proposals. We have sought to balance statutory criteria we must follow when drawing up these proposals, and we seek to:

- Make sure that, within an authority, each councillor represents a similar number of electors
- Create boundaries that are appropriate, and reflect community ties and identities
- Deliver reviews informed by local needs, views and circumstances
- Reflect the Council's request for single-member divisions

We are now inviting comments on the proposals before we finalise the new electoral arrangements in your area. We will consider every response we receive during the consultation period and will weigh each response against the criteria above.

If you would like to explore the draft recommendations, you can do so by visiting our website at <https://www.lgbce.org.uk/all-reviews/north-yorkshire>. This page gives access to the full recommendations and they allow people to explore maps of the proposals in greater detail and make comments. We also accept comments:

by email reviews@lgbce.org.uk

by post Review Officer (North Yorkshire)
LGBCE
7th Floor
3 Bunhill Row
London
EC1Y 8YZ

The Commission's main website contains further information about the electoral review and our work: <http://www.lgbce.org.uk>

We will write to you again when we publish our final recommendations.

Yours sincerely



Review Officer



Local Government Boundary Commission for England, 7th Floor, 3 Bunhill Row, London, EC1Y 8YZ

Tel: 0330 500 1525; Fax: 0330 500 1526; reviews@lgbce.org.uk; www.lgbce.org.uk

The
Local Government
Boundary Commission
for England

**Local Government Boundary Commission
for England**

reviews@lgbce.org.uk | lgbce.org.uk

7th Floor, 3 Bunhill Row, London, EC1Y 8YZ

How are we doing?





**SHARE YOUR
VIEWS**


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The
Local Government
Boundary Commission
for England

Parish Warding Arrangements for Ripon City Council





 Council boundary

 Draft recommendations

 Parish ward


 Parish


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- The
Local Government
Boundary Commission
for England
- # Parish Warding Arrangements for Ripon City Council
-  Council boundary
-  Draft recommendations
-  Parish ward
-  Parish
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The
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Parish Warding Arrangements for Ripon City Council

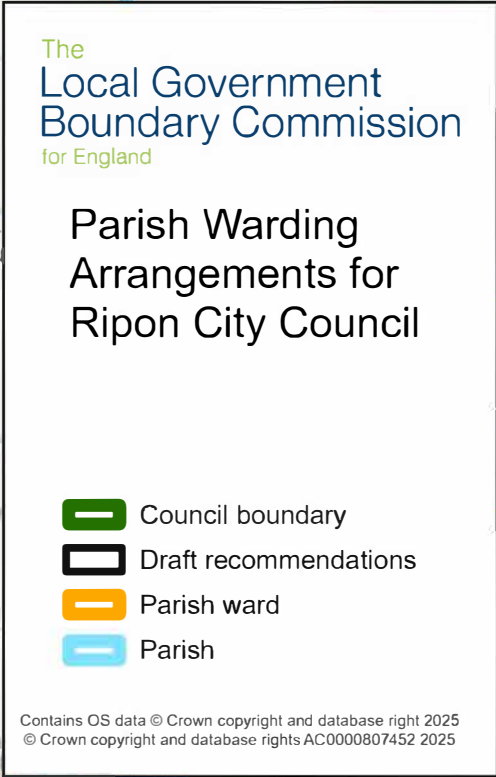
 Council boundary

 Draft recommendations

 Parish ward

 Parish

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From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: Agenda item
Date: 08 May 2025 19:56:12
Attachments: [image024458.png](#)

Hello Paula

It was very nice speaking with you today.

As mentioned earlier I would like to put forward a motion to the next council meeting, that RCC formally sets up a Ripon Market Working Group .

The purpose of this group would be to support market traders in perpetuating the current provision and to investigate alternative solutions to the withdrawal of the set-up service provided by NYC.

The working group would need clear terms of reference.

The Executive Member on NYC, [REDACTED], has already indicated that the decision to remove the set-up service, whilst alternatives were actively being sought by parish councils, could be delayed until such time as a solution has been found.

Kind regards

[REDACTED]

[REDACTED]

[REDACTED]

Regards,

Councillor [REDACTED]



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CIVILITY AND RESPECT PROJECT



Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

ISSUE 1 | NOVEMBER 2021



WELCOME TO THE CIVILITY AND RESPECT PROJECT NEWSLETTER

Throughout our sector, there are growing concerns about the impact bullying, harassment and intimidation is having on our councils, councillors and staff and the resulting effectiveness of local councils. In response, this Civility and Respect Project has been founded by the Civility and Respect Working Group and is supported by representatives from across our sector including Councils, County Associations, National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC) and One Voice Wales (OVW).

The primary aim of the project is to coordinate a programme of work designed to promote civility and respect in public life, including good governance, positive debate and to support the well-being of councillors, professional officers and staff.

The group appointed a project manager, Michelle Moss, who started in October. Michelle has a background in project management and has 6 years' experience as a Parish Clerk in various local councils.

The project team is now focused on progressing the aims of the working group, and this is the first of a series of project updates to let everyone know what is being done on the project to address these issues.

Q: How will I be kept up to date about the project progress?

A: The team will produce regular newsletters and articles as the project progresses and utilize social media to keep you up to date. Newsletters will be emailed initially and will all be available on the Civility and Respect web pages of SLCC and NALC websites.

Q: What are the timescales for delivering the project?

A: The project will initially run until the end of 2022, and progress will be assessed against a set of critical success factors agreed by the project assurance board.

The Project Workstreams

The working group had identified a significant number of changes and improvements considered vital to provide support to help reduce and manage the issues related to bullying and harassment in the sector. These factors have been organized into six project workstreams which together will deliver on the Civility and Respect Working Group mission.

MISSION STATEMENT

'Civility and respect should be at the heart of public life and good governance is fundamental to ensuring an effective and well-functioning democracy at all levels.

The intimidation, abuse, bullying and harassment of councillors, professional officers and staff, in person or online, is totally unacceptable whether that is by councillors, professional officers, staff or members of the public.

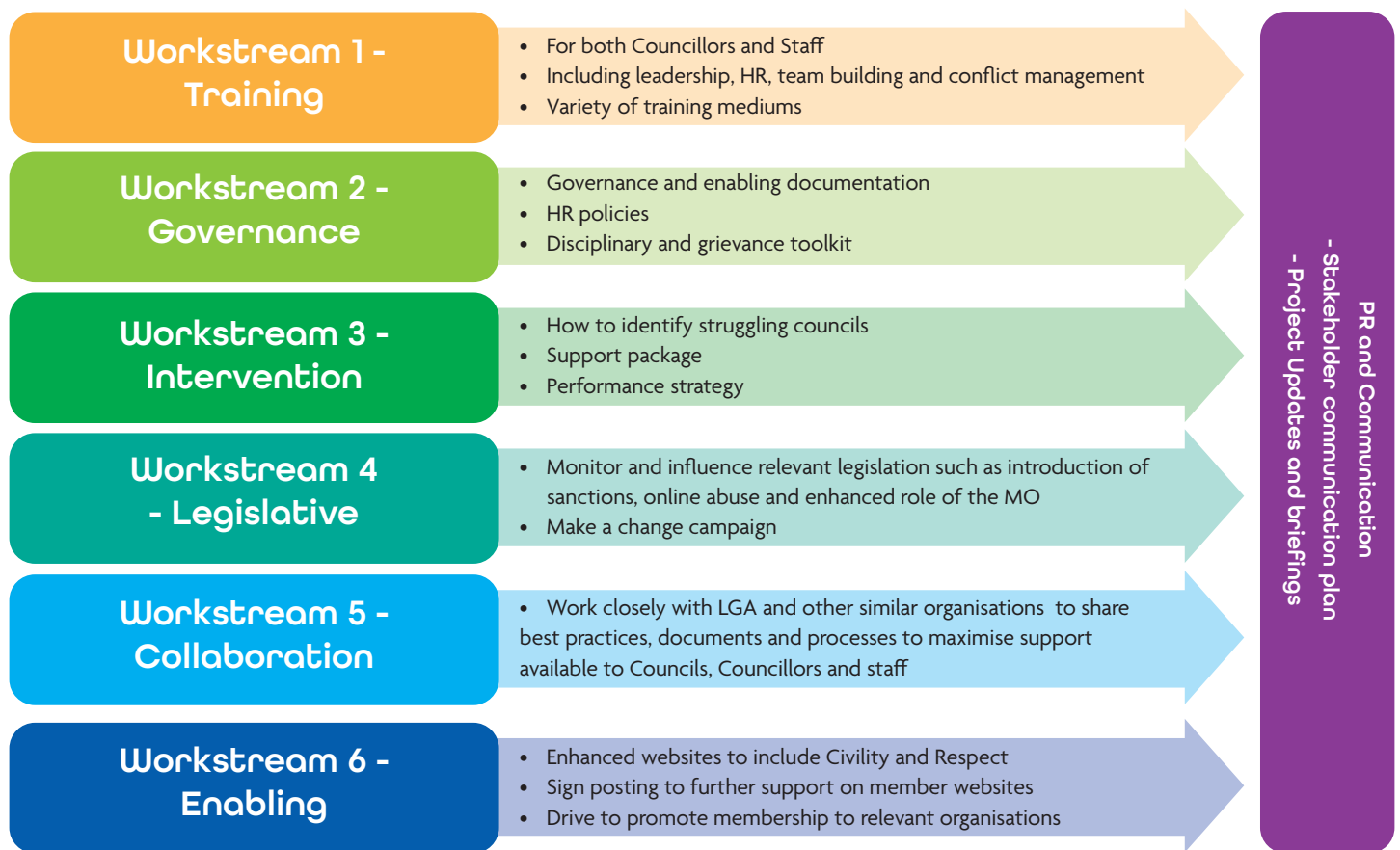
We are committed to working together to promote civility and respect in public life, good governance, positive debate and supporting the well-being of councillors, professional officers and staff'.

ANTI-BULLYING PETITION

The petition calling for amended legislation to enable sanctions against councilors who persistently engage in unacceptable behavior, such as harassment and bullying including racist, sexist and ablest abuse, expires on 25 November 2021. The 10,000 signatures required for government to respond to this petition has been achieved, the next milestone is government debate at 100,000.

IF YOU WOULD LIKE TO ADD YOUR SIGNATURE TO THE PETITION CLICK HERE





The project will deliver information hubs within existing SLCC and NALC websites to provide guidance and support to councils and staff, and will also signpost to additional support. The support will include training, governance and intervention to provide extra support to struggling councils. The training will incorporate a variety of mediums for skills-based training for both councillors and staff, such as developing leadership, tackling online abuse, team synergy and mediation skills. The governance workstream will focus on defining and centralizing the good practices, policies and documentation which support strong governance and HR practices, many of which already exist. We will also be working with other partners in the sector such as Local Government Association (LGA) to share best practices and add weight to the campaigns to amend legislation around issues such as introducing sanctions, and enhancing the roles of the monitoring officers.

Bullying and harassment is never acceptable



LOCAL GOVERNMENT ASSOCIATION (LGA) CIVILITY IN PUBLIC LIFE CALL FOR EVIDENCE: ABUSE AND INTIMIDATION OF COUNCILLORS

The LGA has committed to promoting civility in public life and supporting the well-being of elected members. This is a long-standing area of work for the LGA, but the recent tragic death of Sir David Amess MP has brought this issue into marked focus. Everyone in public life should be able to go about their daily business without fear of attack. Now, more than ever, this is a challenge that we as a sector are determined to meet.



To support their Civility in Public Life programme, the LGA has been developing and now launched a call for evidence of abuse and intimidation of councillors - Click here to go to the survey (or search for Civility in Public life on the LGA website) The call for evidence is an ongoing part of the LGA Civility in Public Life Programme, capturing elected members' experiences and emerging trends around abuse and intimidation from the public.

The survey is primarily designed to capture the experience of councillors, but candidates who have run for election, officers who have supported candidates or councillors and members of the public can also share their reflections.

The evidence gathered will help the LGA develop a body of evidence to support LGA calls for legislative and systemic change and develop support for elected members. More information on the LGA Civility in Public Life Programme and relevant resources is available on the LGA webpage.

BULLYING AND HARASSMENT STATEMENT

As a first step in the promotion of civility and respect, councils may wish to add a statement to their websites stating that bullying, harassment and intimidation will not be tolerated.

This is a suggested wording for those councils wishing to add a bullying and harassment statement to their websites:

'We treat everyone with courtesy and respect and ask for the same in return. We ask that you treat your councillors and council staff courteously without violence, abuse or harassment.'

Councillors and council staff have the right to carry out their civic duties and work without fear of being attacked or abused. Any behaviour whether that be verbal, physical or in writing, which causes either councillors or council staff to feel uncomfortable, embarrassed, or threatened, is totally unacceptable.

The zero tolerance policy includes abuse, aggression or threats made in person, over the telephone or in written communication, including on social media. The council considers threatening behaviour to be:

Attempted or actual aggressive, or physical actions made towards any councillor or member of staff.

The use of aggressive, or abusive language, (including raising of the voice, swearing, shouting or in writing) which threatens or intimidates councillors or council staff'.

This policy applies throughout all council meetings, but it also applies to any councillor or council staff away from council meetings



STOP BULLYING



Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: Fw: Knaresborough Road - Off Road Parking
Date: 14 April 2025 08:13:55
Attachments: [IMG_5722.jpg](#)
[IMG_5721.jpg](#)
[IMG_5723.jpg](#)
[image167771.png](#)

Hi [REDACTED]

Please may i request to place this subject as an agenda item for full council meeting on **2nd June 2025** please,

Road Safety , Safe Guarding and other benefits to the users of skate park and camp close by incorporation of the hard standing area for car parking (as previously was the case prior to leisure centre remedial works) !!

Sure it will be some time before landscaping is completed - but we need to begin debate/discussions ahead of completion to reinstate the car parking amenity that was situated there previously !!

Best regards,

Councillor [REDACTED]

Regards,

Councillor [REDACTED]



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Ripon City Council

From: [REDACTED]

Sent: 12 October 2023 14:25

To: [REDACTED]
[REDACTED]

Subject: Knaresborough Road - Removal of parking

Good afternoon,

I contacted the office, and Rebecca very kindly pointed me in both your directions on this issue as she was unsure where the ward line started/ended.

As you are probably aware, the work at the leisure centre to repair the sinkhole issue has commenced; however, it is causing quite an issue for us residents on Knaresborough Road. With only three days warning, we were advised that the car park on the corner of Knaresborough Road and Littlethorpe Lane will be closed. This was on Friday, July 14th 2023, taking effect from 07:30 on Monday, July 17th 2023.

Immediately, I contacted [REDACTED], the site manager for Willmot Dixon, who was very defensive, trying to justify the closure and asked me to reach out to [REDACTED] at North Yorks Council. Speaking to him, he advised that it's not the council's responsibility to provide parking, but he will have one of his colleagues contact me regarding the issue. A gentleman named [REDACTED] (I didn't catch his surname) called me to discuss, and it got quite heated. However, He assured me that we should have received a letter regarding the closure and would investigate why that didn't happen. [REDACTED] and [REDACTED] of Willmot Dixon did advise they didn't want to send out any notice on it to quell complaints from people. Wrong approach, in my opinion.

In the first instance, the lack of communication from North Yorks and a hard wall approach in dealing with any complaints or means to mediate is causing our disappointment. This could have been handled a lot better by those involved, and a happy medium could have been reached. As a result, the removal of use of the parking area has now caused an already congested area to become even more so with vehicles parking on the pavement and restricting visibility. They have closed the area due to site safety, but they have moved that issue on to the public, and we are at risk of an even more significant safety concern.

Could we have a face-to-face discussion on the matter? If we look at the problem together, we can help resolve the situation.

Kind regards,

[REDACTED]

[REDACTED]

Alderman T F Spence Committee resolved to make a recommendation to the Full Council to appoint the following individuals as non-voting members of the Committee:

1. Cllr Felicity Cunliffe-Lister as a representative of Littlethorpe Parish Council;
2. Michael Stanley;
3. Tanya Bahrouni, NHS Mental Health Nurse.

25/25	<p>To consider candidates for co-opting as a non-voting members of the Committee and make recommendations to the Full Council.</p> <p>That a recommendation be made to the Full Council to appoint the following individuals as non-voting members of the Committee:</p> <ol style="list-style-type: none"> 1. Cllr Felicity Cunliffe-Lister as a representative of the Littlethorpe parish; 2. Sophie Crease as a representative from Natural England; 3. Michael Stanley <p>That the remaining 3 seats are to be filled once the partner is appointed.</p> <p>RESOLVED.</p>
-------	--

35/25	<p>To receive an update on nominations for non-voting members prior to their nominations being received by Full Council, and to receive any new nominations.</p> <p>It was noted that the representative from Natural England had declined her nomination due to a conflict of interest.</p> <p>That a recommendation be made to the Full Council to appoint Tanya Bahrouni, mental health nurse, as a non-voting member of the Committee.</p> <p>RESOLVED.</p>
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COUNCIL OF THE CITY OF RIPON MINUTES OF A MEETING OF THE ALDERMAN T F SPENCE COMMITTEE

Date: 14th April 2025
Time: 6:00pm
Location: Council Chamber, Town Hall, Ripon.

Present:

Cllr Julie Ann Martin-Long
 Cllr Tony Duncan
 Cllr Peter Horton
 Cllr Chris Hardisty
 Cllr Stuart Flatley
 Cllr Pauline McHardy

In Attendance

Senior Administration Officer
 Five members of the public

17/25	<p>1. To receive apologies for absence. None.</p> <p>2. To consider approving reasons for absence. None.</p>
18/25	<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>
19/25	<p>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. None.</p>
20/25	<p>To receive and approve the minutes of the previous meeting held on 17th February 2025. That these be approved as a true and accurate record of proceedings. RESOLVED.</p>
21/25	<p>To receive a report from the Warden and agree appropriate action. That this be received and noted. It was noted that the police have been attending the site daily. RESOLVED.</p>
22/25	<p>To receive an update on Financial and Governance Matters:</p> <p>1. To receive an Income and Expenditure Report for the period between 01.04.2024 and 31.03.2025. That this be received and noted. RESOLVED.</p>
23/25	<p>To receive an update on the Natural England and SSSI matters:</p> <p>1. To receive an update on the Natural England Management Plan and Higher-Level Stewardship agreement renewal, including timeframes and details of the interim position. That this be received and noted. RESOLVED.</p> <p>2. To receive an update from the engaged consultant and agree the appropriate action.</p>

	<p>The consultant confirmed that the soil bund has been removed and repeated his report dated February 2025.</p> <p>3. To receive the Notice under Regulation 5(3)(b) of the Nitrate Pollution Prevention Regulations 2015.</p> <p>That an exemption to be sought on the grounds that there are no bodies of water within the charity's land.</p> <p>RESOLVED.</p>
24/25	<p>To receive correspondence and agree appropriate action:</p> <p>1. Email dated 5th March 2025 – Quarry Moor Activity Centre.</p> <p>That the office respond to this email explaining the circumstances and informing that a tender process is required for the approval of any works.</p> <p>RESOLVED.</p>
25/25	<p>To consider candidates for co-opting as a non-voting members of the Committee and make recommendations to the Full Council.</p> <p>That a recommendation be made to the Full Council to appoint the following individuals as non-voting members of the Committee:</p> <ol style="list-style-type: none"> 1. Cllr Felicity Cunliffe-Lister as a representative of the Littlethorpe parish; 2. Sophie Crease as a representative from Natural England; 3. Michael Stanley <p>That the remaining 3 seats are to be filled once the partner is appointed.</p> <p>RESOLVED.</p>
26/25	<p>To note the position on the various matters on the site and agree appropriate action:</p> <ol style="list-style-type: none"> 1. Hut. <ol style="list-style-type: none"> i) To receive the asbestos survey report. <p>That this be received and noted.</p> <p>RESOLVED.</p> 2. Trees. <ol style="list-style-type: none"> i) To consider the undertaking of a tree survey. <p>That this be deferred until the next meeting.</p> <p>RESOLVED.</p> 3. Fencing. <p>That this be deferred until the next meeting.</p> <p>RESOLVED.</p> <ol style="list-style-type: none"> 4. Car Park. <p>That this be deferred until the next meeting.</p> <p>RESOLVED.</p> <ol style="list-style-type: none"> 5. Litter bin. <ol style="list-style-type: none"> i) To receive email dated 11th December 2024 – Quarry Moor Nature Reserve and agree appropriate action. <p>That the offer of installing a new 240L bin be accepted, subject to the bin not obstructing access to the gate for emergency services.</p> <p>RESOLVED.</p>
27/25	<p>To note the time and date of the next meeting.</p> <p>19th May 2025 at 6:00pm.</p>

With business concluded the Chair closed the meeting at 6:29pm.

Signed

Chairman

Dated

RIPON CITY COUNCIL ANNUAL REPORT 2024/25

88-25





Mayor's Introduction



Cllr Sid Hawke
The Right Worshipful the Mayor of Ripon
for the term 2024/25

It has been a great honour to serve as Mayor of Ripon during the 2023-2024 civic year. Ripon is a city steeped in history and tradition, and it was a privilege to represent this remarkable city and to witness first-hand the dedication, generosity and resilience of our residents, businesses and community groups.

I would like to extend my sincere thanks to my fellow Councillors for their continued commitment and the Council staff for their professionalism and support throughout the year. I am also pleased to note that during the year we welcomed a new co-opted Councillor, whose contribution has already added value to the work of the Council.

Over the past year, the Council focused on a variety of practical priorities to support Ripon's growth and wellbeing. We reviewed wide range of planning applications to help guide the city's development. We continued key community traditions and events – including celebration of the 80th anniversary of D-Day. The Council provided funding for temporary public toilets at the Paddling Pool, improving access for families and visitors during the summer months. Three telephone boxes were adopted for community use, and we supported a range of local initiatives through two grant funding schemes. The Council managed ongoing responsibilities for Hugh Ripley Hall and Quarry Moor.

Meet Your Councillors

Ripon City Council consists of 12 Councillors, split into four wards: Spa, Moorside, Ure Bank and Minster.

Councillors' contact details are available on the Ripon city council's website: <https://www.riponcity.gov.uk/about-us/city-councillors/>



Cllr Chris Hardisty



Cllr Pauline McHardy



Cllr Tony Duncan



Cllr Peter Horton - Deputy
Leader of the Council



Cllr Julie Ann Martin-Long



Cllr Andrew Williams -
Leader of the Council



Cllr Barbara Brodigan



Cllr Jackie Crozier



Cllr Stuart Flatley



Cllr Jo Bate



Cllr Sid Hawke



Cllr Gary Camplejohn

Councill Meetings

Most decisions about Council business are taken at formal meetings of the Council. The Council has Standing Orders which act as the written rules of the Council and set out the Councils internal organisation, administrative procedures and procedural matters for meetings.

Meetings are held in the Council Chamber situated on the first floor of Ripon Town Hall. Full Council usually meets on the first or second Monday of each month except August.

Members of the public are always welcome to attend. Each meeting includes a section where members of the public are invited to question, seek clarification or make representation to members of the Council on any agenda item.

Details of the meetings, including dates, agendas, agenda packs and minutes can be found on the website.

In 2024/25, the Council held 10 Full Council meetings, including the Annual Meeting.

During 2024/25 the Council had 4 Committees: Alderman T F Spence Committee, Events Committee, Hugh Ripley Hall Committee and Staffing Committee.

Two working groups – Partnership Funding and Commuted Sums – were active and held meetings during the past year.



Photo courtesy of Ripon Photographic Society

Events Committee

The Events Committee work to produce the community events on the square and civic events.

Committee members in 2024/25: Cllrs Andrew Williams, Stuart Flatley, Tony Duncan, Peter Horton, Chris Hardisty, Jo Bate

The Committee oversaw the following events in the year 2024/25:

- 80th anniversary of D-Day and the traditional Ripon Weekend which marked the 75th anniversary of the Royal Engineers' Freedom of the City.
- August Bank Holiday Saturday.
- Commemorations for the Battle of Britain and Remembrance Sunday.
- Christmas Lights Switch On event (with very large turnout).
- New Year's Eve event (had to be cancelled due to adverse weather forecasts).

Following the Committee's resolution RCC purchased 100 crowd barriers which will be made available to Ripon based not for profit organisations, charities and community groups to use at events in Ripon for a nominal fee.

Hugh Ripley Hall Committee

The Hugh Ripley Hall Committee meet regularly to discuss issues relating to the hall's operation and maintenance.

Committee members in 2024/25: Cllrs Jackie Crozier, Tony Duncan, Peter Horton, Stuart Flatley, Chris Hardisty, Barbara Brodigan

In the year 2024/25:

- All appliances were PAT tested.
- The gas boiler and cooker were serviced.
- Some emergency lighting fire extinguishers were replaced
- It was agreed that the prices for room hire would be increased by 10% from 1st April 2025.
- PPL PRS costs were significantly more this year compared to the previous year.
- A tender process to restore the area adjacent to the accessible toilet (plastering and decorating) has been conducted and will be returned to the next meeting of the committee for a decision.





Alderman T F Spence Committee

Ripon City Council is sole corporate trustee for the Alderman T F Spence Charity. The Charity is responsible for the site at Quarry Moor. Statutory Charity obligations aside, the Charity delegate the daily running and operation of the site to the Alderman T F Spence Committee.

Committee members in 2024/25: Cllrs Julie Ann Martin-Long, Tony Duncan, Peter Horton, Stuart Flatley, Chris Hardisty, Pauline McHardy

In the year 2024/25:

- Maintenance plan agreed early in the year; assents obtained from Natural England; all approved works completed.
- Tree works completed (felling of 8 trees, pollarding in the car park area, maintenance on boundary with New Park homes).
- Part-time warden carried out regular inspections and submitted reports.
- Act of vandalism: memorial bench set on fire.
- Agreement reached with North Yorkshire Police for regular patrolling.
- Tender completed for management contractor/partner – responses will be reviewed by RCC in June 2025.
- The car park has been temporarily closed due to health & safety reasons; a tender for repair and resurfacing has been completed and the matter will be considered by RCC in June 2025.
- Committee members took part in “Sights and Sounds of Ripon” event on a Quarry Moor stand, with Chair and Vice Chair engaging with visitors.
- Preparation started for application to DEFRA’s Higher Tier Countryside Stewardship Scheme – applications open July 2025.

Staffing Committee

The work of the Staffing Committee is centered around the employment of staff and their conditions of employment and as such much relates to personal issues.

Committee members in 2024/25: Cllrs Jo Bate, Peter Horton, Stuart Flatley, Andrew Williams, Jackie Crozier.

Council Assets

Hugh Ripley Hall

The Council facilitates the use of Hugh Ripley Hall by local community groups, organisations and residents for a wide range of activities, events and meetings.

We have continued to make improvements to Hugh Ripley Hall including routine maintenance, decorating and investigating energy efficiency.

The hall and rooms within are available for regular hirers, the minimum sessions are 2 hours.



Quarry Moor

Ripon City Council is the sole corporate trustee for the Alderman T F Spence Charity who is responsible for the site at Quarry Moor. Quarry Moor is a nine hectare Local Nature Reserve with two areas of Site of Special Scientific Interest (SSSI) designation, for species rich calcareous grassland and its geological exposed rock face.

The Council provide an annual grant to the charity to allow for the provision of a warden and maintenance of the site, including adherence to the Management Plan for the SSSI element agreed with Natural England.



Telephone boxes

RCC adopted 3 telephone boxes located on the Market Square and set out their intended future use: Ripon Bid will take on one box to provide information to visitors; the second box will be designated for general community use, ideas are being developed with Fountains Church, who initially submitted an adoption application but subsequently withdrew in favour of the Council. The third box will potentially include a Hornblower penny press. We are currently progressing essential preparatory works – such as re-glazing and locking system installation which are required before the project can proceed.

Double Devolution and Community Asset Transfer

Ripon City Council have been working in partnership with North Yorkshire Council to progress a double devolution bid with the view to taking ownership of the Town Hall, Hugh Ripley Hall, and the Wakeman's House.

RCC formally requested that NYC grant a minimum 30-year lease for the Town Hall, including a break clause exercisable only by RCC, and the option to acquire the freehold for £1 if desired during the lease period. RCC also resolved to seek the freehold of the Wakeman's House and agreed to proceed with an application for a Community Asset Transfer in respect of Hugh Ripley Hall.

Ripon City Plan

Since the City plan was adopted in 2019, the Council's response on any planning application submitted within Ripon has been determined in accordance with the plan.

Ripon City Council has limited powers and is statutory consultee in the planning process. All relevant planning applications matters are included on Full Council meeting agendas with members of the public welcome to attend. Decisions made by Full Council meeting are submitted in writing to the planning authority.



Support for Local Organisations

Partnership Funding

We are proud to support local not for profit, charitable or community organisations by providing them with core funding year on year via the Partnership Funding Scheme. In 2023 we signed agreements with 9 organisations and committed to providing annual funding until the next election in 2027. The scheme was re-opened in 2024/25 and an agreement to provide funding to Ripon Disability Forum was reached. Agreements with three new organisations will be signed during the term 2025/26.

The amounts awarded in 2024/25 are below:

Ripon Library Action Group £1,900.00	Ripon Poetry Festival £2,000.00
Ripon in Bloom £3,500.00	HADCA £3,000.00
Ripon YMCA £3,470.00	Ripon Community Link £1,950.00
Ripon Together £2,000.00	Friends of Hell Wath £1,000.00
Ripon City Festival Trust £2,000.00	Ripon Disability Forum £1,800.00



Support for Local Organisations

Small Grants Scheme

The Scheme is designed to be an easy access source of funding for local organisations with charitable status or those operating as a not-for-profit. The primary requirement is that the funding project must clearly be of benefit to the people of Ripon. Applications were open from April until the end of November 2024.

The following awards were made during 2024/25:

Studley Royal Cricket Club £950.00	North Yorkshire Citizens Advice & Law Centre £988.00
Ripon City Photographic Society £596.00	Ripon Young Musicians £65.02
Ripon Community Poppy Project £747.40	Ripon Rotary Club £500.00
Friends of Spa Gardens £1,000.00	Mind in Harrogate £1,000.00

If you would like your organisation to receive the funding, please see the guidance and forms on our website:

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

Events

D-Day Anniversary and Ripon Freedom Weekend

On 8-9 June, the City Council delivered a programme of civic and community events to mark the 80th anniversary of D-Day and the 75th anniversary of the Royal Engineers receiving the Freedom of the City.

Daytime events featured military displays and demonstrations by the Royal Engineers in the Market Place, attracting large crowds and public interest.

Evening entertainment featured tribute acts to Britney Spears, Lady Gaga, Madonna and Kylie Minogue, followed by an Ed Sheeran Tribute and a lively performance by the Party Band, which got the crowd dancing and brought the event to a festive close.

Summer Bank Holiday Event

On Saturday 24th August, Ripon Market Place hosted a full day of family entertainment as part of the Summer Bank Holiday celebrations. Free activities ran from 12 noon to 11pm.

The north of the square featured fairground rides, including the popular Twist Ride for thrill-seekers, as well as the Children's Carousel, Cup and Saucer Ride. Additional attractions included interactive stations from North Yorkshire Police, Fire & Rescue, Ripon Museums and Jennyruth Workshops.

In the evening, the Market Place transformed into a live music venue with performances of popular hits from the 70s, 80s and 90s.



Events

Battle of Britain

On Sunday 17th September, Ripon City Council held a remembrance service at the Ripon War Memorial in Spa Gardens to honour those who fought in the Battle of Britain.

Civic guests, Councillors and representatives of the Royal Air Forces Association gathered to pay tribute to the courage and sacrifice of those who defended the skies in 1940.

The Right Worshipful the Mayor of Ripon, Cllr Sid Hawke, laid a wreath on behalf of the Council.



Remembrance Sunday

On Sunday 10th November, the city marked Remembrance Sunday with a well-attended wreath-laying ceremony in Spa Gardens, with around 2,000 people in attendance.

After the service, the Civic party processed to the Town Hall, where the Mayor took the salute as the 21 Engineer Regiment paraded past towards the Cathedral.

The day concluded with a remembrance service at the Cathedral, bringing the community together in honour of those who served and sacrificed.



Photos courtesy of The Stray Ferret



Events

Christmas Lights Switch-On Event

On Saturday 16 November, Ripon celebrated the start of the festive season with the annual Christmas Lights Switch-On Event.

The day began at 1pm with the arrival of Santa and his reindeers in the Market Place, drawing a large crowds and creating a joyful atmosphere for families and children. Fairground rides and a climbing wall were available free of charge and proved very popular throughout the day.

From 3pm, live entertainment was provided by performers singing festive favourites, leading up to the main event at 5pm, when the Right Worshipful the Mayor, Cllr Sid Hawke, and Deputy Mayor, Cllr Jackie Crozier, officially switched on the lights, the centre stage tree and decorations around the city shone brightly bringing Christmas cheer.

New Year's Eve Event

The Council had planned to host a community celebration on New Year's Eve, including live music and fireworks display.

However, due to severe weather forecasts and in the interest of public safety, the event was regrettably cancelled.





**RIPON CITY COUNCIL
APPENDIX 1 –June 2025**

**Updates, notifications & decisions on applications, appeals and enforcement investigations received from North Yorkshire Council
since the last Planning Committee meeting.**

Ref	Proposal	Update / Decision	Decisions Made Under the Clerk's Delegation
Parish Council Notifications			
ZC25/01027/FUL	Conversion of vacant garage / store with erection of first floor extension and side carport with first floor extension over to form 1 no. two storey detached dwelling (revised scheme) Garage At Fishers Court High Skellgate Ripon North Yorkshire ZC25/01027/FUL Conversion of vacant garage / store with erection of first floor extension and side carport with first floor extension over to form 1 no. two storey detached dwelling (revised scheme) Garage At Fishers Court High Skellgate Ripon North Yorkshire		
ZC25/01105/FUL	Erection of garage and increased height of existing wall (revised scheme) 27 Princess Road Ripon North Yorkshire HG4 1HW ZC25/01105/FUL Erection of garage and increased height of existing wall (revised scheme) 27 Princess Road Ripon North Yorkshire HG4 1HW		
ZC25/01100/FUL	Replacement workshop. Erection of replacement fencing, gates and brick wall. Land To The Rear Of 47-50 Priest Lane Ripon North Yorkshire HG4 1LL ZC25/01100/FUL Replacement workshop. Erection of replacement fencing, gates and brick wall. Land To The Rear Of 47-50 Priest Lane Ripon North Yorkshire HG4 1LL		
25/01270/COU	Conversion of residential care home (Use Class C2) to form single dwelling (Use Class C3). Skell Lodge Residential Home South Crescent Ripon North Yorkshire HG4 1SN 25/01270/COU Conversion of residential care home (Use Class C2) to form single dwelling (Use Class C3). Skell Lodge Residential Home South Crescent Ripon North Yorkshire HG4 1SN		
HGTZC25/00697/FULMAJ	Erection of 27no. dwellings including associated access and infrastructure Land Comprising Field At 430655 472220 Springfield Close Ripon North Yorkshire HGTZC25/00697/FULMAJ Erection of 27no. dwellings including associated access and infrastructure Land Comprising Field At 430655 472220 Springfield Close Ripon North Yorkshire		

HGTZC25/01126/FUL	Single storey pitched roof extension to rear and formation of walk-in bay window to front. 5 Freemantle Place Ripon North Yorkshire HG4 1UR HGTZC25/01126/FUL Single storey pitched roof extension to rear and formation of walk-in bay window to front. 5 Freemantle Place Ripon North Yorkshire HG4 1UR		
25/01252/FUL	Extension to existing storage and packaging facilities. Ripon Select Foods Ltd Dallamires Way North Ripon North Yorkshire HG4 1TL 25/01252/FUL Extension to existing storage and packaging facilities. Ripon Select Foods Ltd Dallamires Way North Ripon North Yorkshire HG4 1TL		
25/01312/LB	Replacement single glazed steel window within existing timber frame. 1 Market Place Ripon North Yorkshire HG4 1BP 25/01312/LB Replacement single glazed steel window within existing timber frame. 1 Market Place Ripon North Yorkshire HG4 1BP		
25/01317/FUL	Installation of 2.no rapid ev chargers together with ancillary electrical equipment to serve Marshall Way Car Park. Area Adjacent To Marshall Way Car Park Marshall Way Ripon North Yorkshire 25/01317/FUL Installation of 2.no rapid ev chargers together with ancillary electrical equipment to serve Marshall Way Car Park. Area Adjacent To Marshall Way Car Park Marshall Way Ripon North Yorkshire		
25/01316/LB	To create a new staff facilities area to the existing basement and erect a new stud wall to the ground floor for staff access. Unicorn Hotel 2 Market Place Ripon North Yorkshire HG4 1BP 25/01316/LB To create a new staff facilities area to the existing basement and erect a new stud wall to the ground floor for staff access. Unicorn Hotel 2 Market Place Ripon North Yorkshire HG4 1BP		
25/01361/LB	Repair works to a small lean to and adjoining brick internal passageway due to age and dilapidation and includes small brick boundary walls. 5B Kirkgate Ripon North Yorkshire HG4 1PA 25/01361/LB Repair works to a small lean to and adjoining brick internal passageway due to age and dilapidation and includes small brick boundary walls. 5B Kirkgate Ripon North Yorkshire HG4 1PA		
DCPARISH25/01455/FUL	Demolition of existing garage building & failed rear extension and the erection of a new extension to replace them for additional accommodation 12 Lead Lane Ripon North Yorkshire HG4 2NE 25/01455/FUL Demolition of existing garage building & failed rear extension and the erection of a new extension to replace them for additional accommodation 12 Lead Lane Ripon North Yorkshire HG4 2NE		
Planning Enforcement			
18/04687/FULMAJ	Completion of highways works		

	7 Bishopton Place Ripon North Yorkshire HG4 2DT		
HGTZC24/02822/TPO	Tree works completed in breach of conditions. 4 Hell Wath Grove Ripon North Yorkshire HG4 2JT		
HGT21/04281/TPO	Alleged works to trees within Tree Preservation Order 22/2003 54 Harrogate Road Ripon North Yorkshire HG4 1SU		
25/00157/PR15	Residential Use of Land Land Comprising Field At Grid Reference 431220 472377 Little Studley Road Ripon North Yorkshire		
25/00158/BRPC15	Failure to comply with con 2 of HGT16/00931/DVCMAJ – maintaining height of trees Former Red House 41 Palace Road Ripon North Yorkshire		
Parish Council Renotification on Amended Applications			
Decisions on Applications			
ZC24/04148/TPO	Felling of 1no. Sycamore tree within Tree Preservation Order 01/1978 A1. 53 Borrage Lane Ripon North Yorkshire HG4 2PZ	REFUSE CONSENT	
ZC25/00501/FUL	The retention and alteration of an existing building, its use in a manner ancillary to the main residential use. 40 Harrogate Road Ripon North Yorkshire HG4 1SU	REFUSE PLANNING PERMISSION	
20/02973/EIAMAJ	Outline application, with means of access (from Clothierholme Road and Kirkby Road) for consideration, for a mixed-use development comprising: up to 1300 dwellings (Use Class C3), up to 60 extra care accommodation units (Use Class C2), retail, food and drink (Use Classes E, F2 and sui generis), community facilities (Use Classes E, F1, F2 and sui generis), 2ha of employment land (Use Class E), Primary School (Use Class F1), sports pitches with ancillary facilities (Use Class F2), public open space, landscaping, demolition of existing buildings and structures, and associated works. 21 And 38 Engineers Claro Barracks Chatham Road Ripon North Yorkshire HG4 2RD	GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS	
ZC25/00768/TPO	Felling of 1 no Ash (G1) and 1 no Beech (T11) within TPO Order 10/1997 Beech House Wyken Court North Road Ripon North Yorkshire HG4 1JP	PART APPROVED AND PART REFUSED PART TO BE APPROVED SUBJECT TO CONDITIONS: Felling of 1no. Ash Tree (G1) PART TO BE REFUSED: Felling of 1no. Beech Tree (T11)	
ZC25/00769/TPO	Felling of 1 no Sycamore (T3) within TPO Order 10/1997 Sycamore House Wyken Court North Road Ripon North Yorkshire HG4 1JP	APPROVED SUBJECT TO CONDITIONS	

ZC25/00921/FUL	Proposed front porch extension 97 Kirkby Road Ripon North Yorkshire HG4 2HH	GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS.	
ZC25/00908/ADV	Erection of illuminated and non-illuminated signs to the exterior of the building. South Lodge Hotel 61 Harrogate Road Ripon North Yorkshire HG4 1ST	GRANT EXPRESS CONSENT SUBJECT TO STANDARD CONDITIONS AND THE ADDITIONAL CONDITIONS LISTED	
HGTZC24/04302/LB	Listed Building Consent for the proposed conversion of the upper floors of the existing bank (Use Class E(c)(i)) and erection of single storey rear extension to provide 6no. residential units (Use Class C3). Internal alterations include creation of new openings, blocking up of existing openings, removal of stud walls, installation of stud walls and removal of 2no. staircase at ground floor level. External alterations to include reinstating the original dual pitch profile, creating a flat GRP roof element between ridge lines to maximise the volume and meet national housing standard areas, installation of 2no. dormers to new pitched roof, proposed new opening to south elevation, new timber sash windows and 2no. conservation roof lights to west elevation. (amended description) HALIFAX 37 Market Place Ripon North Yorkshire HG4 1DG	GRANT LISTED BUILDING CONSENT SUBJECT TO CONDITIONS.	
HGTZC24/04301/FUL	Conversion of the upper floors of the existing bank (Use Class E(c)(i)) and erection of single storey rear extension to provide 6no. residential units (Use Class C3). Internal alterations include creation of new openings, blocking up of existing openings, removal of stud walls, installation of stud walls and removal of 2no. staircase at ground floor level. External alterations to include reinstating the original dual pitch profile, creating a flat GRP roof element between ridge lines to maximise the volume and meet national housing standard areas, installation of 2no. dormers to new pitched roof, proposed new opening to south elevation, new timber sash windows and 2no. conservation roof lights to west elevation. (amended description) HALIFAX 37 Market Place Ripon North Yorkshire HG4 1DG	GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS.	
HGTZC25/00658/FUL	Erection of stand alone wishing well structure for charity donations. Ripon Spa Gardens Park Street Ripon North Yorkshire	GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS.	
HGTZC25/01072/FUL	Erection of single storey garden room 11 Crescent Parade Ripon North Yorkshire HG4 2JE	GRANT PLANNING PERMISSION SUBJECT TO CONDITIONS.	

Withdrawals			

Tree Preservation Orders			
ZC25/01183/TPO	Crown reduction (from 20m to 6m) of 1no. Birch (T21) within Tree Preservation Order 39/2023. 6 Hell Wath Grove Ripon North Yorkshire HG4 2JT		
ZC25/01162/TPO	Works to Tree Preservation Order 90/2017. Lateral reduction (by 2m) and crown lift (by 3m) of 2no. Lime (T3 and T6). Lateral reduction (by 2m) of 1no. Sycamore (T4) and 1no. Maple (T7). Crown reduction (from 18m to 14m) of 1no. Sycamore (T10). Charles Church St Wilfrid View Residential Development Whitcliffe Lane Ripon North Yorkshire ZC25/01162/TPO Works to Tree Preservation Order 90/2017. Lateral reduction (by 2m) and crown lift (by 3m) of 2no. Lime (T3 and T6). Lateral reduction (by 2m) of 1no. Sycamore (T4) and 1no. Maple (T7). Crown reduction (from 18m to 14m) of 1no. Sycamore (T10). Charles Church St Wilfrid View Residential Development Whitcliffe Lane Ripon North Yorkshire		
25/01272/TPO	Crown lift (by up to 4m) and lateral reduction (by 1m) of 2no. Sycamores (within W1) of Tree Preservation Order 7/1994 (T1 and T2 on plan). The Ripon Inn Park Street Ripon North Yorkshire HG4 2BU 25/01272/TPO Crown lift (by up to 4m) and lateral reduction (by 1m) of 2no. Sycamores (within W1) of Tree Preservation Order 7/1994 (T1 and T2 on plan). The Ripon Inn Park Street Ripon North Yorkshire HG4 2BU		
Appeals			
25/00022/HOUSER HGTZC25/00501/FUL	The retention and alteration of an existing building, its use in a manner ancillary to the main residential use. (amended description) 40 Harrogate Road Ripon North Yorkshire HG4 1SU		
Refusals			
Street Naming Consultation			