



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

Date: 13th April 2026

Time: 6:00pm

Location: Town Hall, Market Place South, Ripon, HG4 1DD

To members of the Council:

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

Sally Taylor
Chief Officer

8th April 2026

AGENDA

**Prior to the commencement of the formal meeting prayers will be
said by the Dean of Ripon**

**And now we will hold a minutes silence to pay tribute to former Councillor Charlie Powell
who served the City of Ripon and his constituents for many years and was very well
respected by other councillors. He died peacefully on the 5th April.**

	Housekeeping note: <ul style="list-style-type: none">• Please ensure any mobiles are put on silent• There are no planned fire drills, if the alarm does sound please make your way downstairs and out of the building to the Market Place
51/26	i. To receive apologies; ii. To approve reasons for absence.
52/26	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.
53/26	Members of the public are invited to question, seek clarification or make representation to members of the Council on any Agenda item.
54/26	To consider and approve the Minutes of the Meeting held: 9th March 2026 as a true and accurate record of proceedings held.
55/26	Financial Matters <ol style="list-style-type: none">1. To receive the Income and Expenditure Report for the period 1st April 2025 to 31st March 2026.

	<ol style="list-style-type: none"> 2. To receive the list of payments for the period 1st March 2026 to 31st March 2026. 3. To note that the bank reconciliations to 31st March 2026 have been signed in accordance with Financial Regulations. 4. To approve additional expenditure to purchase Past Mayor badges in accordance with Financial Regulation 6.8.v of the City Council. Quote received for £1495.25 x 5 and £2681.80 x 10 (8 weeks lead time) 5. To approve the annual subscription to Yorkshire Local Councils Associations Annual membership – Subscription: £2109.00
56/26	<p>Policies</p> <ol style="list-style-type: none"> 1. To review and approve the assets policy 2. To review and approve the Reserves Policy
57/26	<p>Planning matters:</p> <ol style="list-style-type: none"> 1. To consider planning matters as detailed. 2. To receive the planning appendix. 3. To receive a letter from Planning Services and respond accordingly (extension to deadline requested to 14/04/26)
58/26	<p>To receive the minutes from the following Committees for information:</p> <ul style="list-style-type: none"> • Hugh Ripley Hall 16th March 2026 • Alderman TF Spence 9th March 2026 • Events 16th February 2026 • HR Committee 16th February 2026
59/26	<p>Update from Cttee Chairs [please note that this item does not allow for the introduction of new matters]:</p> <ul style="list-style-type: none"> • Hugh Ripley Hall • Alderman TF Spence • Events
60/26	<p>To receive the following verbal reports:</p> <ol style="list-style-type: none"> 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.
61/26	<p>Small Grants Scheme</p> <ol style="list-style-type: none"> 1. To consider a small Grants Request from Ripon Cricket Club
62/26	To consider a proposal from Ripon Bid (under brand Visit Ripon) and request for funds to enable attendance at the Great Yorkshire Show
63/26	To Review the updated Council's Standing Orders
64/26	To consider funding for Ripon at War film Further to 47/26 (<i>To consider a further update from the Ripon Military Heritage Trust in relation to the funding from RCC. Council requests costing information.</i>)
65/26	To discuss ways the council can encourage and support new stall holders onto Ripon Market

66/26	Mayoral Lamp Post To consider a quote for removal and storage of the Mayoral Lamp Post via NYC (Electrical Engineering Department)
67/26	Christmas Lights (further to 31/26) To consider the quotation for further Christmas Lighting on Queen Street, North Street and tree in Hospital Car Park
68/26	To consider adding the following posts to the civic list <ul style="list-style-type: none"> • Chief Executive of North Yorkshire Council • Leader of North Yorkshire Council
69/26	To discuss the NYC Warehouse in the Cathedral car park
70/26	To discuss the arrangements regarding Public Questions
71/26	To consider revising the Neighbourhood Plan in partnership with Ripon Civic Society and engagement of planning consultants to facilitate
72/26	Yorkshire day To agree that RCC works in partnership with St Wilfrid's Procession Committee and Ripon BID to deliver a Yorkshire Day programme of events
73/26	To consider providing funding to maintain Citizens Advice Bureau presence in Ripon Community House
74/26	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.
75/26	To consider updates to membership of the North Yorkshire Pension Scheme To confirm Deputy Chief Officer as a member of the NY Pension Scheme
76/26	To confirm start dates for the following staff members (Pension fund requirement) <ul style="list-style-type: none"> • Administrator – 01.12.2025 • Deputy Chief Officer – 13.04.2026

57/26	Planning matters: Planning applications as listed below to be considered and responses agreed to the consultations being carried out by the Planning Authority. <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	
	DCPARISH 26/01133/FUL	Demolition of existing conservatory and erection of replacement single storey rear/side extension. Recladding and roofing of annexe. 2 Princess Road Ripon North Yorkshire HG4 1HW 26/01133/FUL Demolition of existing conservatory and erection of replacement single storey rear/side extension. Recladding and roofing of annexe. 2 Princess Road Ripon North Yorkshire HG4 1HW
	DCPARLDC 26/01155/CLEUD	Lawful Development Certificate for the existing conversion of the integral single garage into a habitable reception room. Removal of the existing garage door. Installation of a new window in the former garage-door opening, matching the existing windows in design, material, and appearance. Construction of a brick infill wall beneath the window. 19 Doublegates Avenue Ripon North Yorkshire HG4 2TP 26/01155/CLEUD Lawful Development Certificate for the existing conversion of the integral single garage into a habitable reception room. Removal of the existing garage door. Installation of a new window in the former garage-door opening, matching the existing windows in design, material, and appearance. Construction of a brick infill wall beneath the window. 19 Doublegates Avenue Ripon North Yorkshire HG4 2TP
	DCPARISH 26/01235/COU	Change of use to create single dwelling 35 Bondgate Green Lane Ripon North Yorkshire HG4 1QQ 26/01235/COU Change of use to create single dwelling 35 Bondgate Green Lane Ripon North Yorkshire HG4 1QQ
	DCPARISH 26/01112/FUL	Change of use of upper floors from commercial storage (Class E) to create two holiday lets (sui generis). New shopfront to ground floor. 3 North Street Ripon North Yorkshire HG4 1JY https://publicaccess.northyorks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TBDISLLTMWF00
	DCPARISH 26/01253/ADV	Display of 1no. halo-illuminated aluminium fascia sign (infinity symbol and 'sustain' lettering) and non-illuminated acrylic lettering (Halls of Ripon) to rear elevation of shop. 20 Fishergate Ripon North Yorkshire HG4 1DY 26/01253/ADV Display of 1no. halo-illuminated aluminium fascia sign (infinity symbol and 'sustain' lettering) and non-illuminated acrylic lettering (Halls of Ripon) to rear elevation of shop. 20 Fishergate Ripon North Yorkshire HG4 1DY
	DCPARISH 26/01334/LB	Internal alterations. 26 Westgate Ripon North Yorkshire HG4 2BQ 26/01334/LB Internal alterations 26 Westgate Ripon North Yorkshire HG4 2BQ

	DCPARISH 26/01508/FUL	<p>Change of Use from retail (Use Class E) to cinema (Sui Generis), including repairs to flat roof. Shop frontage to remain with structural repairs. Existing openings remain the same. 16 Fishergate Ripon North Yorkshire HG4 1DY 26/01508/FUL Change of Use from retail (Use Class E) to cinema (Sui Generis), including repairs to flat roof. Shop frontage to remain with structural repairs. Existing openings remain the same. 16 Fishergate Ripon North Yorkshire HG4 1DY</p>
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MINUTES OF A MEETING OF THE COUNCIL CITY OF THE CITY OF RIPON

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Date: 9th March 2026

Time: 6:00pm

Location: Town Hall, Market Place South, Ripon, HG4 1DD

Present

Cllr B Brodigan

Cllr A Williams

Cllr C Hardisty

Cllr P Horton

Cllr T Duncan

Cllr S Flatley

Cllr S Hunt

Cllr S Hawke

Cllr J Martin Long

Cllr G Camplejohn

Cllr J Crozier

In Attendance

Town Clerk

Locum Town Clerk

Prior to the start of the formal meeting prayers were said by the Dean of Ripon

33/26	<p>i. To receive apologies; Apologies were received from Cllr HcHardy</p> <p>ii. To approve reasons for absence. APPROVED</p>
34/26	<p>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.</p> <p>Cllrs Williams and Brodigan declared an interest in anything that may come before them as a member of NYC's area planning committee and NYC generally, declaring a prejudicial interest as an elected member who will vote on the Area Planning Committee in respect of planning matters</p> <p>Cllr Crozier declared a personal interest in agenda item 43/26 - 26/00681 and 26/00682.</p>
35/26	<p>Members of the public are invited to question, seek clarification or make representation to members of the Council on any Agenda item.</p> <p>3 residents spoke:</p> <ol style="list-style-type: none"> 1 43/26 – shared and read out a hand out relating to objections to the The Beeches 2 43/26 Another resident presented a number of reasons to object to the Beeches, including Gypsum risk, costs, traffic management

	3 43/26 Urged the Council to make sure that the recommendations of the City/Neighbourhood Plan are followed in the new North Yorkshire Local Plan
36/26	To consider and approve the Minutes of the Meeting held: 19 th of January 2026 2 nd of February 2026 9 th of February 2026 as a true and accurate record of proceedings held. RESOLVED
37/26	Financial Matters 1. To receive the Income and Expenditure Report for the period 1 st January 2026 to 28 th February 2026. RESOLVED 2. To receive the list of payments for the period 1 st January 2026 to 28 th February 2026. RESOLVED 3. To note that the bank reconciliations to 28 th February 2026 have been signed in accordance with Financial Regulations. NOTED 4. To confirm the new Town Clerk will be a signatory and key contact for the Unity Trust, HSBC and Nationwide Accounts. RESOLVED 5. To confirm/appoint signatories for the Nationwide Account. Cllr Horton and Williams. RESOLVED 6. To approve additional expenditure of £6,000 for essential tree works for public safety in accordance with Financial Regulation 5.12 the City Council. Concerns were expressed that further quotes weren't obtained. RESOLVED 7. To note the changes to bank interest and bank charges for the Unity Trust Accounts. NOTED 8. To review and note the interim Internal Audit Report for the 2025/26 Financial Year. NOTED
38/26	Assets To receive and approve the Asset Register. It was confirmed that regalia values are being monitored and that if there are further changes the register will be updated and returned to Council. APPROVED
39/26	Insurance To consider the quotes and information received and confirm the arrangements from the 1 st of April 2026. RESOLVED that delegated authority is given to the Town Clerk to accept the cheapest quote
40/26	Financial Regulations To review and confirm the adopted Financial Regulations for the Council. RESOLVED to make no changes to the current Financial Regulations.
41/26	Risk Assessment To review and confirm the updated RCC Risk Assessment Strategy.

	RESOLVED to adopt the updated version of the RCC Risk Assessment Strategy, strengthening the management of some risks.
42/26	Policies To receive the table of policies and dates of review. RECEIVED
43/26	Planning matters: 1. To consider planning matters as detailed overleaf. RESOLVED to OBJECT to 26/00456 and 26/00563 on the following grounds: Traffic management concerns and risks to public [Traffic and Highways] Gypsum and subsidence risk [Environmental Factors] Damage/loss of landscape [Environmental Factors; Heritage and Conservation] Cost RESOLVED to SUPPORT the remaining applications. 2. To receive the planning appendix. RECEIVED 3. To note the update on the North Yorkshire Council Local Plan. NOTED 4. To consider a response to the proposal of Street Naming Consultation for new street in the location of Hutton Bank. RESOLVED to propose the name be Foundry Court
44/26	To receive the minutes from the following Committees for information: <ul style="list-style-type: none"> • Hugh Ripley Hall 15th December 2025 • Alderman TF Spence 1st December 2025 • Events 12th January 2026 RECEIVED
45/26	Update from Cttee Chairs [please note that this item does not allow for the introduction of new matters]: <ul style="list-style-type: none"> • Hugh Ripley Hall Lots of use incl 2 new bookings. 3.2% price increase – the current RPI – in April. • Alderman TF Spence Positive progress since December – less Anti-social behaviour, littering, dog fouling. Positive feedback on the work of the LUCT volunteers on the site. <ul style="list-style-type: none"> • Events Mayor reception at Old Deanery. St Wilfred's procession on Yorkshire Day – extra flags being organised. RCC provides Partnership Funding but there may be a request for additional funds to extend the activities into the evening. NYE acts are booked. Additional event – Carols under the tree in December.
46/26	To receive the following verbal reports: 1. Reports from North Yorkshire Councillors if appropriate – for information only. Arrangement for NYC paying for Christmas Trees extended for a further year. Plans for additional car parking charges not being taken forward. Dallamires Lane works will go ahead when capital funding is identified. Cllr Brodigan attended S/Value workshops and is now the Chair of the Care and Independence Scrutiny Committee, instead of the Children and Families Scrutiny Cttee.

	<p>2. Reports from members and/or the Chief Officer on external organisations. None</p> <p>3. Report from Ripon Together Well attended meetings. Need volunteers for FunFest. Looking for funds.</p> <p>4. Report from Ripon Bid. Ballot result 13th March.</p> <p>5. Mayoral Announcements Events attended include 150TH Anniversary North East Circuit and St Wilfrid's day of prayer. Upcoming include ISHTAR dinner and Moorside school visit.</p>
47/26	<p>To consider a further update from the Ripon Military Heritage Trust in relation to the funding from RCC.</p> <p>1 Council requests costing information.</p>
48/26	<p>Requested Items:</p> <p>48 26 1 Car Parking The following agenda item has been requested for this meeting: There are ongoing concerns regarding the Tesco / Horizon car park and the increasing difficulty our residents are experiencing with parking. The current situation is creating significant challenges locally, and it would be helpful for the council to formally discuss the matter. RESOLVED to write to Tesco to extend free parking to 3 hours and for evenings, and also for tesco café users.</p> <p>48 26 2 Condition of some properties on Water Skellgate RESOLVED to write to NYC Chief Executive asking them to take action on the state of buildings – C Club, Sigma Antiques, incomplete flats, Turks Head, including powers under the Localities Act.</p> <p>48 26 3 Discussion of Curzon Cinema building. RESOLVED to write to COO of Curzon Cinema to communicate with the landlords and make the necessary arrangements to free up the building.</p>
49/26	<p>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.</p> <p>RESOLVED</p>
50/26	<p>To consider updates to membership of the North Yorkshire Pension Scheme and confirm the signatories for RCC.</p> <p>To confirm the Chief Officer as a signatory for the NY Pension Scheme</p> <p>To confirm the Chief Officer as a member of the NY Pension Scheme</p> <p>RESOLVED</p>

43/26	<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: https://www.northyorks.gov.uk/planning-and-conservation/view-and-comment-planning-applications/view-and-comment-planning-applications-your-area</i></p>	
	DCPARISH 26/00456/DVCON	<p>Section 73 application for the variation of Condition 2 (Approved drawings), Condition 6 (Landscape Plan) and Condition 11 (Visibility Splays) 22/04873/FUL - Conversion of existing agricultural buildings to 2no. dwellings, demolition of agricultural buildings, realignment of boundary wall, improvement of access track and associated landscaping works.</p> <p>The Beeches Magdalens Road Ripon North Yorkshire HG4 1HU 26/00456/DVCON Section 73 application for the variation of Condition 2 (Approved drawings), Condition 6 (Landscape Plan) and Condition 11 (Visibility Splays) 22/04873/FUL - Conversion of existing agricultural buildings to 2no. dwellings, demolition of agricultural buildings, realignment of boundary wall, improvement of access track and associated landscaping works. The Beeches Magdalens Road Ripon North Yorkshire HG4 1HU</p>
	DCPARISH 26/00563/DVCON	<p>Section 73 application for the Variation of Condition 2 (approved drawings) of planning permission HGT22/04874/LB Listed Building consent for the conversion of existing agricultural buildings to 2no.dwellings, demolition of agricultural buildings, realignment of boundary wall, improvement of access track and associated landscaping works.</p> <p>The Beeches Magdalens Road Ripon North Yorkshire HG4 1HU 26/00563/DVCON Section 73 application for the Variation of Condition 2 (approved drawings) of planning permission HGT22/04874/LB Listed Building consent for the conversion of existing agricultural buildings to 2no. dwellings, demolition of agricultural buildings, realignment of boundary wall, improvement of access track and associated landscaping works. The Beeches Magdalens Road Ripon North Yorkshire HG4 1HU</p>
	DCPARISH 25/04348/FUL	<p>Removal of existing conservatory and erection of a single storey rear extension. Reducing height of chimney by 2m.</p> <p>Moorlands Studley Road Ripon North Yorkshire HG4 2QH 25/04348/FUL Removal of existing conservatory and erection of a single storey rear extension. Reducing height of chimney by 2m. Moorlands Studley Road Ripon North Yorkshire HG4 2QH</p>
	DCPARISH 26/00481/FUL	<p>Erection of two single-storey rear extensions to enlarge the existing kitchen and bedroom (including en-suite bathroom). Replacement of roof tiles with matching materials, external rendering of the dwelling (with retained exposed brickwork at low level), and replacement of windows with aluminium units, including alterations to openings to form bi-fold doors.</p> <p>33 Bishopton Lane Ripon North Yorkshire HG4 2QN 26/00481/FUL Erection of two single-storey rear extensions to enlarge the existing kitchen and bedroom (including en-suite bathroom). Replacement of roof tiles with matching materials, external rendering of the dwelling (with retained exposed brickwork at low level), and replacement of windows with aluminium units, including alterations to openings to form bi-fold doors. 33 Bishopton Lane Ripon North Yorkshire HG4 2QN</p>

DCPARISH 25/03049/LB		<p>Listed Building Consent for the partial demolition of existing extensions. Erection of single-storey extension, internal alterations, installation of new roof, repair of existing roof & installation of new windows, re-painting, replacement of conservation roof lights, stone balls reinstated and coped gables reinstated. Extension and alterations to detached garage. Installation of gates and boundary wall with associated external works. (Revised scheme) Green Royd Studley Road Ripon North Yorkshire HG4 2QJ 25/03049/LB Listed Building Consent for the partial demolition of existing extensions. Erection of single-storey extension, internal alterations, installation of new roof, repair of existing roof & installation of new windows, re-painting, replacement of conservation roof lights, stone balls reinstated and coped gables reinstated. Extension and alterations to detached garage. Installation of gates and boundary wall with associated external works. (Revised scheme) Green Royd Studley Road Ripon North Yorkshire HG4 2QJ</p>
DCPARISH 25/03048/FUL		<p>Partial demolition of existing extensions. Erection of single-storey extension, internal alterations, installation of new roof, repair of existing roof & installation of new windows, re-painting, replacement of conservation roof lights, stone balls reinstated and coped gables reinstated. Extension and alterations to detached garage. Installation of gates and boundary wall with associated external works. (Revised scheme) Green Royd Studley Road Ripon North Yorkshire HG4 2QJ 25/03048/FUL Partial demolition of existing extensions. Erection of single-storey extension, internal alterations, installation of new roof, repair of existing roof & installation of new windows, re-painting, replacement of conservation roof lights, stone balls reinstated and coped gables reinstated. Extension and alterations to detached garage. Installation of gates and boundary wall with associated external works. (Revised scheme) Green Royd Studley Road Ripon North Yorkshire HG4 2QJ</p>
DCPARISH 26/00681/FUL		<p>Demolition of existing outbuilding and replacement with new garage. 8 The Crescent Ripon North Yorkshire HG4 2JB 26/00681/FUL Demolition of existing outbuilding and replacement with new garage. 8 The Crescent Ripon North Yorkshire HG4 2JB</p>
DCPARISH 26/00682/LB		<p>Demolition of existing outbuilding and replacement with new garage. 8 The Crescent Ripon North Yorkshire HG4 2JB 26/00682/LB Demolition of existing outbuilding and replacement with new garage. 8 The Crescent Ripon North Yorkshire HG4 2JB</p>
DCPARISH 26/00859/FUL		<p>New single storey porch to front elevation. 4A Kings Mead Ripon North Yorkshire HG4 1EJ 26/00859/FUL New single storey porch to front elevation 4A Kings Mead Ripon North Yorkshire HG4 1EJ</p>

Ripon City Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

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	71.77	78.23	78.23 (52%)
4002	Telephones and Internet				2,250.00	2,727.20	-477.20	-477.20 (-21%)
4003	Stationery				750.00	657.03	92.97	92.97 (12%)
4004	Photocopier				1,750.00	1,982.31	-232.31	-232.31 (-13%)
4005	Mobile Phone				300.00	77.30	222.70	222.70 (74%)
4006	Subscriptions				4,500.00	4,479.46	20.54	20.54 (0%)
4007	Office Sundries				500.00	141.10	358.90	358.90 (71%)
4010	Legal and Professional Fees				5,000.00	3,343.16	1,656.84	1,656.84 (33%)
4011	Audit and Accountancy				4,000.00	2,231.75	1,768.25	1,768.25 (44%)
4012	Bank Charges				450.00	227.00	223.00	223.00 (49%)
4013	IT Costs				7,000.00	5,710.04	1,289.96	1,289.96 (18%)
4015	Insurance				10,000.00	9,676.14	323.86	323.86 (3%)
4017	Communications				1,000.00		1,000.00	1,000.00 (100%)
4018	Consultancy Fees					3,296.33	-3,296.33	-3,296.33 (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	37.62	962.38	962.38 (96%)
4088	Councillor Training				1,100.00	200.80	899.20	899.20 (81%)
4090	Other Costs					2,472.90	-2,472.90	-2,472.90 (N/A)
4111	Building IT							(N/A)
4610	Staffing Administration							(N/A)
4612	Admin for Elections					11,185.14	-11,185.14	-11,185.14 (N/A)
SUB TOTAL					40,750.00	48,517.05	-7,767.05	-7,767.05 (-19%)

Alderman T F Spence Grant Ex

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4156	Water QM					87.11	-87.11	-87.11 (N/A)
4505	Alderman TF Spence Grant Expr				30,000.00	28,877.86	1,122.14	1,122.14 (3%)
4506	Electricity Hut							(N/A)
SUB TOTAL					30,000.00	28,964.97	1,035.03	1,035.03 (3%)

Cabmans Shelter

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4600	Cabmen's Shelter Restoration					2,435.43	-2,435.43	-2,435.43 (N/A)
4609	Cabmen's Shelter General Costs							(N/A)
SUB TOTAL					2,435.43	-2,435.43	-2,435.43 (N/A)	

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

Christmas Lights

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4163	Christmas Lights Expenditure				41,500.00	83,190.00	-41,690.00	-41,690.00 (-100%)
SUB TOTAL					41,500.00	83,190.00	-41,690.00	-41,690.00 (-100%)

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	2,676.02	573.98	573.98 (17%)
4151	Civic Expenses				500.00	263.75	236.25	236.25 (47%)
4152	Mayors Christmas Cards				230.00	98.60	131.40	131.40 (57%)
4155	Mayor Making				2,725.00	2,680.37	44.63	44.63 (1%)
4160	Civic Services							(N/A)
4161	New Years Eve				300.00		300.00	300.00 (100%)
4162	Remembrance Sunday				3,000.00	5,140.34	-2,140.34	-2,140.34 (-71%)
4164	Battle of Britain				500.00	605.42	-105.42	-105.42 (-21%)
4165	Other Events				2,000.00	2,137.55	-137.55	-137.55 (-6%)
4171	Cllr Uniforms & Insignia				550.00	556.55	-6.55	-6.55 (-1%)
4172	MO Uniforms & Insignia				600.00	1,403.96	-803.96	-803.96 (-133%)
4173	Road Closures				7,000.00	2,899.29	4,100.71	4,100.71 (58%)
SUB TOTAL					21,155.00	18,521.85	2,633.15	2,633.15 (12%)

Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4169	August Events				20,000.00	19,759.55	240.45	240.45 (1%)
4175	Events Cost General		5.00	5.00	2,500.00	8,234.40	-5,734.40	-5,729.40 (-229%)
4178	New Years Eve				20,000.00	18,611.07	1,388.93	1,388.93 (6%)
4179	Christmas Light Switch On		50.00	50.00	20,000.00	11,712.51	8,287.49	8,337.49 (41%)
4184	Coronation Event 2023							(N/A)
4605	V E Day Event				10,000.00	4,389.73	5,610.27	5,610.27 (56%)
4607	Summer Entertainment					600.00	-600.00	-600.00 (N/A)
4614	RAF Cadet 85th Anniversary					894.35	-894.35	-894.35 (N/A)
SUB TOTAL			55.00	55.00	72,500.00	64,201.61	8,298.39	8,353.39 (11%)

Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4200	Small Grants Scheme				8,000.00	10,255.00	-2,255.00	-2,255.00 (-28%)
4202	Partnership Funding				26,000.00	26,259.82	-259.82	-259.82 (-1%)
4203	Strategic Investment Fund				7,500.00	1,746.60	5,753.40	5,753.40 (76%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

SUB TOTAL		41,500.00	38,261.42	3,238.58	3,238.58 (7%)
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Hugh Ripley Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1200	Hugh Ripley Hall Room Hire	21,800.00	27,892.35	6,092.35				6,092.35 (27%)
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	1,266.26	-166.26	-166.26 (-15%)
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	568.27	-318.27	-318.27 (-127%)
4502	Trade Waste				550.00	537.07	12.93	12.93 (2%)
4503	HRH Maintenance Costs				10,000.00	3,972.80	6,027.20	6,027.20 (60%)
4504	PAT Testing				175.00	103.47	71.53	71.53 (40%)
4511	Legionella Treatment				550.00		550.00	550.00 (100%)
4520	HRH Music Licence - PPL - PRS		855.54	855.54	2,200.00	1,552.48	647.52	1,503.06 (68%)
4521	HRH Internet				750.00		750.00	750.00 (100%)
4522	HRH Cleaning Supplies				545.00	445.30	99.70	99.70 (18%)
4525	HRH Renovations				5,000.00		5,000.00	5,000.00 (100%)
4550	Bid Levy				225.00	166.00	59.00	59.00 (26%)
4551	Energy Direct Debit					8,204.40	-8,204.40	-8,204.40 (N/A)
SUB TOTAL		21,800.00	28,747.89	6,947.89	44,120.00	20,957.75	23,162.25	30,110.14 (45%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1000	Precept	483,200.00	483,200.00					(0%)
1100	Allotment Rental Income	550.00	550.00					(0%)
1163	Christmas Lights Income							(N/A)
1190	Interest Received	2,500.00	33,855.83	31,355.83				31,355.83 (1254%)
1199	Miscellaneous Income		350.00	350.00				350.00 (N/A)
4603	VAT Control							(N/A)
4608	1195:4604		912.50	912.50				912.50 (N/A)
SUB TOTAL		486,250.00	518,868.33	32,618.33				32,618.33 (6%)

Market Place

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4180	Market Place Costs				75.00	70.00	5.00	5.00 (6%)
SUB TOTAL					75.00	70.00	5.00	5.00 (6%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

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%)

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	108,067.17	48,589.83	48,589.83 (31%)
4051	Employers NI				18,783.00	15,440.62	3,342.38	3,342.38 (17%)
4052	Employers Pension				32,680.00	19,816.56	12,863.44	12,863.44 (39%)
4054	Employees NI					6,060.84	-6,060.84	-6,060.84 (N/A)
4055	Payroll Processing				730.00	292.00	438.00	438.00 (60%)
4057	Employees Pension					7,013.44	-7,013.44	-7,013.44 (N/A)
4080	Recruitment Costs				500.00	605.00	-105.00	-105.00 (-21%)
4085	Staff Training				4,500.00	575.00	3,925.00	3,925.00 (87%)
4606	Employees PAYE					18,516.31	-18,516.31	-18,516.31 (N/A)
4613	Other							(N/A)
SUB TOTAL		5,000.00		-5,000.00	213,850.00	176,386.94	37,463.06	32,463.06 (14%)

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	1,380.00	1,120.00	1,120.00 (44%)
4091	Other Costs				500.00	243.79	256.21	256.21 (51%)
4100	Rent				6,500.00		6,500.00	6,500.00 (100%)
4108	Temporary Toilets				8,500.00	7,900.00	600.00	600.00 (7%)
4109	Office Furniture					393.00	-393.00	-393.00 (N/A)
SUB TOTAL					18,100.00	10,185.12	7,914.88	7,914.88 (43%)

Strategic Investment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4611	Telephone Kiosk Refurbishment					4,748.13	-4,748.13	-4,748.13 (N/A)
SUB TOTAL						4,748.13	-4,748.13	-4,748.13 (N/A)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

Summary

NET TOTAL	513,050.00	547,671.22	34,621.22	527,550.00	496,440.27	31,109.73	65,730.95
V.A.T.		30,585.36			40,425.34		
GROSS TOTAL		578,256.58			536,865.61		

Ripon City Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
463	Office Sundries	02/03/2026	Fin Regs 6.8	Unity Trust Bank		Office Sundries	The Wakeman's House Caf	Z	25.00		25.00
											25.00
461	IT Costs	02/03/2026	Fin Regs 6.8	Unity Trust Bank		IT services	Nexus IT Consultancy Ltd	S	378.28	75.66	453.94
											453.94
464	Water QM	02/03/2026	Fin Regs 6.8	Unity Trust Bank		Water Services	Business Stream	Z	27.92		27.92
											27.92
462	Alderman TF Spence Grant Exp	02/03/2026	Fin Regs 6.8	Unity Trust Bank		Quarry Moor Wardening	Robert Adams	Z	613.60		613.60
											613.60
465	Bank Charges	03/03/2026	Fin Regs 6.8	Commercial Multipay		Corporate Card Charge	Lloyds Bank Commercial C	Z	3.00		3.00
											3.00
466	Bank Charges	03/03/2026	Fin Regs 6.8	Unity Trust Bank		Corporate Card Charge	Lloyds Bank Commercial C	Z			
467	Consultancy Fees	03/03/2026	FC 190-25	Unity Trust Bank		Consultancy Fees	Synergy	Z	219.50		219.50
											219.50
468	Alarm Contract and Alarm Line	03/03/2026	Fin Regs 6.8	Unity Trust Bank		Alarm Maintenance	MRP Alarms	S	210.00	42.00	252.00
											252.00
469	Stationery	04/03/2026	Fin Regs 6.8	Unity Trust Bank		Stationary	YPO	S	77.01	15.40	92.41
											92.41
471	Audit and Accountancy	05/03/2026	FC 202-25	Unity Trust Bank		Audit	Mulberry Services	S	561.75	112.35	674.10
											674.10
472	Office Sundries	05/03/2026	Fin Regs 6.8	Unity Trust Bank		Office Sundries	Leah Crawford	Z	1.20		1.20
											1.20
470	New Years Eve	05/03/2026	Events 16-26 2	Unity Trust Bank		Event Entertainment	Big Foot Events Ltd	Z	312.50		312.50
											312.50
473	Alderman TF Spence Grant Exp	06/03/2026	Ald TF Spence 44-25	Unity Trust Bank		Quarry Moor Maintenance	Lower Ure Conservation Tr	Z	5,602.50		5,602.50
											5,602.50
474	Alderman TF Spence Grant Exp	06/03/2026	Ald TF Spence 73-25 2	Unity Trust Bank		Quarry Moor Maintenance	Scotton Tree Care	S	4,500.00	900.00	5,400.00
											5,400.00
475	Telephones and Internet	09/03/2026	Fin Regs 6.8	Unity Trust Bank		Telephone and Internet Costs	British Telecommunications	S	46.95	9.39	56.34
											56.34
476	RAF Cadet 85th Anniversary	09/03/2026	FC 135-25	Unity Trust Bank		Event Traffic Control	Event Traffic Control	S	594.35	118.87	713.22
											713.22
477	Subscriptions	10/03/2026	Fin Regs 6.8	Unity Trust Bank		Membership Subscription	SLCC	Z	462.00		462.00
											462.00
478	Road Closures	11/03/2026	Events 7-26 4	Unity Trust Bank		Event Traffic Control	Event Traffic Control	S	513.47	102.69	616.16
											616.16
479	Employers NI	12/03/2026	Fin Regs 6.8	Unity Trust Bank		HMRC Deductions	HMRC	Z	1,384.70		1,384.70
479	Employees NI	12/03/2026	Fin Regs 6.8	Unity Trust Bank		HMRC Deductions	HMRC	Z	499.25		499.25

Ripon City Council

01 April 2026 (2025-2026)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
479	Other	12/03/2026	Fin Regs 6.8	Unity Trust Bank		HMRC Deductions	HMRC	Z	-16.00		-16.00
479	Employees PAYE	12/03/2026	Fin Regs 6.8	Unity Trust Bank		HMRC Deductions	HMRC	Z	1,685.66		1,685.66
											3,553.61
480	HRH Maintenance Costs	12/03/2026	Fin Regs 6.8	Unity Trust Bank		Hugh Ripley Hall Maintenance	MRP Alarms	S	35.00	7.00	42.00
											42.00
481	Staff Training	12/03/2026	Fin Regs 6.8	Unity Trust Bank		Website Training	Colour It In	S	30.00	6.00	36.00
											36.00
484	Office Sundries	17/03/2026	Fin Regs 6.8	Unity Trust Bank		Office Sundries	Sally Taylor	Z	1.20		1.20
											1.20
485	Mayor Making	17/03/2026	Fin Regs 6.8	Unity Trust Bank		Event Catering	The Old Deanery	Z	1,175.00		1,175.00
											1,175.00
482	Employers Pension	18/03/2026	Fin Regs 6.8	Unity Trust Bank		NYPF Costs	North Yorkshire Pension Fu	Z	1,017.28		1,017.28
482	Employees Pension	18/03/2026	Fin Regs 6.8	Unity Trust Bank		NYPF Costs	North Yorkshire Pension Fu	Z	359.36		359.36
											1,376.64
483	HRH Maintenance Costs	18/03/2026	Fin Regs 6.8	Unity Trust Bank		Window Cleaning	Green Clean	Z	130.00		130.00
											130.00
486	Trade Waste	19/03/2026	Fin Regs 6.8	Unity Trust Bank		Trade Waste Charges	North Yorkshire Council	Z	38.50		38.50
											38.50
487	New Years Eve	19/03/2026	Events 7-25 9	Unity Trust Bank		Trade Waste Charges	North Yorkshire Council	S	95.20	19.04	114.24
487	New Years Eve	19/03/2026	Events 7-25 9	Unity Trust Bank		Trade Waste Charges	North Yorkshire Council	Z	57.75		57.75
											171.99
488	Christmas Light Switch On	19/03/2026	Events 7-25-8	Unity Trust Bank		Trade Waste Charges	North Yorkshire Council	S	95.20	19.04	114.24
488	Christmas Light Switch On	19/03/2026	Events 7-25-8	Unity Trust Bank		Trade Waste Charges	North Yorkshire Council	Z	57.75		57.75
											171.99
489	Subscriptions	20/03/2026	Fin Regs 6.8	Unity Trust Bank		Subscription	ICO	Z	47.00		47.00
											47.00
490	Alarm Line Security	23/03/2026	Fin Regs 6.8	Unity Trust Bank		Alarm Line Security	Virgin Media Business	S	52.58	10.52	63.10
											63.10
491	Energy Direct Debit	23/03/2026	Fin Regs 6.8	Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	L	146.23	7.31	153.54
											153.54
492	Energy Direct Debit	23/03/2026	Fin Regs 6.8	Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	S	578.96	115.79	694.75
											694.75
493	Energy Direct Debit	23/03/2026	Fin Regs 6.8	Unity Trust Bank		Energy Costs HRH - Direct Deb	British Gas	L	212.84	10.64	223.48
											223.48
495	Telephones and Internet	24/03/2026	Fin Regs 6.8	Unity Trust Bank		Telephone and Internet Costs	Apollo Cloud Solutions Limi	S	156.11	31.22	187.33
											187.33
496	Stationery	24/03/2026	Fin Regs 6.8	Unity Trust Bank		Stationary	YPO	S	31.94	6.39	38.33
											38.33
497	Salaries	25/03/2026	Fin Regs 6.8	Unity Trust Bank		Staff Salaries	Ripon City Council	Z	12,520.18		12,520.18
											12,520.18

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
500	Mayors Allowance	25/03/2026	Fin Regs 6.8	Unity Trust Bank		Mayoral Allowance	Ripon City Council	Z	216.63		216.63
											216.63
498	Alderman TF Spence Grant Exp	25/03/2026		Unity Trust Bank		Quarry Moor Maintenance	Scotton Tree Care	S	6,000.00	1,200.00	7,200.00
											7,200.00
499	Alderman TF Spence Grant Exp	25/03/2026		Unity Trust Bank		Quarry Moor Maintenance	Scotton Tree Care	S	900.00	180.00	1,080.00
											1,080.00
502	Photocopier	26/03/2026	Fin Regs 6.8	Unity Trust Bank		Photocopier	Konica Minolta Business (U	S	104.73	20.95	125.68
											125.68
501	Strategic Investment Fund	26/03/2026	Fin Regs 6.8	Unity Trust Bank		VAS Sign Movement	DTMS Limited	Z	312.00		312.00
											312.00
503	Staff Training	26/03/2026	Fin Regs 6.8	Unity Trust Bank		Training costs	Yorkshire Local Councils As	Z	73.00		73.00
											73.00
504	Stationery	31/03/2026	Fin Regs 6.8	Unity Trust Bank		Stationary	UK Office Direct	S	12.33	2.47	14.80
											14.80
505	Telephones and Internet	31/03/2026	Fin Regs 6.8	Unity Trust Bank		Telephone and Internet Costs	Nexus IT Consultancy Ltd	S	378.28	75.66	453.94
											453.94
494	Bank Charges	31/03/2026		Commercial Multipay		Bank Charges	Lloyds Bank Commercial C	Z	3.00		3.00
											3.00
508	Bank Charges	31/03/2026		Unity Trust Bank		Handling Charge	Unitary Trust Bank	Z	1.20		1.20
											1.20
511	Consultancy Fees	31/03/2026		Unity Trust Bank		Deposit Refund	LGRC	S	-4,995.00	-999.00	-5,994.00
											-5,994.00
512	Bank Charges	31/03/2026		Unity Trust Bank		service charge	Unitary Trust Bank	Z	13.90		13.90
											13.90
506	Staff Training	31/03/2026	Fin Regs 6.8	Unity Trust Bank		Training costs	Yorkshire Local Councils As	Z	70.00		70.00
											70.00
507	Christmas Light Switch On	31/03/2026	Fin Regs 6.8	Unity Trust Bank		Car Park Closure	North Yorkshire Council	S	624.00	124.80	748.80
											748.80
Total									38,254.79	2,214.19	40,468.98



Ripon City Council
 Town Hall
 Ripon
 Yorkshire
 HG4 1DD

Quotation	
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Date	30/03/26
Customers a/c no.	10675
Our Ref.	Q0088947
Your contact	Ripon City Council
Estimate no.	E0012306

Invoice address if different from ordering address

In the event of any query please quote our reference number

Line Description	Quantity	Price each
PAST MAYOR Metal and enamelled Pendant and bar Top bar enamelled one colour.	5	299.05
Brooch safety s/s pin fitting and Staple. Pendant special shape size 32mm x 43mm. Top Ring. Enamelled three colours. Polished hard gold plated finish. Attached to short length 25mm wide Blue ribbon. Packed in long case. T.S. P970123-01.	10	268.18
		Currency: STERLING



INVOICE

Ripon CC

Invoice Date

1 Apr 2026

Invoice Number

5664

Yorkshire Local Councils

Associations (YLCA)

Suite 8, Sibling Workspace

York House

Station Road

Tadcaster

Yorkshire

LS24 9JF

Description	Quantity	Unit Price	Amount GBP
Membership Subscription 1 April 2026 to 31 March 2027	1.00	2,109.00	2,109.00
		Subtotal	2,109.00
		TOTAL NO VAT	0.00
		TOTAL GBP	2,109.00

Due Date: 1 May 2026

Please pay within 28 days

Payment Account : 35219976 Sort Code: 05-04-39

Please pay direct into the bank wherever possible.

Cheques made payable to Yorkshire Local Councils Associations.

PLEASE REMEMBER TO REFERENCE INVOICE NUMBER ON BANK PAYMENTS AND BACK OF CHEQUES

PAYMENT ADVICE

To: Yorkshire Local Councils Associations (YLCA)

Suite 8, Sibling Workspace

York House

Station Road

Tadcaster

Yorkshire

LS24 9JF

Customer Ripon CC

Invoice Number 5664

Amount Due 2,109.00

Due Date 1 May 2026

Amount Enclosed

Enter the amount you are paying above



RIPON CITY COUNCIL

Asset Policy

Adopted by the Council on the meeting of Full Council 4 th March 2025	
Last updated	4 th March 2025
Date of Review	April 2026

INTRODUCTION

The Council maintains its asset register to ensure that fixed assets are appropriately safeguarded. Refer to Joint Panel on Accountability and Governance Practitioners' Guide 2024 (JAPG) para 5.57-59.

The Council's Fixed Asset Register has four main purposes. It

- forms a basis for completion of the AGAR Box 9 (with the exception of assets held on trust);
- forms a basis for decisions on risk and insurance issues;
- provides information on the age and potential lifespan of certain items;
- provides assurance of the continued existence of Council property.

The asset register is adopted by the Council at the end of each year but is a working document throughout the financial year which the RFO will update and amend as necessary.

SCOPE OF THE ASSET REGISTER

In order to ensure transparency and reasonableness, the following items are included in the Council's asset register, whether purchased, gifted or otherwise acquired, together with their holding location:

- land and buildings held freehold or on long term lease in the name of the Council;
- community assets;
- vehicles, plant and machinery;
- assets considered to be portable, attractive or of community and/or historical significance;
- assets estimated or known to have a minimum purchase or resale value of £150.00

The following items fall outside the definition for inclusion and are, therefore, excluded from the Council's asset register and will not be separately identified for insurance purposes.

- land and buildings held on short term lease or rented;
- land and buildings maintained or serviced but not owned by the Council;
- assets rented by, or loaned to, the Council;
- boundaries of land owned, ie fences, hedges and gates;
- floor or land surfaces and drainage;
- plants and trees;
- assets estimated or known to have a minimum purchase or resale value of less than £150.00
- repairs;

[https://riponcitycouncil.sharepoint.com/sites/RCC/Council 2017/POLICIES & DOCUMENTS/COUNCIL POLICIES/Asset Policy/Asset-Policy.docx](https://riponcitycouncil.sharepoint.com/sites/RCC/Council%202017/POLICIES%20&%20DOCUMENTS/COUNCIL%20POLICIES/Asset%20Policy/Asset-Policy.docx)

- cash, short term investments and other current assets;
- intangible assets, ie trademarks, internet domain names, contingent assets;
- negative assets, ie borrowings, creditors and contingent liabilities.

A separate section of the asset register will contain a schedule of disposals.

ASSET VALUATION

Once recorded on the asset register, the value of assets must not change from year to year until disposal. Depreciation and impairment adjustments are not appropriate for local councils. For accounting purposes, acquisitions and disposals of fixed assets will be treated as any other purchase or sale and recorded as part of annual payments or receipts, expenditure or income.

The Council's assets are valued by one of the following means:

- purchase price net of VAT (if VAT can be reclaimed);
- purchase price gross of VAT (if VAT cannot be reclaimed or where the VAT status of the purchase is unclear).

Where it is not possible to trace the purchase price of the asset, the insurance valuation will be applied. As a last resort, a nominal value of £1.00 will be applied - this will also be used for assets gifted to the Council.

In exceptional circumstances, where land or buildings have been subject to substantial renovation and improvement to such an extent that the new market value bears no relation to the original purchase cost and in order to avoid renovation and improvement work being separately recorded on the asset register, a market value supplied by a qualified surveyor will be entered.

UPDATING THE ASSET REGISTER

The start point will be the asset register that has been agreed at the end of the previous financial year. The RFO will:

- review the purchase ledger for all purchases made during the year that meet the criteria stated above along with any assets gifted to the Council. These will be added to the asset register with their values recorded at the purchase price (net of VAT if VAT can be reclaimed or at £1.00 if gifted to the Council);
- review the sales ledger will be reviewed for all asset sales made during the year along with those assets that have been lost, disposed of or gifted by the Council. Any assets which fall into these categories will be removed from the asset register and recorded in the schedule of disposals. The asset register will also record any assets loaned by the Council, including the individual or organisation borrowing the asset, its location and the date when the loan period ends.

The RFO will make an annual inspection of asset register items to ensure that all such items can be physically verified.

The RFO will present the asset register and schedule of disposals for annual review by Full

[https://riponcitycouncil.sharepoint.com/sites/RCC/Council 2017/POLICIES & DOCUMENTS/COUNCIL POLICIES/Asset Policy/Asset-Policy.docx](https://riponcitycouncil.sharepoint.com/sites/RCC/Council%202017/POLICIES%20&%20DOCUMENTS/COUNCIL%20POLICIES/Asset%20Policy/Asset-Policy.docx)



RIPON CITY COUNCIL

Reserves Policy

Adopted by the Council on the meeting of Full Council on 7 th December 2020	
Last updated	Reviewed on the meeting of Full Council on 4th March 2024 Reviewed on the meeting of Full Council on 4th March 2025
Date of Review	2026

Introduction

Ripon City Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should hold and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

Types of Reserves

Reserves can be categorised as general or earmarked.

Earmarked reserves can be held for several reasons:

- Renewals – to enable services to plan and finance an effective programme of vehicle, equipment and infrastructure replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
- Carry forward of underspend - some services commit expenditure to projects, but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.
- Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance.
- Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.

General Reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

Earmarked Reserves

Earmarked reserves will be established on a “needs” basis, in line with anticipated requirements.

Any decision to set up a reserve must be made by Full Council. Expenditure from reserves can only be authorised by Full Council.

Reserves should not be held to fund on-going expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they must be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

All Earmarked Reserves are recorded on a central schedule held by the Responsible Financial Officer which lists the various Earmarked Reserves and the purpose for which they are held.

Reviewing the Council's Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.

General Reserves

The level of General Reserves is a matter of judgement and so this policy does not attempt to prescribe a blanket level. The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.

Setting the level of General Reserves is one of several related decisions in the formulation of the medium term financial strategy and the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment.

If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.

Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance sufficient to pay one month's salaries to staff in General Reserves at all times.

Current level of financial reserves

The current level of general reserves to be held by the Council is between six and twelve months of the annual precepted figure.

**RIPON CITY COUNCIL
APPENDIX 1 – April 2026**

**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			
DCPARISH 26/01133/FUL	Demolition of existing conservatory and erection of replacement single storey rear/side extension. Recladding and roofing of annexe. 2 Princess Road Ripon North Yorkshire HG4 1HW 26/01133/FUL Demolition of existing conservatory and erection of replacement single storey rear/side extension. Recladding and roofing of annexe. 2 Princess Road Ripon North Yorkshire HG4 1HW		
DCPARLDC 26/01155/CLEUD	Lawful Development Certificate for the existing conversion of the integral single garage into a habitable reception room. Removal of the existing garage door. Installation of a new window in the former garage-door opening, matching the existing windows in design, material, and appearance. Construction of a brick infill wall beneath the window. 19 Doublegates Avenue Ripon North Yorkshire HG4 2TP 26/01155/CLEUD Lawful Development Certificate for the existing conversion of the integral single garage into a habitable reception room. Removal of the existing garage door. Installation of a new window in the former garage-door opening, matching the existing windows in design, material, and appearance. Construction of a brick infill wall beneath the window. 19 Doublegates Avenue Ripon North Yorkshire HG4 2TP		
DCPARISH 26/01235/COU	Change of use to create single dwelling 35 Bondgate Green Lane Ripon North Yorkshire HG4 1QQ 26/01235/COU Change of use to create single dwelling 35 Bondgate Green Lane Ripon North Yorkshire HG4 1QQ		
DCPARISH 26/01112/FUL	Change of use of upper floors from commercial storage (Class E) to create two holiday lets (sui generis). New shopfront to ground floor. 3 North Street Ripon North Yorkshire HG4 1JY https://publicaccess.northyorks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TBDISLLTMWF00		

DCPARISH 26/01253/ADV	Display of 1no. halo-illuminated aluminium fascia sign (infinity symbol and 'sustain' lettering) and non-illuminated acrylic lettering (Halls of Ripon) to rear elevation of shop. 20 Fishergate Ripon North Yorkshire HG4 1DY 26/01253/ADV Display of 1no. halo-illuminated aluminium fascia sign (infinity symbol and 'sustain' lettering) and non-illuminated acrylic lettering (Halls of Ripon) to rear elevation of shop. 20 Fishergate Ripon North Yorkshire HG4 1DY		
DCPARISH 26/01334/LB	Internal alterations. 26 Westgate Ripon North Yorkshire HG4 2BQ 26/01334/LB Internal alterations 26 Westgate Ripon North Yorkshire HG4 2BQ		
DCPARISH 26/01508/FUL	Change of Use from retail (Use Class E) to cinema (Sui Generis), including repairs to flat roof. Shop frontage to remain with structural repairs. Existing openings remain the same. 16 Fishergate Ripon North Yorkshire HG4 1DY 26/01508/FUL Change of Use from retail (Use Class E) to cinema (Sui Generis), including repairs to flat roof. Shop frontage to remain with structural repairs. Existing openings remain the same. 16 Fishergate Ripon North Yorkshire HG4 1DY		
Planning Enforcement			
Parish Council Renotification on Amended Applications			
Decisions on Applications			

Tree Preservation Orders			
DCPARISH 26/01087/TPO	Felling of 1 no. Norway Maple (T18 on submitted plan) of Tree Preservation Order 54/2001 HAR (T1). Holy Trinity Church Kirkby Road Ripon North Yorkshire HG4 2EY 26/01087/TPO Felling of 1 no. Norway Maple (T18 on submitted plan) of Tree Preservation Order 54/2001 HAR (T1). Holy Trinity Church Kirkby Road Ripon North Yorkshire HG4 2EY		
DCPARISH 26/01237/TPO	Fell 1 No Ash (T1) within Tree Preservation Order 05/2013 W1 mixed woodland. 111 Kirkby Road Ripon North Yorkshire HG4 2HH		

	26/01237/TPO Fell 1 No Ash (T1) within Tree Preservation Order 05/2013 W1 mixed woodland. 111 Kirkby Road Ripon North Yorkshire HG4 2HH		
Appeals			

Paula Benson

Town Hall
Market Place
Ripon
North Yorkshire
HG4 1DD

Planning Services
North Yorkshire Council
PO Box 787
Harrogate
HG1 9RW
Tel: 0300 131 2 131
Email: dmst.har@northyorks.gov.uk
Web: www.northyorks.gov.uk

Your Ref:

Our Ref: DCPARLDC 26/01155/CLEUD

Date: 12 March 2026

Dear Clerk

Please note this notification does not relate to an application for planning permission. The application is for a decision on whether the existing use, operational development, or failure to comply with a planning condition or limitation, specified in Section 5 of the application form is lawful for planning purposes.

Section 10 of the Planning and Compensation Act 1991 applies the concept of lawfulness for planning purposes to all those breaches of planning control which have become immune from planning enforcement action by virtue of the time limits on taking such action. The time limits are specified in Section 171B of the Town and Country Planning Act 1990 and are summarised below:-

- (i) A time limit of four years from the date on which operations were substantially complete applies to all breaches of planning control consisting in the carrying out of building, engineering, mining or other operations in, on, over or under land;
- (ii) A time limit of four years from the date of the breach, applies to breaches of planning control consisting in the change of use of any building (which for the purposes of the Act, includes part of a building) to use as a single dwelling house;
- (iii) A time limit of ten years from the date of the breach applies to breaches of planning control involving any material change in the use of land (other than a change to use as a single dwelling house) and to any breach of condition or limitation subject to which planning permission was granted.

The Local Planning Authority have to address the question, on the facts of the case and the planning law applicable to the site whether the specified use, operational development, or failure to comply with a condition is lawful.

The onus of proof is firmly on the applicant. The Courts have held that the relevant test of the evidence on such matters is "the balance of probability". Moreover the Court has held that the applicant's own evidence does not need to be corroborated by independent evidence in order to be accepted. If the Local Planning Authority have no evidence of their own, or from others, to contradict or otherwise make the applicant's version of events less than probable, there is no good reason to refuse the application, provided the applicant's evidence alone is sufficiently precise and unambiguous to justify the grant of a certificate "on the balance of probability".

Neither the origin nor identity of the applicant (except to the extent that he or she may or may not be able personally to confirm the accuracy of any claim being made about the history of a parcel of land) nor the planning merits of the operation, use or activity, have any relevance to the consideration of the purely legal issues which are involved in determining this application.

Notification of this type of application commenced in March 1997 following an agreement to do so made with Parish Council representatives.

Please use the enclosed form to return any comments you may have. Remember to limit your comments to evidence which either confirms or contradicts, or otherwise makes the applicant's version of events less than probable.

Please be aware that in a small minority of cases some documents will only be available 24 hours after the issue of this letter, therefore please do not formulate your response until you have been able to access all the information.

Yours faithfully

Charlotte Pickstone
Planning Officer

planningconsultation.har@northyorks.gov.uk
01609 535637



Paula Benson

Town Hall
Market Place
Ripon
North Yorkshire
HG4 1DD

Planning Services
North Yorkshire Council
PO Box 787
Harrogate
HG1 9RW
Tel: 0300 131 2 131
Email: dmst.har@northyorks.gov.uk
Web: www.northyorks.gov.uk

Your Ref:

Our Ref: DCPARLDC 26/01155/CLEUD

Date: 12 March 2026

PARISH COUNCIL NOTIFICATION - PLEASE RETURN NOT LATER THAN 5 April 2026

APPLICATION NO: 26/01155/CLEUD

PROPOSAL: Lawful Development Certificate for the existing conversion of the integral single garage into a habitable reception room. Removal of the existing garage door. Installation of a new window in the former garage-door opening, matching the existing windows in design, material, and appearance. Construction of a brick infill wall beneath the window.

LOCATION: 19 Doublegates Avenue Ripon North Yorkshire HG4 2TP

GRID REF: E 429579 N 471574

APPLICANT: Mr Afram Girgis

PUBLIC ACCESS: [view file](#)

Please be aware that in a small minority of cases some documents will only be available 24 hours after the issue of this letter, therefore please do not formulate your response until you have been able to access all the information.

If you require any further information or assistance about this particular application please contact me by email, charlotte.pickstone@northyorks.gov.uk.

Please indicate A or B as appropriate and input any comments below.

A The Parish Council has no objections.

B The Parish Council objects on the planning grounds set out below:

Date of Response

DCPARLDC 26/01155/CLEUD



COUNCIL OF THE CITY OF RIPON MINUTES OF A MEETING OF THE ALDERMAN T F SPENCE COMMITTEE

Date: 9th March 2026
Time: 2:00pm
Location: Council Chamber, Town Hall, Ripon.

Present:

Cllr Martin-Long
 Cllr Duncan
 Cllr Hardisty
 Cllr McHardy
 M Stanley (Non-voting member of committee)
 J Geddes (Observer)

In Attendance:

Chief Officer
 Simon Warwick (LUCT)
 Administrator

Adam Chugg
 Locum Town Clerk 4th March 2026

AGENDA

12/26	<p>1. To receive apologies for absence.</p> <p>Cllr Horton Felicity Cunliffe-Lister</p> <p>2. To approve reasons for absence.</p> <p>APPROVED.</p>
13/26	<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.</p> <p>None.</p>
14/26	<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.</p> <p>None.</p>
15/26	<p>To receive and approve the minutes of the previous meeting held on 2/2/2026</p> <p>It was noted that the minutes go to full council. December & January are outstanding. The updated minutes are to be updated to the RCC website.</p> <p>APPROVED.</p>
16/26	<p>To receive an update on Financial and Governance Matters:</p> <p>1. To receive HSBC statements from 1st April 2025- 28th February 2026</p> <p>It was noted that the account name held at the HSBC be updated with the correct details.</p> <p>It was noted that the sum of £30,000 from RCC be located along with any underspend.</p>

	<p>RECIEVED</p> <p>2. To receive a financial report on all ATFS accounts including interest accrued and EMR funds.</p> <p>RECEIVED.</p>
17/26	<p>To receive the following verbal reports and agree appropriate action:</p> <p>1. Warden’s report.</p> <p>It was noted that the Hut was not a health and safety issue to the public as the public do not have access.</p> <p>No dog fouling, or litter present.</p> <p>A boundary fence to be investigated by the Administrator to decipher possession of the land on which it stands. Administrator to contact Hutchinson & Buchanan Solicitors.</p> <p>RECEIVED.</p> <p>2. LUCT report</p> <p>RECEIVED.</p>
18/26	<p>To receive an update on ‘The Hut’ and consider the future plans for demolition and/or refurbishment.</p> <p>It was noted that the Hut would not be demolished. The Hut would need to be replaced or refurbished. Committee to take the matter to Full Council to suggest replacement of the Hut. An options document to be produced.</p> <p>RECEIVED.</p>
19/26	<p>To receive any update on Natural England and SSSI matters, including Higher-Level Stewardship.</p> <p>RECEIVED.</p>
20/26	<p>To receive an update on:</p> <p>1. Trees</p> <p>The tree work is now complete with positive feedback from the community.</p> <p>APPROVED.</p> <p>2. Benches</p> <p>There is only one bench intact on QM. The rest pose as a danger and are to be removed. Cllr’s Cunliffe-Lister & Brodigan have offered funding for new benches. Administrator to obtain quotes.</p> <p>Disabled access is to be addressed.</p> <p>APPROVED.</p> <p>3. Deeds</p> <p>Administrator to obtain Transfer Documents for Quarry Moor to ascertain who owns the land.</p> <p>APPROVED.</p> <p>4. Dog Fouling</p> <p>An improvement has been noted since the tree work has happened.</p>

	APPROVED.
21/26	To consider the updating of the Constitution scheme dated 31st December 1990. APPROVED.
22/26	To consider the application for ATFS Charity to be registered for VAT. REJECTED.
23/26	To consider the application for Gift Aid. Administrator to apply for Gift Aid. APPROVED.
24/26	To propose holding an ‘Open Day’ to promote Quarry Moor Nature Reserve. RPA funding to be used. Administrator to follow up. APPROVED.
25/26	To agree to provide a job description for the role of Warden. Administrator to look into contractual paperwork. APPROVED.

Note the next meeting to be held on 20th April 2026 at 2pm.



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

Date: Monday 16th March 2026

Time: 6.00pm

Location: Council Chamber, Town Hall, Ripon.

Present: Cllrs Horton [Chair], Duncan, Flatley, Brodigan, Williams

In Attendance: Town Clerk, Locum Town Clerk.

01/26	<p>i. To receive apologies; Apologies were received from Cllr Hawke who is unwell.</p> <p>ii. To approve reasons for absence. These were approved</p>
02/26	<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>
03/26	<p>Members of the public are invited to question, seek clarification or make representation to members of the Council on any agenda item as listed below. None</p>
04/26	<p>To approve the Minutes of the last Meeting held on 15th December 2025 RESOLVED</p>
05/26	<p>Financial Matters</p> <ol style="list-style-type: none"> 1. To receive the income and expenditure report dated 1st December 2025 – 28th February 2026; RECEIVED and NOTED 2. To receive the list of payments for the period 1st December 2025 – 28th February 2026. RECEIVED AND NOTED 3. Proposed to move any surplus from income and expenditure to the HR Hall reserve for next year. RESOLVED
06/26	<p>Maintenance</p> <ol style="list-style-type: none"> 1. To consider use of gardening equipment to upkeep the frontage RESOLVED – Cllr Flatley is also keeping an eye on this 2. To consider removal of broken microwave/cooker from the premises RESOLVED 3. To consider the use of a ring doorbell on the rear door to aid prevention of trespassing/dog fouling RESOLVED 4. To consider replacing the fire alarm panel due to reoccurring fault/age RESOLVED
07/26	<p>To receive a verbal report regarding the installation of access toilet and stair lift. Cllrs have been advised by email that the issues raised by Building Regulations meant that this work could not be achieved before the deadline.</p>
08/26	<p>General Matters</p> <ol style="list-style-type: none"> 1. To receive an update on regular users and bookings. Bookings have increased, with 2 new hirers. The income achieved this year has been higher than budget [item 5.26.1 above]. The new signage has reduced the instances of dog fouling. In addition: <ul style="list-style-type: none"> • Cllrs asked for a list of all the hirers of HRH and also when the hall is hired. • Cllrs asked that officers investigate if solar panels can be installed <p>RESOLVED</p>
09/26	<p>To note the date of the next meeting.</p>



COUNCIL OF THE CITY OF RIPON: MINUTES OF A MEETING OF THE HUMAN RESOURCES COMMITTEE

Date: Monday 16th February 2026

Time: 2:00pm

Location: Mayor's Parlour, Town Hall, Ripon, HG4 1DD

Present:

Clrs Crozier, Duncan, Hardisty, Hawke and Willaims

Locum Town Clerk

11/26	<p>1. To receive apologies;</p> <p>2. To approve reasons for absence</p> <p>Clr Hunt's apologies were accepted.</p> <p>RESOLVED</p>
12/16	<p>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.</p> <p>NONE</p>
13/26	<p>Members of the public are invited to question, seek clarification or make representation to members of the Council on any Agenda item as listed below.</p> <p>NONE</p>
14/26	<p>To consider and approve the minutes of the meeting held on the:</p> <p>15th December 2025</p> <p>27th January 2026</p> <p>29th January 2026</p> <p>RESOLVED</p>
15/26	<p>To review the Council's maternity policy</p> <p>No changes are to be made.</p> <p>RESOLVED</p>
16/26	<p>To consider a review of the Staff Handbook</p> <p>To ask the Locum Town Clerk and new permanent Town Clerk to work together to review the current handbook and report to Cttee</p> <p>RESOLVED</p>
17/26	<p>To consider a request for a Hornblower to attend an event</p> <p>Feedback was agreed</p> <p>RESOLVED</p>
18/26	<p>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.</p>



	RESOLVED
19/26	<p>To consider the outcome of a staff appraisal</p> <p>To extend the current temporary arrangements to the 13th of April.</p> <p>To request that the new Town Clerk and DTC review the current staffing arrangements and responsibilities.</p> <p>RESOLVED</p>
20/26	<p>To consider any other urgent staffing and other relevant matters</p> <p>The new Town Clerk and DTC undertake CiLCA and also confirm any training for the staff team.</p> <p>Susi Jenkins to undertake First Aid training.</p> <p>The D/Chair of the Cttee to undertake Chair of Meetings training.</p> <p>All Cllrs to be reminded there is a budget for their training and review YLCA courses.</p> <p>To set up monthly review meetings between the Chair and V/Chair of the Alderman Spence Cttee and the Site Warden.</p> <p>To communicate with the payroll accountants about a previous payroll.</p> <p>RESOLVED</p>



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

Date: Monday 16th February 2026

Time: 6:00pm

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

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

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

Yours sincerely

Adam Chugg
Locum Chief Officer
11th February 2026

AGENDA

08/26	<p>1. To receive apologies. None received</p> <p>2. To approve reasons for absence. None received.</p>
09/26	<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>
10/26	<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>
11/26	<p>To consider and approve the Minutes of the Meeting held on 12th January 2026. RESOLVED.</p>
12/26	<p>Mayoral Installation:</p> <p>1. To consider plans for the Mayor Making/Installation. It was proposed that the Administrator would obtain quotes for 40 covers from The Old Deanery and The Ripon Inn for the Mayor Making Event. It was approved that a buffet as from the previous year would be made available on the Installation day. RESOLVED.</p> <p>2. To agree to consult with the Cathedral regarding Holy Communion/religious service. It was proposed that the taking of Holy Communion is not in line with the service provided</p>

	<p>for the Mayors Installation and that a separate service should be considered without the taking of Holy Communion. Administrator to liaise with the Cathedral.</p> <p>RESOLVED.</p> <p>3. To confirm the presence of a Hornblower & Sgt at Mace at Mayor Making and Installation.</p> <p>A Hornblower and Sgt at Mace need to be present for both.</p> <p>RESOLVED.</p>
13/26	<p>To receive an update for ‘Battle of the Bands’</p> <p>It was proposed that Cllr Hunt gain the interest of bands that wish to take part. Cllr Hunt enquired into the infrastructure of the event. It was proposed that the stage truck, first aid and marshall’s be set in place for the event. Administrator to arrange.</p> <p>It was proposed that a social media campaign be used to ascertain the winner of the competition with the prize being a slot to play at the Christmas Light Event.</p> <p>RESOLVED.</p>
14/26	<p>To consider and approve entertainment for ‘celebration’ days</p> <p>1. To consider and approve the use of £5000 grant donation money.</p> <p>To confirm the remaining funds and allocate accordingly.</p> <p>RESOLVED.</p> <p>2. To consider and approve use of face painter/magician/balloon artist.</p> <p>It was proposed that the Administrator obtain quotes for performers etc for Saturday dates throughout August. It was recommended that the Cab Man’s Shelter could be used for the purpose of the face painter,</p> <p>RESOLVED.</p> <p>3. To consider additional ‘chargeable’ fun fair rides on the north side of the marketplace.</p> <p>It was proposed that quotes be obtained for two small rides and two larger rides as well as ‘small attractions’ such as ‘Hook a Duck’</p> <p>It was agreed that charges should remain free to the public.</p> <p>RESOLVED.</p>
15/26	<p>To consider providing a coffee van on the market square at evening events.</p> <p>It was proposed that this go out to Tender.</p> <p>RESOLVED.</p>
16/26	<p>To consider entertainment for Christmas Lights/New Year events.</p> <p>1. Aftersun Band</p> <p>Aftersun to be booked for NYE 2026. Proposal to use video performed on NYE 2025 to promote the act.</p> <p>RESOLVED.</p> <p>2. Alternative ‘Filler’ Act</p> <p>Jenny Jae to be booked for NYE 2026.</p> <p>It was proposed that the ‘All for One’ choir be booked for Christmas Lights and</p>

	<p>contacting local groups to arrange performances.</p> <p>RESOLVED.</p> <p>3. Interactive DJ</p> <p>Administrator to arrange quotes and demo's for August 15th & NYE 2026.</p> <p>RESOLVED.</p> <p>4. Drag Artist</p> <p>Administrator to arrange quotes and demo's for Christmas Light's event.</p> <p>RESOLVED.</p> <p>5. Continuing to position the stage on the east side of the market square</p> <p>It was proposed that on NYE Event that the stage be located on the east side of the market square and on the Christmas Lights event that it be on the west side due to market traders during the day.</p> <p>It was proposed that NYC be informed that during RCC events that we require sole use of the market square.</p> <p>RESOLVED.</p> <p>6. To insist on a black dress code for all stage/crew workers on stage</p> <p>Administrator to relay this when booking infrastructure for events.</p> <p>RESOLVED.</p>
17/26	<p>To receive an update from Ripon BID regarding 'Music Saturdays' and the use of 'roving' entertainment.</p> <p>It was updated that Ripon BID would be investing £7500 into entertainment on Saturdays throughout the summer holidays. It was proposed that RCC aid these events on the dates of 25th July 2026, 8th August 2026 and 22nd August 2026. Events to include Buskers, Morris Dancing, Street Performers. Cllr Williams proposed that £500 be allocated per Saturday. Administrator to research.</p> <p>RESOLVED.</p>
18/26	<p>To receive an update regarding the pedestrian barriers for the Freedom Weekend.</p> <p>RECEIVED.</p>
19/26	<p>To consider installing a non-generic banner adaptable for dates for marketing purposes at events.</p> <p>It was proposed that this be priced accordingly.</p> <p>RESOLVED.</p>
20/26	<p>To consider allocating funds to marketing and advertising events:</p> <p>1. To boost events on social media</p> <p>It was proposed that minimal funds be spent on boosting posts.</p> <p>RESOLVED.</p> <p>2. Production of 12 reusable banners to be placed around the city</p> <p>It was proposed that generic banners be priced up.</p> <p>RESOLVED.</p> <p>3. Creating press releases in advance of events to be published in local</p>

	<p>papers.</p> <p>It was proposed that these be contacted and a rapport built.</p> <p>RESOLVED.</p> <p>4. Creating videos of events for future marketing</p> <p>It was proposed that filming events could be used for promoting further events.</p> <p>RESOLVED.</p>
21/26	<p>To consider utilising flagpoles to display the ‘Yorkshire Rose’ on August 1st and throughout the summer.</p> <p>RESOLVED.</p>
22/26	<p>To receive a proposal that RCC host a community event ‘Carol’s Around the Tree’ to add to December events.</p> <p>It was proposed that this take place on Saturday 19th December in the afternoon. Ripon City Band be contacted to perform as well as choirs and the Dean of Ripon be invited to Bless the event. Infrastructure to be arranged to include 4 Marshall’s, barriers and the booking of the Square.</p> <p>RESOLVED.</p>

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



RIPON CITY COUNCIL SMALL GRANTS SCHEME 2025/26 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

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

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

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

<i>How many other members does your organisation have?</i>		
<i>How many paid staff does your organisation employ?</i> Please give a full time equivalent.		
<i>At the end of its last financial year what funds did your organisation have (to agree to your submitted accounts)?</i>		£
If this is more than 6 months running costs, please provide an explanation of what these funds are for?		
Section 3 – Project Details		
<i>Project Title:</i>		
<i>Description of Project:</i> Please outline your project in no more than 250 words. Continue on a separate sheet if necessary.		
<i>Location of Project:</i> Please provide an address, or a description sufficient to identify, where any grant funding will be spent.		
<i>How many people do you expect to benefit from this project?</i> Please give an estimate of numbers.		
<p><i>Will it be Ripon residents who benefit from your project?</i> 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:</p>		
Wholly		Mainly
		Partly
<i>Which sectors of the Ripon community will your project benefit?</i> Please tick all that apply.		
Community		Welfare
Health		Education
Culture		Leisure
Youth		Families
Commerce		
		Sport
		Arts
		Minority Groups
		Elderly

How will your project benefit Ripon?			
What evidence do you have to show that there is a need for your project in Ripon?			
Project Start Date:		Project End Date: (If Applicable)	

Section 4 – Costs & Funding

Please set out the estimated costs of the project:

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 **will not** be processed.

<i>Item</i>	<i>£</i>
<i>Total Cost of Project</i> Figure to match total funding, below.	

How will your project be funded?

<i>Name of Funder</i>	<i>Funding Confirmed Yes / No</i>	<i>£</i>
Ripon City Council – Small Grants Scheme Not to exceed £1,000		
Organisation’s Financial Contribution (if any).		
<i>Total Funding</i> Figure to match total costs, above.		

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>How do you intend to continue to fund the project if there will be ongoing running costs?</i>	
<i>Please provide information on any other assistance you are giving and / or receiving to support this project e.g. in kind contributions.</i>	

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?

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?	
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:

Please return this form by post to:

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

I would like to propose that Ripon City Council grants Ripon BID (under its brand Visit Ripon) £5,000 to enable us to attend the Great Yorkshire Show 2026 as a group of attractions. The aim would be to showcase Ripon as a destination to the 140,000 plus visitors.

We would aim to data capture visitors to the stand to be able to market Ripon, its attractions, accommodation and events. This would be done via competitions and run through the Visit Ripon website whilst at the show.

Attached is an overview of 2 scenarios for GYS 2026 (Visit Ripon GYS Mar 26.docs) alongside supporting documents.

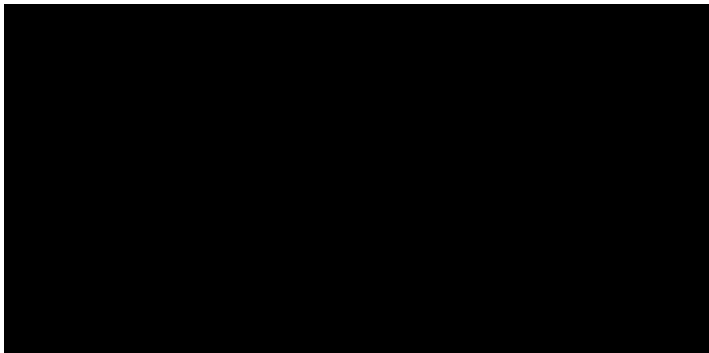
Option 1 is to rent the marquee - Cooper's Marquees quote and visuals attached.

Option 2 is to purchase a branded flexible option.

My view is that as the BID was successful in its rebalot then we should go for Option 2 (subject to being able to find the necessary shortfall in funds). Option 2 would give both the BID / Visit Ripon and Ripon City Council the opportunity to attend other shows / festivals and continue our joint marketing efforts using the asset purchased.

For clarity I would draw your attention to Mark Lancaster's declaration of interest in Option 2 as he is a BID Director. We will obviously look at other providers of similar merchandise but so far I have not found a cheaper option.

It is my understanding that Newby can cover the pitch hire, the museums have offered £500 as well. Most attractions have assets such as pull up banners etc. that we can use and the racecourse have some picket fencing. There will be other costs to consider including screen hire, electricity provision, seating etc. but a grant from RCC would go a long way to help us achieve our goal. I would be grateful if this proposal could be included at the next full Council meeting in April.



Reference: CML8409

3rd March 2026

Sales and Event Management



Ripon
North Yorkshire
HG4 2JX



The Great Yorkshire Show | 14th - 17th July 2026


Dear 

Thank you for asking us to quote for marquee provision for the above event.

This is purely a starting point based upon the information you provided and things can be amended as required as all of our marquees are bespoke to each of our clients.

All prices quoted include erection and removal and are subject to VAT charged at the standard rate. The quotation is valid for 30 days and is subject to our terms and conditions, a copy of which is enclosed. The quotation is based on the marquee site being well drained and level and with good vehicular access. Additional costs may be incurred should this not be the case.

We offer a complete events service including furniture, toilets and refrigerated trailers, please visit our websites for further details.

 is a member of MUTA who ensure the very highest standards in the marquee industry. For further details and information please visit the MUTA website at www.muta.org.

I hope that this is all satisfactory and if I can be of any further assistance please do not hesitate to contact me.

Kind regards



[YF Events](#),

[Mobaloo](#),

[Event Refrigeration](#).





Quotation Date: 03/03/2026
Quotation Ref: CML8409 v
Client: Sales and Event Management
Contact: [Redacted]
Site Address: Harrogate, HG2 5NZ

The Great Yorkshire Show | 14th - 17th July 2026

Main Marquee

- 9m x 6m best white Roder framed marquee
- Above framed structure with white PVC to BS7837
- 9m x 3m clear PVC roof
- 2 x 9m Gable
- Set of double entrance doors
- Glass walls as per plan
- 9m x 6m High quality suspended wooden floor (will follow the contours of the ground unless otherwise quoted).
- Brand new fire retardant carpet in a choice of colours
- 9m x 3m Ivory pleated lining with ivory valance

- 2 x 3' Round banquet table
- 8 x Cross back banquet chair - tipi brown
- Ivory pads
- 3 x Aluminium poseur table
- 3 x Black stretch poseur table cover
- 12 x Ivory leather poseur stool
- 2 x Monaco rattan sofa and table set

Total Cost £3,914.85 plus VAT

9m Vinyl Stickered Branded Gable

Total Cost £610.00 plus VAT

Only items detailed in the quotation above are included within the price. Any items that may have been discussed that do not appear in this quotation can be added and will be charged for accordingly.





Terms

The event date cannot be guaranteed until the signed booking form has been received and the 20% non-refundable deposit invoice has been paid. Please note that in accordance with our terms and conditions the balance outstanding must be paid at least 30 days prior to the event.

Our quotation is valid for 30 days and is subject to VAT and acceptance of our terms and conditions

Insurance

Insurance against loss or damage to the equipment is the responsibility of the client for the duration of the hire period. The equipment should be insured for the value of £19,440 plus VAT

We hereby confirm by signature of this booking form that we accept the quotation provided to us by [redacted] and acknowledge receipt of the attached terms and conditions, the provisions of which we have read and agree to be bound by.

Signature:

Date:

Print Name:

Company Name:

Please provide the following details of the accounts department where the invoice should be sent:

Name:

Email Address:

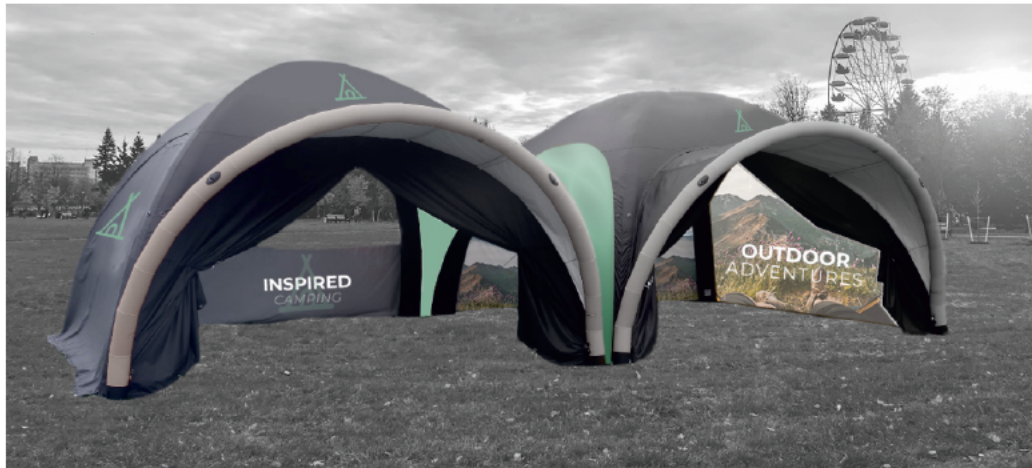
Telephone No:

Postal Address



Quotation Date: **06/03/2026**
 Quotation Ref: **BID/GYS2026**
 Client: **Ripon BID**
 Contact: **Lilla Bathurst**

The Great Yorkshire Show | 14th - 17th July 2026



		TOTAL
2 No.	5x5 Inflatable Tent Frame + Printed Roof 3 x Printed Single Sided Wall (Double sided available) Printed Entrance Panel (S/S) Carry Bag Entrance Canopy Canopy Bag	£8375.00
1 No.	Connecting Tunnel	£280.00
Tent Accessories		
1 No.	Electric Pump (240v)	£42.00
1 No.	Manual Pump	£21.00
8 No.	Sand Weights	£25.20

TOTAL £8743.20

Note: This inflatable system can be used connected as shown or as two independent free-standing units

All prices exclude VAT and are estimated

Quotation Date: **06/03/2026**
 Quotation Ref: **BID/GYS2026**
 Client: **Ripon BID**
 Contact: **Lilla Bathurst**



The Great Yorkshire Show | 14th - 17th July 2026

Stand Furniture & Accessories

TOTAL

1 No. Podium/Welcome Desk
with Printed Fabric Wrap

£300.00



2 No. 6ft Folding Table with Printed Table Cloth

£322.00



2 No. 6ft Folding Table with Printed Stretch Cover

£442.00



4 No. Café Barriers
Black Post & Base
1500mm Rail (Pair) + Printed D/S graphics

£1030.00

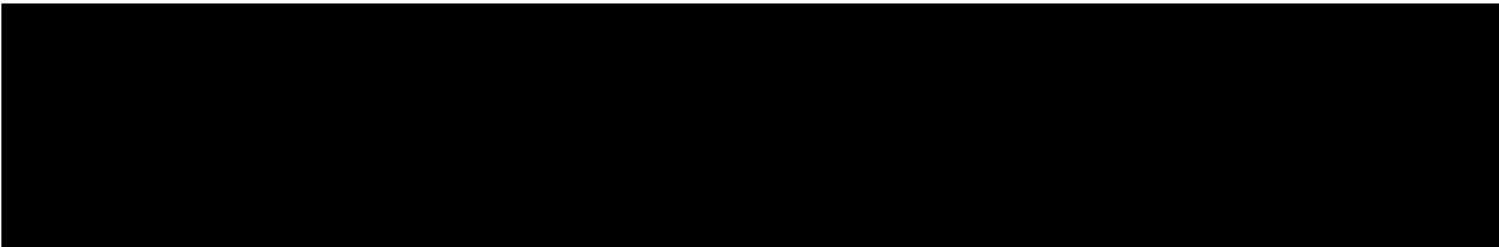


2 No. 4m (Large) Flag
Pole + Printed Single Sided Flag (Double sided available)
30L Water Base
Carry Bag

£348.00



All prices exclude VAT and are estimated



Quotation Date: **06/03/2026**
Quotation Ref: **BID/GYS2026**
Client: **Ripon BID**
Contact: **Lilla Bathurst**



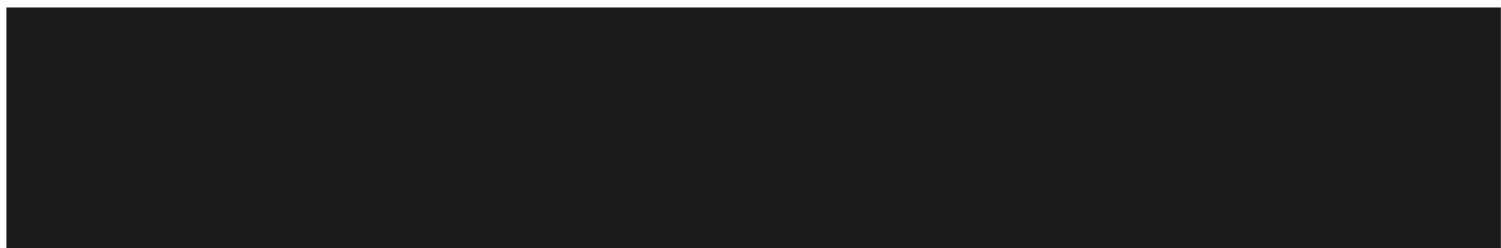
The Great Yorkshire Show | 14th - 17th July 2026

Stand Graphics/Branding

		TOTAL
2 No.	Welcome Boards 10L Outdoor Base 900x1600mm Double Sided Printed Graphics	£315.00
12 No.	Drop Graphics (Option 1) 2000x900mm Printed on Fabric Mesh Polyester Fitting TBC	£800.00 £TBC
12 No.	Drop Graphics (Option 2) 2000x850mm Printed on Stay-Flat PVC with aluminium rails top and bottom hung with sky hooks	£780.00
12 No.	Free Standing Graphics 1000x2290mm Economy Fabric Stands Printed Double Sided	£1490.00



All prices exclude VAT and are estimated





RIPON CITY COUNCIL

Standing Orders

Adopted by Full Council 3 rd September 2018	
Last updated	Reviewed by Full Council 8 th February 2021 Reviewed by Full Council 7 th May 2022 Reviewed by Full Council 10 th May 2023 Reviewed by Full Council 15 th May 2024 Reviewed By Full Council 7 th May 2025 Updated after Full Council September 2025
Date of Review	April 2026



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1. **RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion, including an amendment, shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion, including an amendment to a motion, has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.



- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chairman of the meeting.



2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. **MEETINGS GENERALLY**

- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b When calculating the three clear days notice of a meeting to councillors and the public the minimum required three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- d Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- e Members of the public may request that an item is placed on an agenda for discussion in writing to the Chief Officer. Correspondence must be received 7 clear working days prior to the date on which the agenda for the meeting is issued.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.
- h In accordance with standing order 3(e), a question shall not require a response



at the meeting nor start a debate on the question. The Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to the Chief Officer for a written or oral response within a reasonable timeframe.

- i Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- j Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- k A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- l The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- m Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council.
- n The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- o Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- p The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

See also standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- q Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.



- r The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.

s A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

t No business may be transacted at a meeting of Full Council unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

See also standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

u If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

v A meeting shall not exceed a period of two hours.

4. COMMITTEES AND SUB-COMMITTEES

a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.

b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.

c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.



- d The Council may appoint standing committees or other committees as may be necessary, and:
- i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer seven days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. **ORDINARY COUNCIL MEETINGS**

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 11am.



- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- g The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;
 - ii. In an election year, re-confirm the Council's eligibility to adopt the General Power of Competence.
 - iii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iv. Receipt of the minutes of the last meeting of a committee;
 - v. Consideration of the recommendations made by a committee;
 - vi. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;



- vii. Review of the terms of reference for committees;
 - viii. Appointment of members to existing committees;
 - ix. Appointment of any new committees in accordance with standing order 4;
 - x. Review and adoption of appropriate standing orders and financial regulations;
 - xi. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xii. Review of representation on or work with external bodies and arrangements for reporting back;
 - xiii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiv. Review of inventory of land and other assets including buildings and office equipment;
 - xv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xvi. Review of the Council's and/or staff subscriptions to other bodies;
 - xvii. Review of the Council's complaints procedure;
 - xviii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
 - xix. Review of the Council's policy for dealing with the press/media;
 - xx. Review of the Council's employment policies and procedures;
 - xxi. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
 - xxii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
 - xxiii. Review that the Council meet the criteria for eligibility to adopt the General Power of Competence (Prescribed Conditions) Order 2012 and consider to adopt said power.
6. **EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**
- a The Chairman of the Council may convene an extraordinary meeting of the



Council at any time.

- b If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. **PREVIOUS RESOLUTIONS**

A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least six councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- a When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. **VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in



accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least four clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;



- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. **DRAFT MINUTES**

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of



the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.



- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or
 - iii. it is otherwise appropriate to grant a dispensation.

14. **CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

15. **PROPER OFFICER**

- a The Proper Officer shall be the Chief Officer or another staff member nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:



- i. at least three clear days before a meeting of the council, a committee or a sub-committee,
 - serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and
 - Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least () days before the meeting confirming his withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;
- iv. facilitate inspection of the minute book by local government electors;
- v. receive and retain copies of byelaws made by other local authorities;
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;



- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. respond on every planning application that falls within the definition agreed by council within the timeframe required by the Unitary Council and refer any application which requires an urgent response to the Leader of the Council within two working days of receipt to allow facilitation of an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and
which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to



date for information; and

- ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £30,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works



shall be drawn up;

- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
 - f. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details (LTN87).

19. **HANDLING STAFF MATTERS**

Subject otherwise to Human Resources Committee Terms of Reference.

- a. A matter personal to a member of staff that is being considered by a meeting of the Human Resources Committee is subject to Standing Order 11.
- b. Subject to the Council's policy regarding absences from work, the Chief Officer shall notify the Chairman of the Human Resources Committee of absence occasioned by illness or other reason.
- c. The Chairman of the Human Resources Committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of Chief Officer. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Human Resources Committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Chief Officer shall contact the Chairman of the Human Resources Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Human Resources Committee.



- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Chief Officer relates to the the Chairman of the Human Resources Committee this shall be communicated to another member of the Human Resources Committee which shall be reported back and progressed by resolution of the Human Resources Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with Standing Order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b. The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

See also standing order 11.

- a The Council may, if it chooses to, appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or



statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

The above is applicable to a Council with a common seal.

24. COMMUNICATING WITH UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward councillors representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a Unless duly authorised no councillor shall:
 - i inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least six councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



“RIPON AT WAR”

Background:

The Trust is undertaking research and scoping for a major project on Ripon during World War II. Archive research has revealed much about the work of the military and the organisation of the Home Front and Civil Defence. Through our Oral History Project, we have been able to collect the memories of a small number of residents who lived in the city during the war. We are also partnering with a number of voluntary organisations such as the YMCA and schools such as the Outwood Academy to develop the project.

Aim of the film:

We envisage utilising the film in 2 main ways: educational and to raise awareness of the military legacy of Ripon. The film will deliberately borrow from the then contemporary newsreel style of Pathé Films. One of the main reasons for doing so is the lack of available good quality photographs which we have found from the period. This has meant that the Trust has had to source commercial and museum/archive footage which unfortunately comes at a high cost – this is despite our best efforts to negotiate reduced fees for a charity and community project.

Costings:

£5,400 - film rights (8 mins)

£1,200 - stills rights

£1,200 - music rights

£7,800 - Sub Total

£780 - Contingency @10%

£8,580 TOTAL

N.B. All scripting, recording and editing will be provided by RMHT volunteers at no cost. It is estimated that this will total 40 hrs of work. (If costed at £20 per hour would be £800 – just under 10% of the total costs)

Monies raised already:


£975 – RCC Grant (Small Grants Award)

£400 – Cllr. Andrew Williams (Localities Budget)

£500 – Cllr. Barbara Brodigan (Localities Budget)

Shortfall:

£6,705

	EE Private Work Quotation		Ref No	EEQ94
			Date of quote -	07/04/2026
Location	<u>Magdalen's Road, Ripon</u>	Unit Ref -	Mayoral Col	
Works Description	Removal and Storing the Mayoral Col			
<i>This quotation is valid for 60 days or upto the 31st March at which point a requote will be required</i>				
Item No -	Item Description	Quantity	Price	Total
ITEM 1 - NYH/ICP works	Removal and Storing the Mayoral Col	1	2753.92	2753.92
ITEM 2 - NPG/ENW		0	0	0.00
ITEM 3 - NYC works	Arrange works	1	70	70.00
ITEM 4		0	0	0.00
ITEM 5		0	0	0.00
ITEM 6		0	0	0.00
			Sub Total	£2,823.92
			VAT	£564.78
			Total	£3,388.70

Mitigation note:

The column will be stored externally for the 12 month duration. As a result, we are unable to guarantee its condition at the end of this period. The column will be wrapped to help reduce exposure to the elements.

From: [Redacted]
Cc: [Redacted]
Subject: Extra Christmas lights Ripon 2026
Date: 16 March 2026 15:12:23
Attachments: [image001.png](#)

Hi [Redacted],

Hope your doing ok, Please see the quote enclosed for the extra proposed Christmas lights that we discussed when we last met

- 4 x Children features for outside the schools @ £500 each = £2000
- 12 x Install and Deinstall extra features outside the schools, 4 Per school 1 x Children's design and 3 x Ripon features @ £130 each = £1560
- 2 x Renew high level power boxes on North Street @ £420 each = £840
- Supply and install extra Ice lights on Queens Gate = £2225
- Strip out old lights and supply and install new LED string lights to large tree in Hospital grounds = £1985
- Supply and install Led string lights, Cat wire in a zig zag on North Street = £1280

Many thanks

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Dear Members of Ripon City Council,

I am writing to respectfully request financial support to enable Ripon Community House to continue hosting the Citizens Advice sessions that provide vital guidance and assistance to residents of Ripon and the surrounding area.

For many members of our community, these sessions are an essential source of advice on issues such as debt, housing, benefits, employment, and consumer rights. The presence of Citizens Advice at Ripon Community House ensures that residents—particularly those who may be vulnerable, elderly, or experiencing financial hardship can access free, confidential, and impartial support within a trusted local setting.

In recent years, demand for these services has increased as more individuals and families seek help navigating complex financial and social challenges. Without continued funding, there is a real risk that these sessions may be reduced or discontinued, leaving many local residents without accessible support.

Ripon Community House has long been committed to strengthening the wellbeing of our community by providing a welcoming and accessible space for essential services. Continued partnership with Citizens Advice plays a key role in that mission. Financial support from Ripon City Council would help cover the operational costs associated with hosting these sessions, ensuring that this invaluable service remains available to those who rely on it.

We would welcome the opportunity to discuss this request further and provide any additional information that may assist the Council in considering our application.

I am writing to confirm that we are seeking £3,000 in funding to support Citizens Advice services for the coming year.

Currently, Citizens Advice is costing Ripon Community House £250 a month to host these sessions for our local community, this funding will help us continue providing essential advice and support to local residents who rely on our services.

Thank you for your time and for your ongoing commitment to supporting the wellbeing of the Ripon community.